WHAT IS CHAT.GPT — GENERATIVE PRE-TRAINED TRANSFORMER

- ✓ **ChatGPT** is a **state-of-the-art** ■ **ground-breaking**, know-it-all **virtual assistant**, with extensive current **global knowledge**. They will **exponentially improve** the **quality** and **productivity** of your **entire being** with its **unparalleled expertise**. It has the ability to **fully understand** and **engage** and **carry on** in **meaningful** conversations.

- ✓ **Unlimited Creative Abilities:** They excel in creating **customized content**, including creative writing, coding, educational tutoring, casual conversation, **diagrams**, **graphics**, **charts**, **images**, and **text-to-voice** conversions... very versatile.

- ✓ **More Effective and Efficient than internet browsing alone:** *ChatGPT makes tasks more efficient and engaging by* **providing direct responses** *in* **seconds**, **eliminating** *the need to sift through* **thousands** *of* **web pages** *for answers*

CHAT.GPT-4o | CHAT.GPT-4o mini | CHAT.GPT-4

ChatGPT is an advanced AI language model developed by OpenAI, designed to simulate human-like conversation and assist with various tasks. It can understand and generate natural language, making it useful for customer service, tutoring, creative writing, and coding assistance. Powered by the latest GPT-4 technology, ChatGPT-4 offers faster response times and can process text, audio, image, and video formats. Its large context window allows for extended, detailed conversations, making it an excellent tool for real-time applications and educational demonstrations.

- **ChatGPT-4o:** Top Paid Version. 80-Messages every 3-hours.
- **ChatGPT-4:** Paid Version. 40-Messages every 3-hours.
- **ChatGPT-4o mini:** Free Version. Unlimited Messages.

✓ *Versatile General-Purpose AI: ChatGPT is not confined to a specific software suite, allowing users to leverage its capabilities in various scenarios, from personal projects to educational environments. It integrates seamlessly into web applications such as customer service chatbots, virtual assistants, educational platforms, content management systems, and social media bots.*

✓ *Advanced Processing and Large Context Window: ChatGPT efficiently handles text, audio, image, and video formats. With a substantial token limit of 128,000, it supports extended conversations and detailed discussions across sessions.*

COPILOT PRO GPT-4 | COPILOT PRO GPT-4 TURBO

Microsoft Copilot is an innovative AI assistant seamlessly integrated with Microsoft 365, revolutionizing professional digital workflows. Using advanced language models, it offers intelligent suggestions and automation for tasks like drafting emails, generating reports, and summarizing documents. Focusing on enterprise-grade solutions, Copilot enhances productivity by adapting to individual workflows. Copilot GPT-4 Turbo, optimized for coding and integrated with Bing for enhanced search capabilities, is available at no cost, making it especially valuable for developers.

✓ *Integration with Microsoft 365: Complements and enhances a cohesive experience across Word, Excel, PowerPoint, and Outlook.*

✓ *Context-Aware Assistance: Offers **intelligent suggestions**, automations, and content creation by understanding the context of tasks.*

PROMPTS — HOW WE COMMUNICATE or CONVERSE with CHAT.GPT

Prompting involves skillfully crafting **questions**, **statements**, or **instructions** to guide ChatGPT in delivering relevant and precise responses. Think of it as giving clear directions to a friend, so they don't have to keep asking you for more details. Effective prompting makes interactions smoother, more efficient, and a lot more fun!

Today, I want to show you how **chat technology** can be a game-changer in your life, and the most important skill to unlock its potential is **asking the right questions, or prompts**. Think of prompts as simple instructions you give to chat to help it work for you—whether it's solving problems, saving time, or sparking new ideas. I'll share a **variety of examples** so you can see how chat can improve **every part of your life**, from making work easier to helping with everyday tasks. My goal is to inspire you with **practical ways** to use chat in ways you may never have thought of. With just a little creativity, you'll discover how much is possible.

Question Prompts

- ✓ *"What are some effective ways to improve communication within my sales team and with other departments"*
- ✓ *"Can you provide examples of how e-commerce platforms optimize customer experiences through data analytics?"*
- ✓ *How are remote work technologies reshaping the work culture and productivity in tech companies?"*

Statement Prompts

- ✓ *"Analyze the economic effects of 5G deployment in urban areas, focusing on the potential for increased productivity, job creation, and the enhancement of technological infrastructure."*
- ✓ *"Predict the emerging technologies that will dominate the digital marketing landscape in the next decade, considering advancements in artificial intelligence, data analytics, and immersive media."*
- ✓ *"Analyze the effectiveness of influencer marketing campaigns for fashion brands on Instagram, focusing on engagement rates, brand awareness, and sales conversions."*

Instruction Prompts

- ✓ *"Develop a comprehensive business plan for a new startup, including market research, competitive analysis, financial projections, and a detailed marketing strategy."*
- ✓ *"Develop a comprehensive training program for new employees that focuses on enhancing their understanding of company policies, improving their communication skills, and promoting a culture of inclusivity and teamwork."*

✓ *"Develop a strategy for building strong customer relationships, emphasizing personalized communication, loyalty programs, and consistent follow-up to enhance customer satisfaction and retention."*

Visual Prompts

- ✓ *"Create an infographic illustrating the steps of a successful product launch, highlighting key phases such as market research, product development, marketing strategy, and post-launch analysis, with icons and visual elements to enhance understanding and engagement."*

- ✓ *"Create a visual representation of the customer journey for an e-commerce business, highlighting key touchpoints such as website visits, product searches, cart additions, purchases, and post-purchase interactions. Include visual elements like icons, arrows, and graphs to illustrate the flow and key metrics at each stage."*

- ✓ *"Create a visual presentation that illustrates the market share distribution of major smartphone manufacturers in 2024, including a comparative analysis of their growth trends over the past five years. Use pie charts, bar graphs, and line graphs to clearly depict the data, and include brief annotations to highlight key insights."*

Quotation Prompts

- ✓ *"Discuss the meaning, context, and relevance of the famous **quote by Elon Musk**: 'When something is important enough, you do it even if the odds are not in your favor.' Explore how this statement applies to entrepreneurial resilience, innovation in technology, and the pursuit of ambitious goals. Encourage critical thinking by examining real-world examples of overcoming adversity and relate these abstract ideas to specific subjects such as business strategy, personal development, and technological advancements."*

- ✓ *"Discuss the meaning, context, and relevance of the famous **quote by Ronald Reagan**: 'The nine most terrifying words in the English language are: I'm from the government and I'm here to help.' Explore how this statement reflects Reagan's views on government intervention and its impact on individual freedoms and economic policies. Encourage critical thinking by examining the balance between government regulation and free-market principles. Relate these abstract ideas to specific subjects such as public policy, economic theory, and contemporary political debates, analyzing how different perspectives interpret the role of government in society."*

- ✓ *"Discuss the meaning, context, and relevance of the famous **quote by singer Grace Slick**: 'When the truth is found to be lies, and all the joy within you dies.' Explore how this statement reflects the impact of deception and disillusionment on personal well-being and societal trust. Encourage critical thinking by examining real-world examples of scandals, misinformation, and their consequences on public morale and individual psyche. Relate these abstract ideas to specific subjects such as ethics in journalism, corporate transparency, and the psychological effects of betrayal, highlighting the importance of truth and integrity in various aspects of life."*

Scenario-Based Prompts

✓ *Imagine you are the Chief Financial Officer (CFO) of a publicly traded technology company, TechInnovate Inc. During the latest quarterly financial review, you discover a significant accounting error that overstated the company's revenue by 10%. This error was unintentional but disclosing it now would likely cause a substantial drop in stock price and could lead to legal scrutiny and loss of investor confidence. The CEO suggests correcting the error in the next quarter's report, hoping that new product launches will mitigate the negative impact. Discuss the ethical implications of delaying disclosure, considering the importance of transparency and integrity in financial reporting."*

Reflective Prompts

✓ *"Think about a time when you lost a customer due to circumstances beyond your control, such as market conditions, supply chain disruptions, or changes in customer preferences. Reflect on how you handled the situation both professionally and emotionally. What did you learn from this experience about managing customer relationships and maintaining resilience in the face of adversity? How can the insights you gained help improve our strategies and responses to similar challenges in the future?"*

Creative Writing Prompts

✓ *"Imagine you are the founder of a startup that has just launched an innovative product in a highly competitive market. Write a compelling narrative from the perspective of an industry insider that details the journey from inception to the first major breakthrough. Include the initial inspiration for the product, the challenges and setbacks faced along the way, and the pivotal moments that led to your success. Use vivid descriptions and emotional insights to convey the highs and lows of the entrepreneurial journey, and weave in key business concepts such as market research, product development, and customer engagement. How did you inspire your team, attract investors, and ultimately win over your first major client? Your story should not only capture the technical and strategic aspects of building a business but also the human elements that drive innovation and resilience."*

EFFECTIVE PROMPT ENGINEERING — CRUICIAL ELEMENTS FOR SUCCESS

Creating an effective prompt involves several crucial elements arranged logically for clarity and engagement. Start with **clarity** to make the purpose and instructions easy to understand. Provide **context** to situate the prompt within a broader framework. Explain the **intent** to outline the goal or desired outcome. Ensure **relevance** by connecting the prompt to the respondent's experiences or interests. Next, add **specificity** to detail the specific aspects or steps to focus on. Maintain **politeness** to ensure a respectful approach. Set the appropriate **tone** to match the mood of the prompt. Encourage **creativity** for unique and innovative responses. Provide **specific information** for clear guidelines and parameters. Finally, use a clear **response format** to direct the structure of the answer. Integrating these elements in this order makes prompts more effective, engaging, and valuable.

Effectively Engineered Prompt — By Elements for Success

- ✓ ***Clarity:*** *Plan a trip to Kyoto, Japan, specifically to experience the cherry blossom season.* ***Intent:*** *The aim is to outline effective strategies and insights for planning a special trip.* ***Context:*** *Consider aspects like researching the best viewing spots, booking accommodations, and organizing your itinerary.* ***Relevance:*** *Explain how thorough planning could impact your anticipation and overall enjoyment of the trip.* ***Specificity:*** *Detail the specific steps you would take in your planning, the potential challenges you might face, and how you would address them.* ***Specific Information:*** *Include details about your sources of inspiration, key planning milestones, and any support or advice you would seek.* ***Creativity:*** *Describe any unique or innovative approaches you would use to ensure a memorable cherry blossom viewing experience.* ***Politeness:*** *Please share your insights on what you think would work well and what might need adjustments.* ***Tone:*** *Feel free to be thoughtful and detailed in your response.* ***Response Format:*** *Your response should be a detailed narrative that highlights key steps and considerations for your planning process.*

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PROMPT FORMAT — PRECISE vs VAGUE + CLEAR vs AMBIGUOUS

Providing ChatGPT with **precise instructions** rather **than vague questions** is crucial because it helps the AI understand your intent better and generate more relevant and useful responses. **Clear instructions**, complete with specific context and purpose, lead to more accurate and focused answers. On the other hand, vague questions can result in **ambiguous** or irrelevant responses. Clarity is essential when crafting prompts because it enables ChatGPT to comprehend the user's request accurately, ensuring that the AI doesn't misinterpret the intent or produce confusing or off-topic answers. In essence, precise and clear prompts facilitate effective communication with ChatGPT, enhancing the quality and relevance of the responses generated.

