

# **ChatGPT for the Layman: Practical Application and Exercises for Everyday Use**

**Ikechukwu Okeke**

## DEDICATION

I would like to dedicate this book to my lovely children, Chugi and Kosi whose smiles always make my day. And to my wife for her encouragement and support which has been the source of motivation towards bringing this book to fruition.

## PREFACE

Welcome to "**ChatGPT for the Layman: Practical Applications and Exercises for Everyday Use.**" This book aims to simplify the powerful capabilities of ChatGPT, making it accessible for everyone, from tech enthusiasts to complete beginners.

Inside, you'll find:

Step-by-Step Guides: Easy instructions to get started with ChatGPT.

Practical Applications: Real-life uses for tasks like drafting emails, generating content, and organizing schedules.

Real-Life Scenarios: Examples that show ChatGPT in action.

Interactive Exercises: Hands-on activities to practice your new skills.

This book blends human expertise with AI assistance to help you understand and utilize ChatGPT effectively. We hope it empowers you to integrate AI into your daily life and transform how you work and create.

Thank you for joining us on this journey. We're excited to see how you use ChatGPT to enhance your everyday experiences.

# Introduction

## What is ChatGPT?

Welcome to "**ChatGPT for the Layman: Practical Applications and Exercises for Everyday Use.**" This book is designed to help you understand and utilize ChatGPT, a powerful language model created by OpenAI. ChatGPT stands for "Chat Generative Pre-Trained Transformer," and it is an AI tool capable of understanding and generating human-like text based on the input it receives. Whether you're looking to boost productivity, enhance creativity, or simply make your day-to-day life easier, ChatGPT can be a valuable assistant.

## Why This Book?

Artificial Intelligence (AI) can often seem intimidating, filled with complex jargon and concepts. The goal of this book is to break down these barriers and make ChatGPT accessible to everyone, regardless of technical background. We will explore how ChatGPT can be integrated into various aspects of your life, providing practical examples and hands-on exercises to ensure you get the most out of this technology.

## How to Use This Book

Each chapter of this book focuses on a specific application of ChatGPT, complete with real-life scenarios and practical exercises. You'll find step-by-step instructions, tips, and prompts to help you practice and hone your skills. By the end of this book, you'll be well-equipped to use ChatGPT for a wide range of tasks, both personal and professional.

## Disclaimer

"**ChatGPT for the Layman: Practical Applications and Exercises for Everyday Use**" contains content created both by human authors and ChatGPT (especially the AI responses to allow the reader see what the answers are. Please note that the responses seen in the book might be different from the one users generate), an AI language model. While we have reviewed all material for accuracy, readers should verify critical information independently. The book is intended for educational purposes, and the authors are not liable for any errors or omissions.

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# Chapter 1: Getting Started with ChatGPT

## Understanding AI and ChatGPT

Before diving into practical applications, it's important to understand some basic concepts about AI and how ChatGPT works.

**Artificial Intelligence (AI)** refers to the simulation of human intelligence in machines that are programmed to think and learn. AI systems can perform tasks such as recognizing speech, making decisions, and translating languages.

**Machine Learning (ML)** is a subset of AI that involves training algorithms on data so that they can make predictions or take actions without being explicitly programmed to perform those tasks.

**Natural Language Processing (NLP)** is another subset of AI focused on the interaction between computers and humans through natural language. ChatGPT is an example of an NLP application.

**Prompts** are the **questions** (or queries) that the user wants ChatGPT to answer. The user must write the prompts in a textbox as provided by the ChatGPT interface. What follows is the answer that it provides based on the question. I will be using prompts or queries interchangeably.

**Response** are the **answers** that ChatGPT displays based on the prompt inputted by the user.

ChatGPT uses a type of ML called a **Transformer**. It has been pre-trained on a vast amount of text data from the internet, allowing it to generate coherent and contextually relevant text based on the input it receives.

## Setting Up ChatGPT

To start using ChatGPT, you'll need access to a platform that supports it, such as OpenAI's website or other third-party applications that integrate ChatGPT.

### Step-by-Step Guide to Accessing ChatGPT:

1. Visit ChatGPT's Website - <https://chatgpt.com/auth/login>.
2. Sign Up: Create an account if you don't already have one by clicking on the Sign Up button. You may need to provide an email address and create a password. See **Image 1** below.

