FREE CHEAT SHEET · AGENTIC EDGE LAB

The ChatGPT Cheat Sheet

The main parts of ChatGPT in plain English, and when to use each one.

LAB

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THE MAP *What each part does, and when to reach for it*

Chat
Ask, write and think out loud. Answers can now mix text with charts and small tools.

USE IT WHEN you need an answer, a draft or an explanation.

Projects
One job's chats, files and instructions in one place, with its own memory setting.

USE IT WHEN you keep coming back to the same work.

ChatGPT Work
Hand ChatGPT a whole job. It plans, works, pauses for your OK and returns a finished file.

USE IT WHEN you want the finished thing, not an answer.

Codex
Builds small tools that run, from an empty folder, and keeps going until it reaches the goal you set.

USE IT WHEN you need something that runs, not just text.

Sites
Turns a spreadsheet or an idea into a live web page, with a database and sign-in built in.

USE IT WHEN you need a page other people can open.

ChatGPT for Excel
ChatGPT in a side panel in your workbook. Also in Google Sheets, PowerPoint and Word.

USE IT WHEN the work lives in an Office file or a Sheet.

Deep research
Runs a multi-source investigation and hands back a cited report.

USE IT WHEN a question needs an afternoon of reading.

Voice
Talk to ChatGPT like a person. Live voice can even use your plugins.

USE IT WHEN your hands are busy or typing is slow.

Images
Makes and edits pictures from a sentence, a photo or a sketch.

USE IT WHEN you need a visual, not words.

Locked chats NEW
Hides a chat from your history, pins and search behind a PIN or your device unlock.

USE IT WHEN a chat is private, even from someone else who uses your account.

PLAN CHECK Sites needs Plus or higher and may not be available in every country. On Free and Go, Work is limited, and Work and Codex run in the desktop app. Locked chats are still rolling out.

SETTINGS WORTH KNOWING

1. **Personalization** (in Settings) Pick a style and tone, add custom instructions, manage Memory.
2. **Data controls** (in Settings) "Improve the model for everyone" decides whether your chats train models.
3. **Security and login** (in Settings) Turn on two-step sign-in or add a passkey. Check Security history.
4. **Plugin permissions** (Settings > Plugins > Permissions) Decide what ChatGPT may do in your connected accounts without asking.
5. **Usage** (in Settings) See what's left of your allowance for Work, Codex and the add-ins.

COPY-PASTE STARTERS

> @deepresearch Compare the 3 best options for [what you're choosing]. Recent sources only. Cite everything.

> Before you start this job, ask me 3 questions. Then show me your plan and wait for my OK.

> @Sites Turn this spreadsheet into a page my team can open.

> Here's my rough draft. Make it clearer and shorter, in my voice.

PRO TIP *On Free or Go, press Think for harder questions. On Plus or Pro, move the Thinking slider up.*

MORE, FREE

Cheat sheets, the 38-prompt pack and plain-English AI notes at agenticedgelab.ai/ai

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