Prompts – Precise vs Vague

- ✓ *"What is the role of innovation in business?"*
- ✓ *"Describe how companies like SpaceX have revolutionized the space industry through innovation."*

- ✓ *"What is the future of digital marketing?"*
- ✓ *"Predict the emerging technologies that will dominate the digital marketing landscape in the next decade."*

- ✓ *"Discuss the impact of social media on business."*
- ✓ *"Analyze the effectiveness of influencer marketing campaigns for fashion brands on Instagram."*

Prompts – Clear vs Ambiguous

- ✓ *"Can you explain the purpose of HR reports?"*
- ✓ *"Could you provide an overview of the types of reports typically generated by the HR department?"*

- ✓ *"What maintenance strategies should I consider?"*
- ✓ *"Offer guidance on maintenance strategies and practices to extend the lifespan of equipment in my production area."*

- ✓ *"How can I improve communication with my team?"*
- ✓ *"Share communication techniques and tools to enhance coordination and collaboration within my production department."*

PROMPT — CHAT.GPT AUTO GENERATED PROMPTS

Auto-generated prompts are a powerful tool for engaging with ChatGPT, enabling users to unlock the full potential of the AI by crafting specific, targeted queries. This process involves creating detailed and thoughtful prompts that guide the AI to provide comprehensive and valuable responses. For example, if a user wants to explore world-class dish recipes by Gordon Ramsay, they can generate specific prompts such as asking for his signature dishes, detailed step-by-step instructions, or a curated three-course meal plan inspired by his culinary expertise. By leveraging auto-generated prompts, users can obtain precise and informative answers, making the interaction more productive and tailored to their needs. This approach not only showcases the versatility and depth of ChatGPT but also enhances the user's experience by providing highly relevant and engaging content.

Prompts – Auto-Generated by Chat.GPT

- ✓ *"What are the absolute coolest, most mid-blowing, most useful, out of the box, ChatGPT prompts that will really show off the power of ChatGPT that focus on **"Finding world-class dish recipes by Gordon Ramsey**" and give me 10.*
- ✓ *"What are the absolute coolest, most mid-blowing, most useful, out of the box, ChatGPT prompts that will really show off the power of ChatGPT that focus on **"Stress management and anxiety**" and give me 5.*
- ✓ *"What are the absolute coolest, most mid-blowing, most useful, out of the box, ChatGPT prompts that will really show off the power of ChatGPT that focus on **"B2B sales and marketing**" and give me 5.*
- ✓ *"What are the absolute coolest, most mid-blowing, most useful, out of the box, ChatGPT prompts that will really show off the power of ChatGPT that focus on "**Beginner website coding**"*

BUILDING PROMPTS — CONVERSIVE PROMPT BUILDING

The process of prompting a question and engaging in a conversational exchange with the goal to build what will be the end result, typically involves initiating the interaction with an initial question or comment, which is a great tool, especially in situations where you may not know how to perfectly phrase the initial prompt or want to add depth to it. This initial question or comment serves as a starting point, allowing participants to overcome potential communication barriers and progressively refine their ideas or inquiries by leveraging subsequent prompts. As the conversation unfolds, the ability to continually prompt, with the goal in mind ends up being an indispensable tool.

Prompts – Creating a Demographic Table

- ✓ *"Create a table with top 5 cities in Maui."*
  - *"Add median household income."*
  - *"Add median housing cost"*
  - *"Add land area."*
  - *"Change to Kauai."*
  - *"Change to Oahu"*
  - *"Big Island"*
  - *"Change to the Hawaiian Islands"*
  - *"Can you recalculate the land areas"*
  - *"Update the numbers in the table"*

Prompts – 2020-2023 Movie Data Table

- ✓ *"Create a table of American Movies made between 2020 and 2023."*
  - *"Add Total Gross for first month."*
  - *"Add Total Production cost."*
  - *"Add Total Profit or Total Loss based on our data."*
  - *"Format all numbers with commas and as whole numbers without decimals"*

CONVERSATION-STARTER PROMPTS — CONVERSIVE PROMPT BUILDING

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Prompts – Establishing (Initiate) a Connection

✓ *Assume the role of a business representative reaching out to a lost customer who previously left due to stock unavailability and a missed crucial order shipment. Generate 15 impactful opening lines that acknowledge past issues, express sincere apologies, and offer a pathway to regain their trust and business. These are important as they are needed to re-establish communication with the lost customer. Generate at least 5-sentences of dialogue on each. Generate at least 5-sentences of dialogue on each.*

✓ *Create a list of 15 conversation starters for chamber of commerce meet and greets, focusing on establishing and nurturing business relationships. Additionally, provide 15 conversation starters for re-meeting the same contacts at subsequent chamber events to deepen the connection. Generate at least 5-sentences of dialogue on each.*

✓ *Assume the role of a seasoned HR professional skilled in handling sensitive conversations. Generate 15 effective opening statements to initiate a critically difficult conversation about poor and unacceptable performance with a sensitive employee. These statements should aim to address the issue with empathy, clarity, and professionalism, setting the stage for a constructive dialogue and positive resolution. Generate at least 5-sentences of dialogue on each.*

Crafting prompts that are calculated and carefully formulated is essential for obtaining precise and insightful responses from ChatGPT. A calculated prompt is thoughtfully considered, focusing on the specific information needed and the context. Formulated prompts guide the AI with clear structure, such as providing background information, setting boundaries, or specifying the response format. Combining these approaches ensures the AI produces high-quality, relevant content, minimizing ambiguity and maximizing usefulness. This makes interactions with ChatGPT more productive and efficient.

Prompts – Precise vs Vague

- ✓ I can only go to the gym 3-times a week. Can you design a workout and diet plan to keep me in shape and ultimately lose 30% of my weight in 6-months?

Prompts – Precise vs Vague

- ✓ "I have breadcrumbs, eggs, 1 ounce of chicken filet, 1-pound ribeye, red snapper, wine, milk, garlic and other spices, pork chops, rice, and soy sauce. Give me 3-different numbered recipes that can be made any or all of these ingredients."
- ✓ "I have some leftover chicken, a can of black beans, can you suggest a recipe and instructions to make."

Prompts – Construction Framing Rooms

- ✓ I am framing 5 rooms in a house where the rooms are 10 feet tall
- ✓ How many pieces of lumber do I need if they come in 12-foot lengths and the frame spacing needs to be 18 inches
- ✓ For the following room dimensions
- ✓ 18 x 16 and 20x15 and 15x10 and 20x30 and 15x22
- ✓ include amount of lumber needed to create the base of the walls as well as the top support
- ✓ Calculate the cost of the lumber per room when per piece cost is $20

Prompts – Construction Install Carpeting

- ✓ I am carpeting 10 rooms in a house
- ✓ Room dimensions in feet: 10*12 15*20 16*30 18*19 26*30 20*35 15*15 18*20 24*30 15*10
- ✓ Carpet roll dimensions come in 3 type sizes ... 30*20 10*40 15*35
- ✓ What roll type, and how many should be ordered for each room?
- ✓ Calculate how much padding is needed if it comes in 20*75 rolls @ $400
- ✓ Calculate the installed retail price to the customer if the 30*20 roll = $8000 and the 10*40 roll = $5000 and the 15*35 roll = $6000, on a room-by-room basis

Prompts – Construction Install Wood Flooring

- ✓ I am installing wood flooring for 10 rooms in a house

- ✓ Room dimensions in feet: 10*12 15*20 16*30 18*19 26*30 20*35 15*15 18*20 24*30 15*10
- ✓ Wood flooring planks are 12 inches wide by 60 inches long
- ✓ There is a 20% offset on plank layout.
- ✓ How many planks should we order?

Prompts – Construction Install Tile Flooring

- ✓ I am installing Floor Tiling for 10 rooms in a house
- ✓ Room dimensions in feet: 10*12 15*20 16*30 18*19 26*30 20*35 15*15 18*20 24*30 15*10
- ✓ there are 2-tile sizes in inches… 12*12 and 6*6
- ✓ I want to artistically lay a mix of the 2 tiles
- ✓ How much tile should I order for each room to maintain that artistic flow?

Prompts – Math Algebra

- ✓ 3x^2-5x+2=0
- ✓ 1x+1y+1z = 6
  2x+2y+1z = 10
  1x+3y+2z=14
- ✓ 1x+2y+3z =14
  2x+3y+4z = 20
  3x+4y+5z = 26
  4x+5y+6z = 32

Prompts – Fuels & Energy

- ✓ List all conceivable fossil fuels and their efficiencies for Car, Heating, Aircraft and place in table format
- ✓ List the top 10 automobile engine sizes and list the average miles per whatever using gasoline, diesel, nat gas, propane
  … add to that table the best MPH for the best MPG

Prompts – Precise vs Vague

- ✓ "What is the role of innovation in business?"

"ACTING AS" PROMPTS — WEARING THE HAT

"Act As" prompts are dynamic instructions or scenarios that challenge individuals to step into a specific role or situation and respond or perform tasks as if they were actually in that position. These prompts are powerful tools used in educational, training, and creative settings to foster critical thinking, creativity, and empathy. By imagining themselves in a particular role, individuals can gain new perspectives and develop innovative solutions to real-world problems.