3. Access ChatGPT: Before accessing ChatGPT, you have to verify your email first before logging in. Once logged in, you will be asked to provide your full name and birthday and click the **Agree** button.

4. Interface Overview: Read the tips provided and familiarize yourself with the interface. You'll typically find a text box for input and a button to generate responses.

Please note at the time of writing this book May 20<sup>th</sup>, 2024, the current version of ChatGPT is **GPT-4o** which was released on May 13<sup>th</sup>, 2024, with improved text (image, audio and video will be released in the coming weeks) capabilities. The previous version GPT-3.5 was released on November 30<sup>th</sup>, 2022.



Image 1 – Sign Up to create a ChatGPT Account

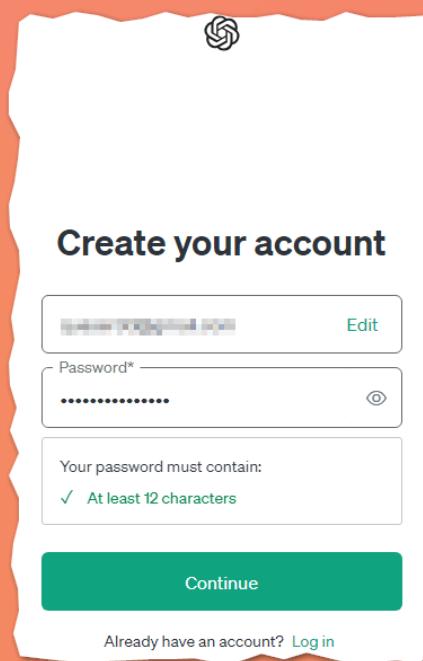


Image 2 – Username and password

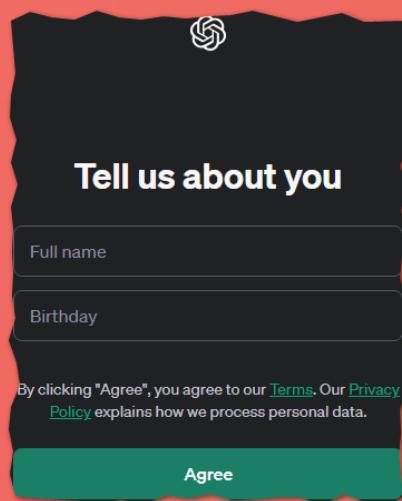


Image 3 – Provide your Full name and Birthday

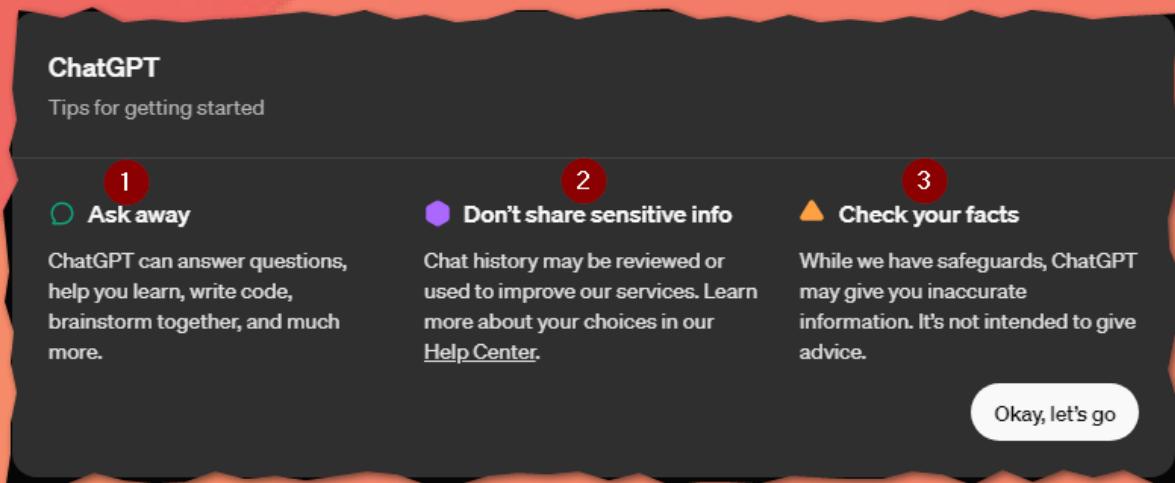


Image 4 – ChatGPT Important tips

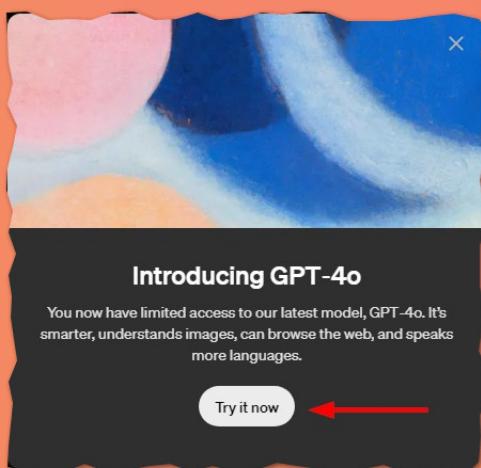
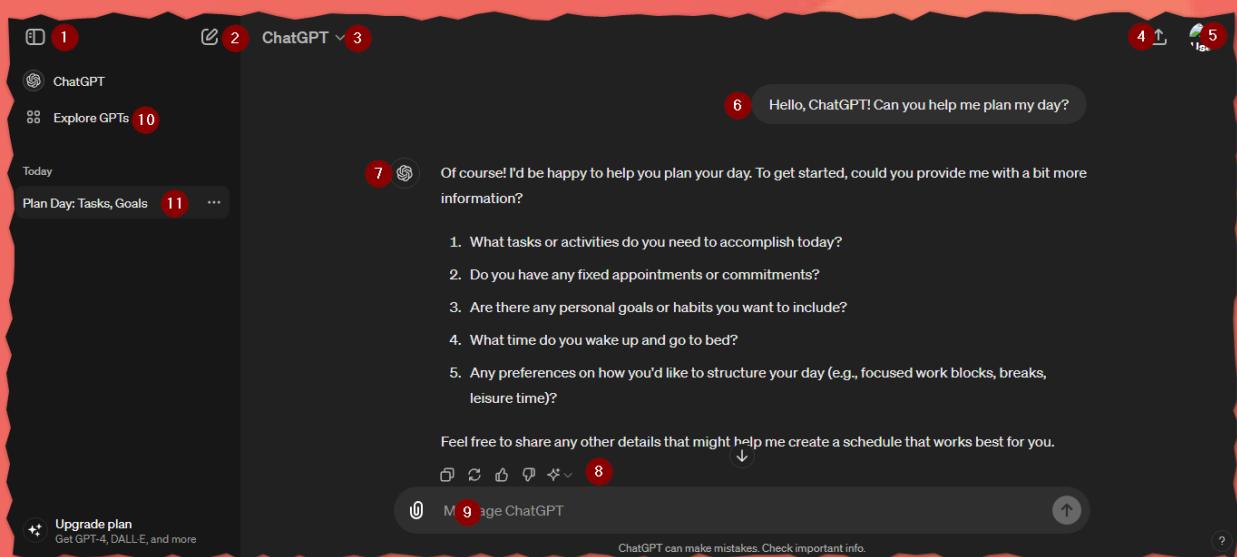


Image 5 – GPT-4o Intro

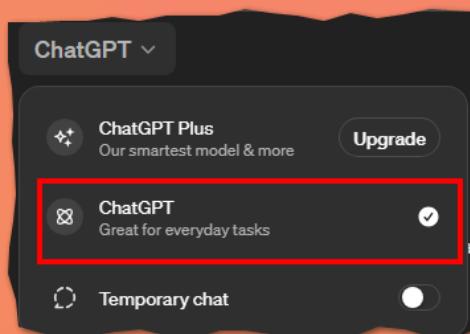
Please note that image 4 is a very crucial tip to follow. I have taken time to label each tip and must be followed to the letter especially labels 2 and 3. Always check the information given by ChatGPT for correctness and for privacy concerns.