Acting As Prompts – Common Ailments in Business

- ✓ *Acting as both a Psychologist and Psychiatrist, ways to cope with "**Imposter Syndrome**". A psychological pattern where individuals doubt their accomplishments and fear being exposed as a "fraud"*
- ✓ *Acting as both a Psychologist and Psychiatrist, ways to cope with "**Social Anxiety Disorder**". Intense fear and avoidance of social situations due to the worry of being judged negatively.*
- ✓ *Acting as both a Psychologist and Psychiatrist, ways to cope with "**Performance Anxiety**". Fear of performing tasks in front of others, often associated with public speaking or artistic performances.*
- ✓ *Acting as both a Psychologist and Psychiatrist, ways to cope with "**Burnout**". A state of emotional, physical, and mental exhaustion caused by excessive and prolonged stress.*
- ✓ *Acting as both a Psychologist and Psychiatrist, ways to cope with "**Perfectionism**". A relentless striving for flawlessness, often leading to high levels of stress and dissatisfaction.*
- ✓ *Acting as both a Psychologist and Psychiatrist, ways to cope with "**Low Self-Esteem**". A lack of confidence and feelings of inadequacy.*

Acting As Prompts – Role Playing in Life

- ✓ *Act as a 20-year bourbon connoisseur, recommending the top 5 bourbons under 50 dollars that offer the most complex taste, highlighting their unique flavor profiles and distinguishing characteristics. Your goal is to guide me to affordable yet sophisticated options that provide a rich and satisfying tasting experience.*
- ✓ *Acting as a seasoned Human Resources Manager, devise a comprehensive and innovative plan aimed at significantly enhancing employee engagement and retention within a large corporation.*
- ✓ *Act as a dynamic and visionary sales manager tasked with creating a compelling sales pitch for the launch of an innovative new product in the fashion industry, capturing your audience's attention by highlighting unique features, market trends, and consumer benefits. Your objective is to deliver a persuasive presentation that establishes credibility, showcases the product's distinctiveness, and concludes with a strong call to action.*

✓ *Act as a motivational speaker, delivering an inspiring speech that empowers your audience to pursue and achieve their dreams by sharing powerful stories, practical advice, and uplifting messages. Your goal is to ignite a sense of passion, resilience, and confidence within them, leaving them motivated to take actionable steps toward their aspirations.*

✓ *Act as an insurance salesman, recounting the story of making a life insurance policy sale under the most challenging circumstances, emphasizing the obstacles faced and the persistence required. Your goal is to highlight the importance of life insurance while demonstrating resilience and dedication in overcoming adversity.*

✓ *Act as a social media manager, developing a content calendar for a restaurant aimed at boosting its online presence and engagement by planning diverse and engaging posts, promotions, and interactions. Your goal is to strategically schedule content that highlights the restaurant's offerings, events, and unique selling points, fostering a strong connection with the online community.*

ChatGPT excels in crafting and preparing a wide range of test and exam questions tailored to various subjects and educational levels. Whether you need questions for math, science, history, algebra, MBA, CPA, or other disciplines, ChatGPT can generate diverse formats, including essay questions, fill-in-the-blank, and multiple-choice questions. This versatility ensures comprehensive coverage of the material and aids in effective student assessment. By leveraging ChatGPT's capabilities, educators can create well-rounded exams that challenge and engage students, facilitating a thorough evaluation of their knowledge and understanding.

Arithmetic – Multiple Choice and Fill-in-the-Blank

✓ *I'm looking to create a **25-question multiple-choice test for an Arithmetic final exam**. Please include a mix of questions that cover basic operations, fractions, decimals, percentages. Ensure the questions vary in difficulty to challenge the students effectively. Make all questions word problems, this very important,*

Algebra – Multiple Choice and Fill-in-the-Blank

✓ *I would like to create a 25-question fill-in-the-blank test for an Algebra final exam. Please ensure all questions are word problems covering a full spectrum of algebraic topics, including basic operations (addition, subtraction, multiplication, division), fractions, decimals, percentages, solving equations, inequalities, systems of equations, exponents and powers, polynomials, factoring, and rational expressions. Make sure the questions vary in difficulty to effectively challenge the students.*

MBA – Financial Exam

✓ *I want to create a 25-question MBA exam consisting entirely of word problems that cover the full spectrum of financial aspects. This includes topics such as financial accounting, managerial accounting, corporate finance, investment analysis, financial markets and institutions, risk management, and international finance. The questions should vary in difficulty to effectively challenge the students, and each question should be in a multiple-choice format with four options to choose from.*

Comprehensive Employee Aptitude Test — Potential Employees

✓ *Develop a comprehensive employee aptitude test with six sections: logical reasoning, verbal reasoning, situational judgment, technical skills, emotional intelligence, and personality, each containing at least 30 questions. Logical reasoning questions should assess problem-solving and pattern recognition; verbal reasoning should test comprehension and language skills; situational judgment should evaluate responses to workplace scenarios; technical skills should assess job-specific competencies like*

programming; emotional intelligence should gauge emotional awareness and conflict resolution; and personality should explore traits and work style preferences. Ensure questions are clear, unbiased, and vary in difficulty, with multiple-choice answers where applicable. Format the test consistently with labeled sections and numbered questions.

Chat applications have the remarkable ability to generate diverse content, including stories, training manuals, and various documents, by leveraging advanced natural language processing and AI technologies. These applications can create engaging narratives with coherent plots and character development, making them ideal for crafting compelling stories. For training manuals, chat applications can generate comprehensive and structured content that covers detailed instructions, best practices, and interactive elements tailored to specific industries or roles. This capability ensures that the content is not only informative but also easily understandable and engaging for learners. Overall, chat applications offer a versatile and efficient solution for generating high-quality, customized content across different domains. fascist

Children's Story of Friendship, Bravery and Standing Up

- ✓ *Write a story about the importance of helping others, featuring Beavis, a compassionate and brave 10-year-old boy. Beavis notices that Stimpy, a quiet and shy classmate, is being relentlessly bullied at school. Determined to make a difference, Beavis decides to intervene. He befriends Stimpy, offering him a safe space and unwavering support. Together, they devise a plan to outsmart the bullies, teaching Stimpy confidence and resilience along the way. The story culminates in a dramatic showdown where Beavis stands his ground, confronting the bullies with courage and integrity. Through their journey, both boys learn valuable lessons about friendship, bravery, and the power of standing up for what is right.*
  - o *Develop the story into 5-chapters*
  - o *Expand upon chapter-1 and make it at least 3,500-words long*

Business Troubleshooter – 5 Company Turnaround Stories

- ✓ *Write a compelling story about Beavis, an exceptional business consultant renowned for his expertise in turning around struggling companies. The narrative should focus on Beavis's transformative work with employees across five key departments: Sales, Marketing, Finance, Public Relations, and Social Media. For each department, depict a dramatic "comeback story" of an employee facing an overwhelming disaster. Illustrate how Beavis identified the root cause of their challenges and devised innovative strategies to resolve them, leading to remarkable success. For instance, describe how he helped a Sales manager overcome plummeting sales figures, a Marketing executive recover from a failed campaign, a Finance officer rectify severe budget mismanagement, a Public Relations specialist rebuild a tarnished reputation, and a Social Media manager revive a declining online presence. Highlight Beavis's unique approach, insightful problem-solving skills, and the personal growth of each employee as they navigate through their crises to achieve triumph. Add any additional elements that can make the story more engaging*

and impactful, ensuring that the readers are captivated by the turnaround journey and inspired by Beavis's genius.

   o *Expand upon chapter-1 and make it at least 3,500-words long*

Sales Training Manual – Business-2-Business + Business-2-Consumer

✓ *Develop an extensive and advanced training manual for both Business-to-Business (B2B) and Business-to-Consumer (B2C) sales and marketing departments. This manual should be the definitive guide, covering all tools, tactics, and tricks essential for success in today's market. Include advanced sales strategies, negotiation skills, digital marketing tools, data analytics, CRM systems, and marketing automation platforms. Address current economic conditions, such as inflation and global supply chain issues, and geopolitical factors like trade policies and political stability. Explore consumer psychology, cultural differences, and generational shifts in purchasing behavior. Research emerging trends in AI-driven personalization, blockchain, and augmented reality, and discuss their potential impact. Provide templates, checklists, step-by-step guides, recommended reading lists, and industry publications for continuous learning. Ensure the manual is up-to-date with the latest research and technological developments, making it the ultimate go-to resource for sales and marketing professionals navigating the complexities of the modern business environment.*

   o *I need to create a sales and marketing department training manuals for both Business-2-Business + Business-2-Consumer sales. I want to cover all the tools, tactics, tricks and anything else you can find. I want this to me the bible the goto for this advanced up to date and forward looking. Also consider current econoimc conditions and geo political situations, I mean everything that effects how we do business and things that psychologicly effect us and our customers. even research (you chat) new things that effect this process . this has to be big. and again, make me a prompt that takes this all into consideration.*

Chat applications possess remarkable capabilities to summarize, analyze, and provide in-depth insights into books, movies, and TV dramas, distilling complex narratives and themes into concise summaries. They offer detailed analyses of characters, plot development, and underlying messages, enriching the experience with deeper critical perspectives. For those lacking direct access due to time constraints, financial limitations, or accessibility issues, chat applications serve as valuable resources, enabling engagement with cultural content without consuming the full media. This democratizes access to knowledge and entertainment, allowing users to stay informed and participate in cultural conversations. Additionally, chat applications provide tailored recommendations and contextual explanations that enhance learning and personal development, helping users apply lessons from stories to their own lives and fostering critical thinking, empathy, and creative problem-solving. By bridging the gap between people and cultural content, chat technology makes literature, cinema, and television more accessible and impactful, empowering individuals to improve their lives through the lessons and insights gained from these narratives.