**Image 6 – ChatGPT Interface**

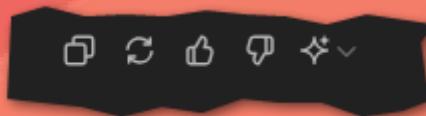
Let's understand the interface using the red labels from 1 to 11

- **Label 1** closes the sidebar. The sidebar consists of its icon, ChatGPT logo, the Explore GPTs (label 10) and the Prompt name (label 11).
- **Label 2** creates a new chat. (If you hover your mouse immediately under label 1, ChatGPT will create a new chat).
- Users can upgrade to the paid version of ChatGPT by clicking on **Label 3**.

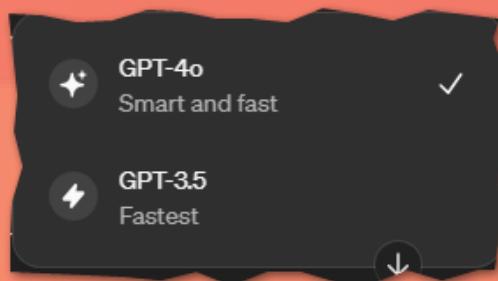


**Image 7 – ChatGPT Free and Plus**

- **Label 4** allows the user to share chat (via a link). ChatGPT will generate the link and the user will be able to send the link to any individual for viewing.
- **Label 5** shows users' avatar.
- **Label 6** is the user's prompt (or question or query) that was written in the query textbox in label 9.
- **Label 7** is the ChatGPT's response to the query in label 6.
- **Label 8** enable the user to do certain tasks to the generated response. Notice, there are 5 small button tasks as shown in image 7 below. From left to right are Copy, Regenerate, Good Response, Bad Response and Change Model.

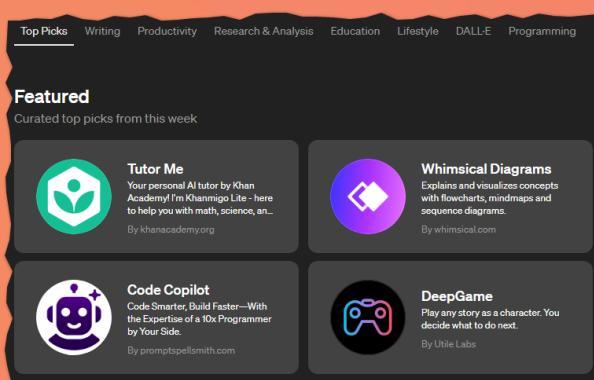


**Image 8 – Response Button Tasks**



**Image 9 – Change GPT Model**

- **Label 9** is the textbox where the user will input the prompt.
- **Label 10** is other available models to help the user achieve a specific task.



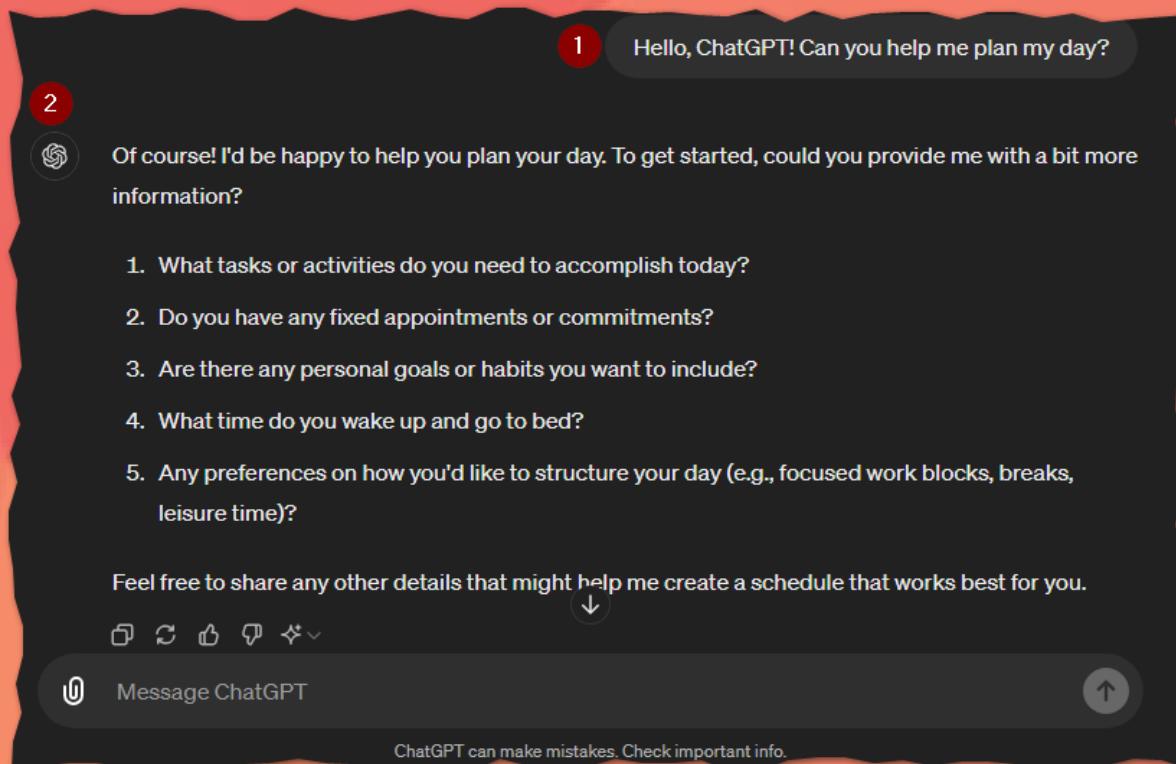
**Image 10 – Other Models in ChatGPT-4o**