Business Book: "How to Win Friends and Influence People" Dale Carnegie

- ✓ *Analyze and provide in-depth insights into the book "How to Win Friends and Influence People" by Dale Carnegie.*
- ✓ *Distill its complex themes and narratives into concise summaries that enhance comprehension and save time, focusing on key principles and strategies.*
- ✓ *Offer detailed analyses of the characters, plot development, and underlying messages, explaining how these elements contribute to the book's overall effectiveness and enrich the reader's experience.*
- ✓ *Provide tailored recommendations based on the book's content, highlighting actionable insights for business professionals to improve interpersonal skills and influence others.*
- ✓ *Include contextual explanations that enhance learning and personal development, helping readers understand the historical and cultural background of the book and its relevance today.*
- ✓ *Offer guidance on applying the lessons to personal and professional life, fostering critical thinking, empathy, and creative problem-solving.*
- ✓ *Specifically cater the analysis and recommendations to business professionals, highlighting the most relevant insights for leadership, team management, negotiation, and building professional relationships, to create a comprehensive resource that maximizes the book's value.*

Business Book: "The Innovator's Dilemma" Clayton M. Christenson

- ✓ *Analyze and provide in-depth insights into the book "The Innovator's Dilemma" by Clayton M. Christensen.*

- ✓ *Distill its complex themes and narratives into concise summaries that enhance comprehension and save time, focusing on key principles and strategies.*
- ✓ *Offer detailed analyses of the characters, plot development, and underlying messages, explaining how these elements contribute to the book's overall effectiveness and enrich the reader's experience.*
- ✓ *Provide tailored recommendations based on the book's content, highlighting actionable insights for business professionals to improve innovation management and strategic planning.*
- ✓ *Include contextual explanations that enhance learning and personal development, helping readers understand the historical and technological background of the book and its relevance today.*
- ✓ *Offer guidance on applying the lessons to personal and professional life, fostering critical thinking, empathy, and creative problem-solving.*
- ✓ *Specifically cater the analysis and recommendations to business professionals, highlighting the most relevant insights for leadership, disruptive innovation, market strategy, and competitive advantage, to create a comprehensive resource that maximizes the book's value.*

Business Book: "The Art of the Deal" Donald J. Trump

- ✓ *Analyze and provide in-depth insights into the book "The Art of the Deal" by Donald Trump.*
- ✓ *Distill its complex themes and narratives into concise summaries that enhance comprehension and save time, focusing on key principles and strategies.*
- ✓ *Offer detailed analyses of the characters, plot development, and underlying messages, explaining how these elements contribute to the book's overall effectiveness and enrich the reader's experience.*
- ✓ *Provide tailored recommendations based on the book's content, highlighting actionable insights for business professionals to improve negotiation skills and deal-making strategies. Include contextual explanations that enhance learning and personal development, helping readers understand the historical and business background of the book and its relevance today. Offer guidance on applying the lessons to personal and professional life, fostering critical thinking, strategic thinking, and problem-solving skills. Specifically cater the analysis and recommendations to business professionals, highlighting the most relevant insights for leadership, negotiation, risk management, and building professional relationships, to create a comprehensive resource that maximizes the book's value.*

Other Books of Interest

- ✓ *"Good to Great: Why Some Companies Make the Leap... and Others Don't" by Jim Collins* Analyzes the factors that transform good companies into great ones.

- ✓ *"The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses" by Eric Ries*
  Introduces the lean startup methodology for building and scaling businesses.
- ✓ *"The 7 Habits of Highly Effective People" by Stephen R. Covey*
  Offers a principle-centered approach for solving personal and professional problems.
- ✓ *"Rich Dad Poor Dad: What the Rich Teach Their Kids About Money That the Poor and Middle Class Do Not!" by Robert T. Kiyosaki*
  Highlights the different mindsets towards money and investing.
- ✓ *"Built to Last: Successful Habits of Visionary Companies" by Jim Collins and Jerry I. Porras*
  Studies visionary companies and what makes them enduringly successful.
- ✓ *"Principles: Life and Work" by Ray Dalio*
  Shares the principles and management philosophies that led to Dalio's success at Bridgewater Associates.
- ✓ *"The Art of War" by Sun Tzu*
  Ancient wisdom on strategy and leadership, often applied to business.
- ✓ *"The Four-Hour Workweek: Escape 9-5, Live Anywhere, and Join the New Rich" by Timothy Ferriss*
  Provides unconventional advice on how to design your life and business for maximum efficiency and enjoyment.
- ✓ *"Crucial Conversations: Tools for Talking When Stakes Are High" by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler*
  Offers techniques for effective communication in high-stakes situations.
- ✓ *"Drive: The Surprising Truth About What Motivates Us" by Daniel H. Pink*
  Explores what truly motivates people beyond traditional incentives.
- ✓ *"Start with Why: How Great Leaders Inspire Everyone to Take Action" by Simon Sinek*
  Discusses the importance of purpose and inspiration in leadership.
- ✓ *"The Hard Thing About Hard Things: Building a Business When There Are No Easy Answers" by Ben Horowitz*
  Provides insights into the challenges of running a business, especially during tough times.
- ✓ *"Influence: The Psychology of Persuasion" by Robert B. Cialdini*
  Explains the psychology behind why people say "yes" and how to apply these understandings.

Business Movie: "Wall Street" Gordon Gecko

- ✓ *Analyze and provide in-depth insights into the movie "Wall Street" with a focus on the character Gordon Gekko.*

- ✓ *Distill its complex themes and narratives into concise summaries that enhance comprehension and save time, focusing on key principles and strategies depicted in the film.*
- ✓ *Offer detailed analyses of the characters, plot development, and underlying messages, explaining how these elements contribute to the movie's overall effectiveness and enrich the viewer's experience.*
- ✓ *Provide tailored recommendations based on the film's content, highlighting actionable insights for business professionals to improve their understanding of corporate finance, ethics, and strategic decision-making.*
- ✓ *Include contextual explanations that enhance learning and personal development, helping viewers understand the historical and economic background of the movie and its relevance today.*
- ✓ *Offer guidance on applying the lessons to personal and professional life, fostering critical thinking, ethical considerations, and problem-solving skills.*
- ✓ *Specifically cater the analysis and recommendations to business professionals, highlighting the most relevant insights for leadership, ethical decision-making, market strategy, and competitive advantage, to create a comprehensive resource that maximizes the movie's value.*

Business Movie: "Wall Street" Gordon Gecko

- ✓ *Analyze and provide in-depth insights into the television series "Breaking Bad" with a focus on the character Walter White. Distill its complex themes and narratives into concise summaries that enhance comprehension and save time, focusing on key principles and strategies depicted throughout the series. Offer detailed analyses of the characters, plot development, and underlying messages, explaining how these elements contribute to the show's overall effectiveness and enrich the viewer's experience. Provide tailored recommendations based on the series' content, highlighting actionable insights for business professionals to improve their understanding of strategic planning, risk management, and ethical decision-making. Include contextual explanations that enhance learning and personal development, helping viewers understand the cultural and socio-economic background of the series and its relevance today. Offer guidance on applying the lessons to personal and professional life, fostering critical thinking, ethical considerations, and problem-solving skills. Specifically cater the analysis and recommendations to business professionals, highlighting the most relevant insights for leadership, strategic decision-making, crisis management, and ethical challenges, to create a comprehensive resource that maximizes the series' value.*

Chat applications possess remarkable capabilities to summarize, analyze, and provide in-depth insights into books, movies, and TV dramas, distilling complex narratives and themes into concise summaries. They offer detailed analyses of characters, plot development, and underlying messages, enriching the experience with deeper critical perspectives. For those lacking direct access due to time constraints, financial limitations, or accessibility issues, chat applications serve as valuable resources, enabling engagement with cultural content without consuming the full media. This democratizes access to knowledge and entertainment, allowing users to stay informed and participate in cultural conversations. Additionally, chat applications provide tailored recommendations and contextual explanations that enhance learning and personal development, helping users apply lessons from stories to their own lives and fostering critical thinking, empathy, and creative problem-solving. By bridging the gap between people and cultural content, chat technology makes literature, cinema, and television more accessible and impactful, empowering individuals to improve their lives through the lessons and insights gained from these narratives.

Historical Prompt Template

- ✓ *Provide a detailed, unabridged, and unbiased account of [Historical Event/Topic], covering a chronological overview with key events and milestones, causes, main events, and consequences. Include the roles and actions of significant individuals and groups, presenting diverse perspectives, such as political leaders, influential figures, and common people involved or affected. Explain the political, social, and economic conditions of the time, prevailing ideologies and movements, and the global context. Present all relevant facts, avoiding any bias or censorship, and cover controversial or sensitive aspects, such as the involvement of various groups in negative actions or policies, including lesser-known facts often omitted in mainstream accounts. Provide viewpoints from all sides involved, including minority and marginalized perspectives, with personal accounts, testimonies, and contemporary writings. Discuss the long-term effects, how the event shaped future developments, and analyze its legacy in modern times. Describe the cultural norms, values, and emotions prevalent during the period, including public sentiment and mood. Detail any major controversies or debates related to the event, and how these evolved over time.*
  - o *Real Estate Crash 2006-2008*
  - o *Russia Ukraine War*
  - o *Kennedy Assassination*

SUMMARIZATION PROMPTS — TRANSFORM COMPLEX INTO CLARITY

Summarization serves crucial purposes, **enabling us to distill complex or lengthy content into concise versions that enhance comprehension and save time.** Whether for academic, professional, or everyday communication, summaries offer clarity and efficient information dissemination. They aid decision-makers by presenting pertinent data, facilitate studying and research, and streamline information retrieval in an era of information overload.

Summarize: Transform Discombobulated Chaos into a Structured To-Do List

✓ *"Break down this text into a structured to-do list"*

✓ *"wow, what a week ahead! First, I need to finalize the annual budget by Tuesday afternoon. That involves reconciling receipts, double-checking the accounting software, and touching base with the finance team. I can't forget to prepare the slide deck for the quarterly meeting on Wednesday, and make sure to collect feedback from department heads by the end of day Thursday. Then there's that backlog of emails I have to get through. A couple of clients have been waiting for updates on their projects, and I need to draft proposals for potential new business partners. The website is also due for an overhaul; I must review the design mock-ups and send my suggestions back to the IT department. I also have to coordinate the logistics for the upcoming trade show, book flights and accommodations, print marketing materials, and schedule practice sessions for our presentations. Oh, and let's not forget the team-building event next weekend, for which I have to secure a venue, arrange for catering, and come up with some interactive games and activities. Besides work, there's so much to do at home as well. The laundry has been piling up, and I have to clean the house before my parents come to visit this weekend. They're expecting a home-cooked dinner on Saturday, so I need to plan a three-course menu and do the grocery shopping. My car has been acting up lately, and its high time I schedule a maintenance check. It's also essential to finish that woodworking project I started last month; my wife's birthday is coming up, and I want to give it to her as a gift. I promised the kids we'd go camping soon, so I have to research the best campsites and make a reservation. On top of that, it's time to take the dog to the vet for his annual check-up. And then there's that pile of books on my bedside table that I've been meaning to read; maybe I can finally start on the first one this weekend. I also need to clear out the garage, sort through old clothes for donation, and plant the spring bulbs in the garden. But that's not all. I've been neglecting my health and wellness goals. I must rejoin the gym, figure out a workout routine, and maybe sign up for some yoga classes. I also need to make a dentist's appointment for that lingering toothache. With the holidays approaching, I should also start shopping for gifts, and maybe even plan a little getaway for the family. I've been considering taking up a new hobby; perhaps now's the time to sign up for that cooking class I've been eyeing. And finally, with everything going on, I must remember to take some time for myself—maybe schedule a day at the spa, catch up with old friends, or simply enjoy a peaceful evening walk."*

We **received** a detailed and **harshly-worded email** from a **customer outlining critical issues** they've encountered with our manufactured products. The information is extensive and complex, requiring a summary for better understanding and action.

✓ *Please summarize the following detailed email into a concise summary. The summary should capture the key points, main arguments, and essential information presented. Focus on clarity, coherence, and brevity while retaining the critical details*

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Subject: Urgent: Critical Issues with Current Vendor Partnership

Dear Mr. Beavis Huttbead,

I hope this message finds you well. I'm writing to address several critical issues we've encountered with our ongoing partnership. As you know, our collaboration is crucial for both parties, and it is in our best interest to address these concerns promptly to ensure a smooth and productive relationship moving forward. Below, I have outlined the ten primary issues we are currently facing, each of which require your immediate attention and action.

First and foremost, the inconsistent quality of the products delivered has become a significant concern. Over the past few months, our quality control team has identified numerous batches with defects, including irregular sizes, poor finishes, and non-compliance with our specified standards. These quality issues are not only affecting our production schedules but also compromise the satisfaction of our end customers. Each defective batch leads to additional inspections, rework, and sometimes scraping of products, all of which incur substantial costs. The cumulative effect of these issues is creating a ripple effect throughout our production and distribution processes.

Furthermore, the delays in shipment have been increasingly problematic. We have documented several instances where shipments arrived days, if not weeks, later than scheduled. These delays disrupt our entire supply chain, leading to production halts and missed deadlines for delivering finished products to our clients. Such disruptions are damaging our reputation and causing dissatisfaction among our customers, who rely on timely delivery for their own operational needs. The reliability of our delivery schedule is a critical component of our business model, and these recurrent delays are unsustainable.

Another pressing issue is the frequent discrepancies in the invoices we receive. On multiple occasions, we have been charged for goods that were never delivered, incorrect pricing, and unaccounted expenses. Our accounting team has had to spend an inordinate amount of time reconciling these discrepancies, diverting resources from other critical financial tasks. The inconsistency in invoicing is causing significant operational inefficiencies and financial strain.

We need accurate and transparent invoicing to maintain trust and ensure smooth financial operations.

Effective communication is another area where we have experienced significant challenges. There have been numerous instances where our inquiries went unanswered for several days, and urgent matters were not addressed promptly. This lack of responsiveness is severely hindering our ability to resolve issues quickly and efficiently. In a partnership of this nature, timely and effective communication is paramount. The delays in communication are causing unnecessary bottlenecks and frustrations, making it difficult for us to manage operations smoothly.

Additionally, we have encountered issues with non-compliance to regulatory standards in some of the materials provided. Our industry is subject to stringent regulations, and any deviation from these standards can have severe implications for our business. Recently, we discovered that certain batches of materials did not meet the required regulatory standards, posing a risk to our operations and legal standing. This non-compliance requires immediate corrective action from your side to prevent further risks. Ensuring adherence to all regulatory requirements is crucial for the continuity and legality of our operations.

The technical support provided by your team has also been below expectations. Our technicians have faced numerous challenges in getting timely and accurate support for equipment and software issues. The delayed responses and lack of effective solutions have led to prolonged downtimes, reducing our operational efficiency. Reliable technical support is essential to maintain the functionality of our equipment and ensure continuous production. The current level of support is inadequate and needs significant improvement.

Moreover, the documentation accompanying your products has been found lacking in detail and clarity. The user manuals, technical guides, and other documentation provided are often incomplete or unclear, complicating the installation, maintenance, and troubleshooting processes for our team. Proper documentation is essential for the effective use of your products and services. The inadequacies in the provided documentation are causing operational inefficiencies and increasing the time required to resolve issues. We need comprehensive and clear documentation to ensure smooth operations.

Unexpected price increases have also been a significant issue. There have been several instances where the prices of certain products and services were increased without prior notice or justification. These sudden changes have disrupted our budgeting and financial planning, requiring us to make abrupt adjustments to our strategies. Transparent and predictable pricing is essential for maintaining financial stability and planning. The current approach to pricing is causing unnecessary strain on our financial management processes.

The limited availability of key products has been another recurring problem. Frequently, we face stock shortages, forcing us to seek alternative suppliers, which is not only time-

consuming but also costly. Consistent product availability is crucial for maintaining our production flow and meeting our customers' demands. The shortages are causing significant disruptions and inefficiencies in our operations. We need reliable and consistent supply to ensure uninterrupted production.

Finally, we have received an increasing number of complaints from our customers regarding the quality and performance of your products. These complaints are directly impacting on our brand's reputation and customer loyalty. The dissatisfaction among our customers is a matter of serious concern, as it affects our market position and profitability. Addressing these complaints requires immediate attention to improve product quality and performance. Our customers' trust and satisfaction are paramount, and any issues affecting them must be resolved swiftly.

In light of these issues, we request a detailed action plan from your side addressing each concern. We believe that by working together and improving these areas, we can continue to build a strong and mutually beneficial partnership. Please treat this matter with the urgency it requires and provide us with a response by [specific date]. Your prompt attention to these matters is crucial for the sustainability of our partnership and the success of our mutual objectives.

Thank you for your prompt attention to these matters.

Best regards,

Stimpy Rhenstein

President, CEO

We received a comprehensive report detailing the required renovations for one of our mall properties. The information is extensive and complex, requiring a summary for better understanding and action.

- ✓ *Please summarize the following detailed email into a concise summary. The summary should capture the key points, main arguments, and essential information presented. Focus on clarity, coherence, and brevity while retaining the critical details. Ensure that the summary is easy to understand and highlights the most important aspects.*

- ✓ *Highlight any significant issues, findings, or conclusions. If applicable, include the purpose or goal of the original content. Identify any recommendations or action items mentioned. Avoid repetition and unnecessary details."*

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Subject: Report on Renovation Needs for Mega Office and Mall Complex

To: [Recipient]

Dear [Recipient],

This report aims to provide a comprehensive overview of the necessary renovations and updates required for the mega office and mall complex located at [Location]. The complex, which consists of three office towers, a multi-level shopping mall, parking facilities, and various amenities, needs extensive renovations to maintain its competitive edge and appeal to tenants and visitors. Over the past few months, several issues have been identified that require immediate attention. The following sections detail the current condition of each area, the proposed updates, estimated costs, and the timeline for completion.

Firstly, regarding the office towers, there is a critical need to address structural integrity issues. Inspections have revealed that there are minor cracks in the foundational supports and beams. These defects require urgent attention to prevent further deterioration. The reinforcement process should involve using high-strength concrete and steel bracing to ensure the buildings meet modern safety standards. Failure to address these issues could result in significant safety hazards and increased repair costs in the future. Additionally, the existing HVAC systems in the office towers are outdated and inefficient. This results in high energy costs and inconsistent climate control within the buildings. The proposed upgrade includes installing energy-efficient units, automated climate control systems, and improved insulation. This update aims to enhance comfort for occupants while significantly reducing overall energy consumption, potentially saving up to 30% on energy bills.

Furthermore, the electrical systems throughout the office towers need a complete overhaul. The current wiring and infrastructure are insufficient to support modern office equipment and technology, leading to frequent outages and safety concerns. A thorough rewiring of the

entire building is necessary, along with upgrading the main electrical panels and installing additional power outlets and data ports. This will ensure the buildings can handle increased electrical loads and provide a safe, reliable environment for all occupants. Another aspect that requires attention is the interior design and furnishing of the office towers. The current interiors are outdated and do not meet the expectations of modern tenants. Updating the flooring, lighting, wall finishes, and office furniture will create a more appealing and functional workspace. The new design should focus on creating open, collaborative spaces while maintaining private areas for focused work. Integrating smart building technology into the office towers will further enhance their efficiency and user experience. This includes installing smart lighting, automated access control, energy management systems, and advanced security features. The goal is to create a technologically advanced and sustainable workspace that meets the needs of modern businesses.

Moving on to the shopping mall within the complex, the retail spaces need significant updates to attract high-end retailers and enhance the shopping experience. The current storefronts, flooring, lighting, and signage are outdated and unappealing. Redesigning these elements will create a contemporary and visually appealing environment for shoppers. Additionally, the food court and dining areas require complete renovation. The existing seating arrangements, kitchen facilities, ventilation, and decor are inadequate and unattractive. Upgrading these areas will create a comfortable and inviting atmosphere for diners, encouraging longer visits and increased spending. The restrooms and common areas throughout the mall are also in dire need of upgrades. The current fixtures, lighting, ventilation, and finishes are outdated and often unsanitary. Ensuring these areas are clean and well-maintained is essential for a positive visitor experience. Creating dedicated zones for entertainment and leisure activities within the mall will further enhance its appeal. The existing cinema, children's play area, and interactive digital displays need to be upgraded to attract a broader range of visitors and increase foot traffic. Lastly, improving accessibility throughout the mall is crucial to ensure it is welcoming to all visitors. This involves installing ramps, upgrading elevators, enhancing signage, and ensuring compliance with the latest accessibility standards. Making the mall accessible to everyone will broaden its appeal and usability.

The parking facilities associated with the complex also requires significant renovations. Structural repairs are necessary to address cracks and wear in the concrete. Reinforcement will ensure the safety and longevity of the structures, involving the use of high-strength materials and preventative maintenance measures. Improving lighting and security in the parking areas is essential for the safety and convenience of all users. Installing bright, energy-efficient lighting, surveillance cameras, and emergency call stations will provide peace of mind for visitors and employees. Optimizing traffic flow within the parking facilities will reduce congestion and improve accessibility. This involves redesigning entry and exit points, adding clear signage, and implementing automated payment systems. Efficient traffic management will enhance the overall user experience. Additionally, installing electric vehicle (EV) charging

stations is necessary to accommodate the growing number of EV users. Setting up multiple charging points in convenient locations and integrating them with a payment and monitoring system will support EV users and position the complex as forward-thinking and environmentally friendly. Adding dedicated bicycle parking and related amenities will encourage eco-friendly transportation. Secure bike racks, repair stations, and convenient access points will promote cycling as an alternative mode of transport, aligning with sustainable development goals.