**Label 11** is the task name.

### Example Interaction:

Let's start with a simple example to see ChatGPT in action. Type the following in the prompt textbox to start interacting with ChatGPT:

**User:** "Hello, ChatGPT! Can you help me plan my day?"



**Image 11 – User's Interaction with ChatGPT**

Please Note – The response generated from my chat as shown in Image 10 might be different from yours. Check the response from ChatGPT in Label 2 and compare. Also notice that you can always regenerate the response from the response button. Notice that there are no quotation marks indicating you can either add it or omit it when asking ChatGPT questions.

Now ask another question:

**User:** "I have a meeting at 10 AM, need to finish a report by 2 PM, and pick up groceries in the evening."

Check the response as shown in image 11 below. ChatGPT will generate a comprehensive routine for the specified information given from the user's prompt.

"I have a meeting at 10 AM, need to finish a report by 2 PM, and pick up groceries in the evening."

Great, let's plan your day with those key tasks in mind. Here's a suggested schedule:

**Morning**

- 7:00 AM - 8:00 AM: Wake up and morning routine (breakfast, exercise, etc.)
- 8:00 AM - 9:30 AM: Focused work session on the report
- 9:30 AM - 9:50 AM: Quick break (stretch, coffee, etc.)
- 9:50 AM - 10:00 AM: Prepare for the meeting

**Midday**

- 10:00 AM - 11:00 AM: Meeting
- 11:00 AM - 11:30 AM: Follow-up on meeting tasks if needed or short break

Message ChatGPT

ChatGPT can make mistakes. Check important info. →

**Image 12 – Another Interaction between the user and ChatGPT**

Please Note – Notice that ChatGPT started from 7 AM which we did not specify in the prompt. It was comprehensive in its response but if you do not want it to be comprehensive, then your prompts or questions must be as simple, precise and as possible. This is the first rule of thumb when inputting your queries in ChatGPT. This probably means that since (for example) you want to start from 10 AM, then specify that it should start the routine from 10 AM. Lastly, always check the information provided by the software before using it (red arrow).

### Practical Exercise:

Now it's your turn to interact with ChatGPT. Try asking it to help you plan your day, or any other simple task. Practice different types of requests to get a feel for how it responds.

### Exercise:

1. Open ChatGPT on your chosen platform.
2. Ask ChatGPT to help you plan a day with at least three different tasks.
3. Experiment with different phrasing to see how it affects the response.
4. Reflect on the responses: Are they helpful? How could they be improved?

By completing this exercise, you'll gain a better understanding of how to communicate with ChatGPT effectively and begin to see how it can assist you in daily life.

In the next chapter, we will go into the daily use of ChatGPT ranging from all works of life and for different users. I will be adding the user's prompts and the response from the software.