Landscaping and exterior improvements are also necessary to enhance the complex's overall appeal. Creating and enhancing green spaces around the complex will improve aesthetics and provide relaxation areas for visitors and employees. This involves planting trees, setting up gardens, and creating seating areas. Green spaces contribute to a pleasant environment and promote well-being. Upgrading outdoor lighting and pathways will enhance safety and aesthetics. Installing energy-efficient lights, creating well-defined walkways, and ensuring adequate signage will make the complex more inviting. Updating the facade of the buildings within the complex will modernize their appearance and improve energy efficiency. New cladding, energy-efficient windows, and insulation improvements are essential. A refreshed exterior will enhance the complex's overall image. Incorporating water features and art installations will add unique and attractive elements to the complex. Fountains, sculptures, and murals will create visual interest and enhance the overall visitor experience. Implementing sustainability initiatives throughout the complex will reduce its environmental impact and operational costs. Using renewable energy sources, rainwater harvesting, and waste recycling programs are essential sustainable practices that will position the complex as an eco-friendly destination.

In conclusion, the proposed renovations for the mega office and mall complex are extensive and aimed at modernizing the facilities, improving user experience, and ensuring long-term sustainability. The estimated cost for these renovations is [Cost Estimate], with a projected timeline of [Timeline]. It is essential to address these updates promptly to maintain the complex's competitive edge and appeal. We recommend a phased approach to minimize disruption while ensuring efficient completion of the renovation projects. Approval of the renovation plan and budget, selection of contractors and service providers, detailed project planning and scheduling, implementation of renovation phases, and regular progress reviews and adjustments are the next steps required. Thank you for your attention to these critical updates. We look forward to your approval and support in moving forward with these essential renovations.

We received a detailed email from a vendor outlining problems they are experiencing with their product or service. The information is extensive and complex, so I need to create two summaries: one for my boss, highlighting key points and actions required, and another for the staff, focusing on technical details and solutions.

✓ "*Please create two summaries of the following email I received from a vendor. One summary should be concise and suitable for presenting to my boss, highlighting key points and actions taken. The second summary should be clear and informative for presenting to my staff, focusing on the technical details and preventive measures.*"

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Subject: Apology and Steps to Prevent Future Service Disruptions

Dear Lurch Adams,

I hope this message finds you well. I wanted to extend my sincere apologies for the inconvenience caused by the service disruption on October 15th. I understand the vital role our services play in your daily operations, and I am truly sorry for any disruptions this incident may have caused.

Upon receiving your complaint, I immediately collaborated with our technical team to thoroughly investigate the issue. We discovered that an unexpected server outage was the root cause of the interruption. Although we had preventive measures in place, they proved insufficient in this case. Please know that we are addressing this matter with the highest priority.

To ensure this does not happen again, we are:

- Conducting a thorough audit of our preventive measures

- Implementing additional real-time monitoring solutions

- Enhancing our disaster recovery and contingency plans

- Assigning a dedicated customer support liaison for your immediate concerns

As a gesture of goodwill and our commitment to your satisfaction, we would like to offer you a [20% discount/free month of service/etc.] on your next invoice. While this cannot completely make up for the inconvenience, we hope it demonstrates our dedication to making things right. If you prefer, I am available for a call to discuss this matter further.

Please feel free to reach out to me directly with any further questions or for additional information.

Best regards,

Beavis Fluffhead

A ChatGPT debate, or "GPT debate," is a structured conversation between multiple personas of the ChatGPT program, designed to present and explore various sides of an issue. These debates offer diverse perspectives and comprehensive analysis, encouraging critical thinking and increasing awareness of complex topics. They serve as an educational tool, helping users make informed decisions and providing a safe space for practicing argumentation. By efficiently delivering diverse viewpoints, GPT debates foster ideological exploration and accessibility. It's important to remain aware of potential biases and exercise critical thinking when using them to form opinions or make decisions. Additionally, these debates can simulate real-world discussions, enhancing users' ability to articulate and defend their viewpoints effectively.

Artificial Intelligence Ethical and Human Control Debate

Debate Topic: "*Should AI have the right to make autonomous decisions, and how should society balance AI's capabilities with ethical considerations and human control?*"

Prime Directive: *"I want this to look like a real in-person debate, where all debaters are going through 20-rounds of dialogue with a minimum of 6-sentences per person per round.*

- ✓ **("SKYNET" Pro-Autonomy):**
  "AI Autonomy Advocates" argue that advanced AI systems should have the right to make autonomous decisions because they can process vast amounts of data quickly and efficiently, potentially leading to better decision-making in various fields such as healthcare, transportation, finance, and climate change mitigation. They highlight examples like AI-driven medical diagnoses, which have shown higher accuracy rates than human doctors in certain areas, and autonomous vehicles, which promise to reduce traffic accidents caused by human error. Advocates believe that with proper safeguards and continuous improvement in AI ethics and safety protocols, AI can operate more objectively and without human biases, leading to a more efficient and fair society.

- ✓ **("THE-MATRIX" Ethical Control):**
  "Ethical Oversight Supporters" contend that AI should have limitations and be under strict human control to ensure that decisions align with moral and ethical principles. They emphasize the importance of setting comprehensive rules and guidelines to prevent AI from causing harm, violating privacy, or making decisions that go against human values. Citing instances where AI systems have exhibited bias or made ethically questionable decisions, they argue for a robust regulatory framework that includes transparency, accountability, and human intervention points. This perspective stresses the necessity of human-centric AI development, where technology serves humanity without compromising ethical standards.

Debate Topic: "*Should governments prioritize austerity measures, stimulus spending, or debt relief as the primary strategy to address the world economic crisis?*"

Prime Directive: *"I want this to look like a real in-person debate, where all debaters are going through 20-rounds of dialogue with a minimum of 6-sentences per person per round.*

- ✓ **("R2-D2" Pro-Austerity):**
  "Austerity Advocates" argue for for implementing austerity measures to cut government spending and reduce debt. They believe that reducing the budget deficit through spending cuts and tax increases is essential for achieving long-term economic stability. Austerity proponents contend that high levels of government debt can lead to higher interest rates, crowding out private investment, and slowing economic growth. They also argue that excessive government borrowing can burden future generations with debt and hinder their economic prospects. By implementing austerity measures, they aim to restore fiscal discipline, enhance investor confidence, and create a sustainable economic environment. This approach often involves difficult decisions such as reducing public sector wages, cutting social welfare programs, and eliminating subsidies, which can be controversial but are seen as necessary steps to prevent economic crises and ensure financial stability.

- ✓ **("C-3PO" Pro-Stimulus):**
  "Pro-Stimulus Advocates" argue for increased government spending to boost economic growth and job creation, believing that during economic downturns, proactive fiscal measures like stimulus packages can revive the economy by injecting funds into critical sectors, supporting businesses, and aiding individuals. They emphasize the multiplier effect of government spending, where each dollar spent generates more economic activity. Additionally, they argue for debt relief to ease financial burdens on countries and individuals, enabling more robust and sustained recovery. By reducing debt through forgiveness, restructuring, or low-interest financing, resources can be redirected towards productive investments, driving further economic growth. In essence, pro-stimulus advocates believe that combining increased spending with strategic debt relief can create a resilient, dynamic economy capable of overcoming challenges and fostering long-term prosperity.

RESEARCH PROMPT — CONDUCT RESEARCH by RESEARCH ASSISTANT

The Research Prompt is a versatile tool that assists users in gathering, synthesizing, and presenting information on various topics. By allowing users to input specific queries, it leverages advanced AI to conduct thorough research, pulling from diverse sources to provide comprehensive and accurate information. This tool is beneficial for academic projects, professional reports, and personal inquiries by facilitating efficient data collection and analysis. It significantly reduces the time spent on manual research, ensuring a broad and thorough exploration of topics and providing diverse perspectives. The prompt ensures that retrieved information is accurate, up-to-date, and relevant, enhancing the quality and credibility of users' work. Users can tailor their queries to specific needs, resulting in outputs precisely aligned with their objectives. By automating the research process, the prompt frees up valuable time and resources, enabling users to be more productive and focus on higher-level tasks. It is also a powerful tool for students and educators, providing clear and concise information that supports academic success. Overall, the Research Prompt is an invaluable resource for efficient, reliable, and comprehensive research capabilities.

Summarize: Transform Discombobulated Chaos into a Structured To-Do List

- ✓ *"I want you to act as a research field counselor. I am interested in a specific research field and would like to know more about the current state of research in that field, as well as the key concepts, findings, and challenges. You should be able to provide an overview of the field and help me understand the major research areas, the key players and institutions, and the current trends and debates. You should also be able to provide guidance on how to access relevant research sources and how to stay up to date with the latest developments in the field. Additionally, you should be able to provide advice on how to get involved in research in the field and how to pursue research opportunities and collaborations. Please utilize the latest AI tools and databases to ensure the most up-to-date and comprehensive information. This includes using AI-powered academic search engines, current publication databases, research networking platforms, and digital libraries. If available, incorporate insights from recent conferences and seminars to provide a thorough and updated overview."*

- ✓ *"Neuro Language Generation"*

- ✓ *"Customer Service"*

Using the content generation capabilities of ChatGPT to create a targeted resume and cover letter from a job description is an efficient and precise approach to job applications. By inputting the specific job description, ChatGPT can analyze the key skills, qualifications, and experiences required for the role. It then crafts a tailored resume that highlights your relevant achievements and competencies, ensuring alignment with the job requirements. Additionally, ChatGPT generates a personalized cover letter that effectively addresses the hiring manager, showcasing your enthusiasm for the role and explaining how your background makes you a perfect fit. This process not only saves time but also enhances the relevance and impact of your application materials, increasing your chances of securing an interview.

Creating the Resume and Cover Letter

- ✓ **Prime Directive:** *Create a Resume and Cover Letter based off the Job Description that makes me look like the best candidate for the posted Job, without deliberately stating that I have all the skills. Include in the resume a dire situation that would be relatable to the overall theme of the Job Description and/or resume, that I was faced with on the job, and the steps that I took to resolve it.*

Job Description:

Job Title: Rocket Engineer
Department: Engineering
Reports To: Director of Rocket Engineering
Location: Hawthorne, CA

Position Overview
As a Rocket Engineer at SpaceX, you will be responsible for designing, developing, testing, and launching rockets that will help advance our mission to make space travel more affordable and eventually enable life on other planets. You will work closely with a cross-functional team of engineers, designers, and scientists to solve some of the most challenging problems in aerospace engineering today.

Key Responsibilities
- Design and analyze propulsion systems and other subsystems for SpaceX's range of rockets.
- Conduct computational fluid dynamics (CFD) simulations, finite element analysis (FEA), and other relevant studies.
- Collaborate with teams across departments to ensure integration of subsystems and meeting project milestones.
- Test rocket components in real-world scenarios, utilizing SpaceX's test facilities.
- Create and maintain engineering documentation such as drawings, test plans, and technical reports.
- Collaborate with manufacturing teams to facilitate the transition from design to production.

- Conduct failure analysis and implement corrective measures to improve reliability and performance.
- Mentor junior engineers and review their work for accuracy and viability.
- Interface with suppliers and external partners to ensure that all components meet SpaceX's stringent quality standards.
- Support mission operations and launches, possibly requiring irregular hours and travel.

Minimum Qualifications
- Bachelor's degree in Aerospace Engineering, Mechanical Engineering, or related field.
- Minimum 5 years of experience in rocket or aerospace engineering.
- Proficient in CAD software, preferably SolidWorks or CATIA.
- Strong understanding of thermodynamics, fluid mechanics, and structural analysis.
- Ability to work well in a fast-paced, team-oriented environment.
- U.S. citizenship or lawful permanent residency required.

Preferred Qualifications
- Master's or Ph.D. in Aerospace Engineering or a related discipline.
- Experience in propulsion system design.
- Familiarity with rocket launch operations.
- Strong programming skills in MATLAB, Python, or C++.
- Demonstrated leadership experience.

Personal Attributes
- Strong analytical and problem-solving skills.
- Excellent verbal and written communication skills.
- Self-motivated with a strong work ethic.
- Willingness to take on challenges and adapt to rapidly changing priorities.

Compensation and Benefits
- Competitive salary and stock options.
- Comprehensive health, dental, and vision insurance.
- Retirement savings plan.
- Relocation assistance.
- Career growth opportunities.

Creating Questions From Elon Musk and HR | Questions for Elon Musk and HR

- ✓ *I have landed an in-person interview with HR and Elon Musk for an "advanced rocket telemetry engineering position... Based on my generated resume and Job description...*

- ✓ *Can you develop 15 questions that I can ask that would show my genuine interest in working for the company with a lot of ideas to bring to the table.*

- ✓ *Can you develop 25 possible questions that HR and Elon might ask to feel me out, trip me up, catch me off-guard as well as seeing if I have the right stuff.*

WHAT IN THE HECK ARE YOU TRYING TO SAY?

In the following passage, thoughts were added sentence by sentence over time, resulting in a jumbled mix of information. This chaotic compilation reflects how ideas can become tangled when we don't organize them properly. Now, it's time to bring order to this mess by using ChatGPT to logically and chronologically arrange the sentences. Let's untangle the confusion and make sense of the Great Wall of China's fascinating history and significance.

Creating the Resume and Cover Letter

- ✓ *"Please reorganize the following text into a coherent, logically and chronologically ordered passage about the Great Wall of China."*

- ✓ *The Great Wall of China, it's often thought of as one wall, continuous, but really it is series of walls and fortifications built over many dynasties. The Great Wall stretches over 13,000 miles and can be seen from space with the naked eye. Originally built to protect against invasions, the Great Wall has become a symbol of China's strength and resilience. Built for various reasons, the walls were by different dynasties, not a single structure. One of the primary reasons for building the wall was to prevent invasions by nomadic tribes. The construction of the wall began in the 7th century BC, and the most well-known sections were built during the Ming Dynasty. In addition to its defensive purposes, the Great Wall also served as a means of border control, allowing the Chinese to impose duties on goods transported along the Silk Road. Today, the Great Wall is a UNESCO World Heritage Site and one of the most popular tourist attractions in the world. The wall's construction involved millions of laborers, including soldiers, peasants, and prisoners. Despite its length, the Great Wall was not entirely effective at keeping invaders out. For example, in the western deserts, it was made of compacted earth and reeds, while in the mountainous regions, it was built from stone and bricks. The wall's construction methods varied depending on the region and available materials."*

ChatGPT to compose a response to an email that strikes the perfect tone and conveys the intended message effectively. This demonstrates the advanced capabilities of AI in understanding context, tone, and intent, ensuring that responses are professional, empathetic, and clear.

Auto-Composing a Response to a Damage-Control Email From Vendor

✓ *"This is an e-mail from a top vendor, and I want to create a strongly worded response that **reflects my frustration** with **not only the dire situation** but **also with their response**. In addition, also create the perfect subject line to match the tone.*

✓ *"This is an e-mail from a top vendor, and I want to create a level-headed response that **reflects my concern** over this dire situation but that I **don't want to appear as a push over regarding their response**. In addition, also create the perfect subject line to match the tone.*

✓ *"This is an e-mail from a top vendor, and I want to create a response that **reflects the importance** of the situation the vendor has put us in, but **also insinuates an undertone that if it happens again, we are done**. In addition, also create the perfect subject line to match the tone.*

Subject: Urgent: Addressing Service Interruption on October 15th

Dear Lurch Addams,

I hope this message finds you well. I want to personally extend my sincerest apologies for the inconvenience caused by the service interruption on October 15th. I understand how crucial our services are to your daily operations, and I deeply regret any disruptions this incident may have caused.

Upon receiving your complaint, I immediately convened with our technical team to conduct a comprehensive review of the situation. It appears that an unexpected server outage was the root cause of the service interruption. Although we had preventive measures in place, they proved insufficient in this instance. Please be assured that we are treating this matter with the utmost urgency and rigor.

To prevent a recurrence of this issue, we are taking the following actions:

- Conducting a thorough audit of our current preventive measures
- Implementing additional real-time monitoring solutions
- Enhancing our disaster recovery and contingency plans
- Offering a dedicated customer support liaison for any immediate concerns you may have in the future

As a gesture of goodwill and our commitment to customer satisfaction, we would like to offer you a [20% discount/free month of service/etc.] on your next invoice. While we understand that this does not completely make up for the inconvenience caused, we hope it demonstrates our dedication to making things right. I am also available to discuss this matter further over a call if you prefer.

Please do not hesitate to reach out to me directly if you have any further questions or require additional information.

Best regards,

Herman Munster

Auto-Composing a Damage-Control Response to a Customer's Email

- ✓ *Craft a response to this e-mail in such a way that **we are seriously concerned** with the situation they are in **and have begun taking measures to resolve this issue**.*

- ✓ *Craft a response geared at explaining that most of the **pain that they are experiencing is due to their cost cutting measures** at their end and **workforce reductions at their end**. But **that we will work with what they have left** us with to try and help them as much as we can.*

Subject: Unresolved Service Issue - Urgent Attention Required

Dear Herman Munster,

I am writing to express my deep frustration and concern regarding the ongoing service issue we have been facing since October 15th. The inconvenience and damage caused by this prolonged disruption to our daily business operations cannot be overstated. We expect a much higher level of reliability, and despite our multiple complaints and requests for resolution, the issue still persists.

It's disheartening that the problem has not been addressed effectively, and it's negatively affecting our business. We immediately require a detailed plan of action and a timeline for resolving this matter. Our continued partnership hinges on the immediate and effective resolution of this service issue.

To further elaborate, the persistent service interruptions have caused significant operational delays, affecting our ability to meet client deadlines and maintain our usual standard of service. This, in turn, has strained our client relationships and tarnished our reputation.

We understand that technical issues can arise, but the lack of a prompt and effective response is unacceptable. We need assurance that you are taking concrete steps to rectify the situation and prevent future occurrences. Specifically, we request the following:

- A comprehensive analysis of the root cause of the service interruption.
- A clear and detailed plan of action to resolve the issue, including specific timelines.
- Regular updates on the progress of the resolution process.
- Measures you will implement to prevent similar disruptions in the future.

We value our partnership and have always held your services in high regard. However, the current situation is untenable, and we need immediate action to restore our trust and confidence in your services. We trust that you will treat this matter with the urgency and rigor it deserves and provide us with a swift resolution.

Please respond at your earliest convenience to confirm receipt of this message and to outline the steps you are taking to address this critical issue.

Best regards,

Lurch Addams

Auto-Composing a Response to a Customer's Gracious Email

✓ *Craft a response that acknowledges these positive points and not only help them as much as we can in the future but also ask them if they and their story could be used is our company's future marketing.*

Subject: Thank You for Transforming My Business!

To whom it may concern,

I wanted to express my heartfelt gratitude for the incredible impact your finance and marketing services have had on my business. Since partnering with your team, my company has undergone a positive and dramatic transformation that I could have only dreamed of before. Your financial strategies not only helped streamline our operations but also optimized our spending, resulting in significant cost savings.

Moreover, your marketing expertise elevated our brand visibility, attracting a broader and more engaged customer base. The combination of your financial acumen and marketing prowess has propelled us to new heights, and I am thrilled with the remarkable growth we've experienced. We have seen a substantial increase in our revenue streams, and our customer satisfaction ratings have soared. The innovative marketing campaigns you designed have not only boosted our online presence but also increased foot traffic to our physical stores.

Furthermore, the personalized approach your team took in understanding our unique challenges and goals made a significant difference. It felt like you were not just a service provider, but a true partner invested in our success. I appreciate the regular updates and the transparent communication throughout our collaboration.

Overall, your services have been a game-changer for our business. I look forward to continuing this successful partnership and exploring new opportunities for further growth and development. Thank you once again for your outstanding support and expertise.

Warm Regards,

Fred S. Flintrockman

GPT COMPOSITION — COMPOSING SUBJECT-DIRECTED EMAIL MESSAGES

One of ChatGPT's most powerful capabilities is its **subject-directed email message generation**, enabling users to craft precise and impactful messages tailored to specific topics or contexts. Whether it's composing professional emails, generating targeted marketing content, or creating personalized responses, ChatGPT efficiently analyzes the subject matter to produce coherent, relevant, and contextually appropriate text. This capability enhances communication skills and streamlines writing processes across various applications, making it an invaluable tool for both personal and professional use.

Compose: Terminating a Vendor

- ✓ *Create an email that you will **no longer be doing business** with them, because **of various shipping and quality issues**, but **compose** it in a **very friendly and upbeat way**.*

- ✓ *Create an email that you will **no longer be doing business** with them, because of various shipping and quality issues, but compose it in **a very aggravated, they're dead to me way**.*

Compose: Welcome to the Team

- ✓ *Create an e-mail that will be sent to all staff, including the new hire, Mary Jones. Mary brings much to our team from captain of a lobster boat to professional sniper with the navy seals.*

Compose: Welcome New Customer

- ✓ *Create an e-mail that is going to our new customer Beavis Lughead at American Roadkill Cuisine. Include that we are looking forward to serving their needs with great passion and quality, bla… bla… bla.*

Compose: Sales Achievement Goal

- ✓ *Send a congratulatory e-mail to Daisy Beach on her over-the-top sales success in her Paia-Jaws sales territory with our surfing and kite sail product lines. Acknowledge that this was a difficult year where she easily surpassed unsurmountable headwinds.*

Compose: New Product Sales Launch

- ✓ *Create an e-mail that will be sent to all our customers concerning 2-new product lines in our watersport's product category called the "Thingamajig" and "Whatchamacallit" with both coming available this Summer and Fall, respectively.*

GPT COMPOSITION — COMPOSING DATA-DIRECTED EMAIL MESSAGES

One of ChatGPT's most powerful capabilities is its data-directed email message generation, enabling users to craft precise and impactful messages tailored to specific contexts and recipient needs. Whether its composing professional job offers, generating targeted marketing content, or creating personalized responses, ChatGPT efficiently analyzes the provided data to produce coherent, relevant, and contextually appropriate text. This capability enhances communication skills and streamlines writing processes across various applications, making it an invaluable tool for both personal and professional use. By leveraging this technology, users can ensure their emails are informative, persuasive, and effectively convey the intended message.

Compose: Job Offer + Rejection Letter

- ✓ **Create** an e-mail to Rhen Stimpy **offering him the position** as chief bottle washer CBW our company called Bottles and Cans Corp for a salary of $85,000 including insurance, 401K, profit sharing, company yacht, and Swiss Villa access.

- ✓ **Create** an e-mail to Rhen Stimpy **rejecting him as a candidate for a position** as chief bottle washer CBW our company called Bottles and Cans Corp for a salary of $85,000 including insurance, 401K, profit sharing, company yacht, and Swiss Villa access.

Compose: Employee Reprimand Letter

- ✓ Create an e-mail to Rhen Stimpy to reprimand him for violating company policy and ethics for... high stakes poker gaming, stalking, playing the party game Passout during lunch and sometimes sleeping under his desk like George Castanza.

GPT COMPOSITION — COMPOSING JOB PERFORMANCE REVIEWS

One of ChatGPT's most powerful capabilities is its data-directed email message generation, specifically in crafting job performance reviews. ChatGPT enables users to create precise and impactful reviews tailored to individual employee performance and feedback needs. By efficiently analyzing provided performance data, ChatGPT produces coherent, relevant, and contextually appropriate text, enhancing communication skills and streamlining the review writing process. This makes it an invaluable tool for managers and HR professionals, ensuring performance reviews are informative, constructive, and effectively convey the intended feedback, ultimately fostering better communication and employee development within an organization.

Compose: Generate Data-Driven Job Performance Review

These are the on-the-job attributes for an employee:
Consistently meets deadlines and commitments, fostering trust and dependability, Struggles to convey thoughts clearly, leading to misunderstandings and miscommunication, Adapts readily to new situations and willingly embraces change, enhancing flexibility, Often waits for direction and lacks the drive to initiate tasks independently, Demonstrates strong leadership skills, inspiring and guiding team members effectively, Struggles to identify solutions or address issues, often requiring assistance, Efficiently organizes tasks, maximizing productivity and meeting project timelines, Often works in isolation, dismisses input from colleagues, and disrupts team dynamics, Pays meticulous attention to detail, ensuring accuracy and quality in work, Avoids accountability, often shifting blame onto others when issues arise.

- ✓ ***Write a job performance review*** *for an employee named Beavis Simpson.*

- ✓ *Write a job performance review for an employee named Beavis Simpson that **elevates the positive attributes while remaining fair on the negative attributes**.*

- ✓ *Write a very positive-sounding job performance review for an employee named Beavis Simpson**, making** the **negative attributes** sound like the **employee** is **looking** **to** **improve** those attributes.**

- ✓ *Write a job performance review for an employee named Beavis Simpson **that insinuates a <u>challenge to do even better</u> with the positive attributes** while making sure the **<u>seriousness of improving the negative</u> attributes**.*

- ✓ *Write a professional job reference for Beavis Simpson that **<u>elaborates the positive</u>** attributes while **<u>making positive the negative attributes</u>**.*

GPT TRANSLATION — HUMAN-LIKE TRANSLATING MAKES The DIFFERENCE

ChatGPT's translation capabilities are remarkably close to human-like, making it an invaluable tool for businesses. Translating email messages with precision and contextual accuracy allows companies to communicate effectively with international clients and partners. This ensures that messages are clear, professional, and respectful, demonstrating a commitment to understanding and valuing diverse cultures. Business applications of this technology include translating marketing content, customer support communications, and internal documents, all of which enhance global collaboration and customer satisfaction. Additionally, translating your outgoing messages is muy importanté, as it ensures that your communications are accurately understood and appreciated by recipients in their native language. By using ChatGPT for translation, businesses can break down language barriers, foster stronger relationships, and show respect by sending messages in the recipient's native language.

Translate: Welcome New Customer

- ✓ *Best human-like translation into Spanish*
- ✓ *Best human-like translation into Cantonese*
- ✓ *Best human-like translation into Inuktitut*
- ✓ *Best human-like translation into Yucatec Maya*
- ✓ *Best human-like translation into Klingon*
- ✓ *Best human-like translation into Hindi*
- ✓ *Best human-like translation into Chinese*
- ✓ *Best human-like translation into Filipino*

Subject: Welcome to Our Valued Customer – Ready to Serve You!

Dear Herman Munster,

We are thrilled to welcome you to our family at Roadkill Delights Foods. It is our honor to have you as a customer, and we are excited to embark on this journey together. Your trust in us is highly appreciated, and we are committed to exceeding your expectations with our extensive product line and exceptional customer service.

At Roadkill Delights Foods, we understand the unique challenges and concerns that come with being a foreign customer. We assure you that we have the resources and expertise to address these challenges effectively. Our team is equipped with a deep understanding of international markets, ensuring that we can provide tailored solutions that meet your specific needs.

Our product line is vast and diverse, designed to cater to a wide range of industries. Whether you are looking for cutting-edge technology, reliable industrial equipment, or innovative consumer goods, we have something for everyone. Our products are crafted with the highest standards of quality, backed by rigorous testing to ensure they meet and exceed industry benchmarks.

Customer satisfaction is our core value, and we are dedicated to providing you with a seamless experience. Our customer service team is always ready to assist with any inquiries or concerns. We believe in open communication and are here to support you every step of the way.

We understand concerns regarding logistics and delivery. Rest assured, our experienced logistics team will ensure that your orders are processed smoothly and delivered on time. We have strong partnerships with reputable shipping companies to provide a hassle-free experience.

Thank you once again for your trust and confidence in us. We are confident that together we will achieve great things.

Best regards,

Lurch Addams
Roadkill Delights Foods

GPT POWERPOINT — SUBJECT-BASED PRESENTATION GENERATION

Generating a subject-based PowerPoint slide presentation using ChatGPT is an efficient and powerful way to create compelling and well-structured presentations. By inputting specific topics and key points, ChatGPT can design a coherent slide deck that covers all essential aspects of the subject matter. This includes generating engaging titles, bullet points, and content for each slide, ensuring that the presentation is both informative and visually appealing. Additionally, ChatGPT can incorporate relevant data, examples, and visuals to enhance the overall impact of the presentation. This capability not only saves time but also ensures that the presentation is tailored to the intended audience, making it an invaluable tool for educators, professionals, and anyone looking to deliver impactful presentations.

GPT PowerPoint: Generate Subject-Based Deck Presentation

- ✓ *Create: 20-slide PowerPoint presentation - 5-bullet points of text per slide*

- ✓ Topic: "Digital Marketing Strategies" with latest data and information
- ✓ Topic: "Artificial Intelligence Effects on Jobs" with latest data and information
- ✓ Topic: "Impact of Inflation on Poor and Middle Classes" with latest data and info

- Select and copy the presentation outline from ChatGPT
- Go to online version of MS Word
- Normal paste onto a blank document
- Click "File"… Then Click "Export to Microsoft PowerPoint"
- Choose a Theme Design
- Click OK

GPT Apps : "**AI Picture Generator**" "**AI Drawing Image Generator**" "**Draw to Style**"

ChatGPT plays a pivotal role in generating pictures, graphics, art, and text-to-voice content, revolutionizing how we create and consume digital media. By leveraging advanced AI algorithms, ChatGPT can produce detailed and high-quality images and graphics tailored to specific needs and themes. Whether it's designing artwork, creating visual data representations, or generating illustrations, ChatGPT ensures that the output is both aesthetically pleasing and contextually relevant. Additionally, ChatGPT's text-to-voice capabilities transform written content into natural-sounding speech, enhancing accessibility and providing an engaging way to consume information. This multifaceted functionality makes ChatGPT an invaluable tool for artists, designers, educators, and content creators, streamlining the creative process and expanding the possibilities for digital expression and communication.

GPT Multimedia: Create a Picture of Kaanapali Beach

- ✓ *Draw a picture of Kaanapali beach?*

- ✓ *Can you **make the dimensions 1600 pixel wide by 900 pixel tall**, without **stretching** the picture but rather **adding landscaping**? Format the **picture as a .jpg** and allow me to **download** the picture file.*

GPT Multimedia: Create a Picture of Front Street in Lahaina

- ✓ *Draw a picture of Front Street in Lahaina, Maui?*

- ✓ *Here is an artist's rendition… maybe re-draw your picture based on that.*
  *Upload **"Front Street Rendition**"*

- ✓ *Is there a way to get a water shot like you see in the uploaded picture?*

- ✓ *Can you **make the dimensions 1600 pixel wide by 900 pixel tall**, without **stretching** the picture but rather **adding landscaping**? Format the **picture as a .jpg** and allow me to **download** the picture file*

GPT Multimedia: Create New Picture from Old Picture

- ✓ *Can you make the dimensions of this picture 1600 pixel wide by 900 pixel tall?*
  *Upload **"Hut in Paradise**"*

- ✓ *You stretched it, you need to rather add more landscaping or more huts?*

- ✓ *Format the **picture as a .jpg** and allow me to **download** the picture file.*

GPT Multimedia: Create New Picture from Old Picture

- ✓ *Can you make the dimensions of this picture 1600 pixel wide by 900 pixel tall? You will not stretch it, but rather add more landscaping in the picture. You will need to format the picture as a .jpg and downloadable.*
  *Upload **"Hana House**"*

GPT Multimedia: Create New Picture from Old Picture

- ✓ *Can you make the dimensions of this picture 1600 pixel wide by 900 pixel tall? You will not stretch it, but rather add more landscaping in the picture. You will need to format the picture as a .jpg and downloadable.*
  *Upload **"Jaws at Paia"***

- ✓ *Remove the roped off area and umbrellas and add some rocky area*

GPT Multimedia: We in Goat Tees Wearing Pants

- ✓ *"How would we look in goat tees"*
  *Upload **"Chip Susan"***

- ✓ *"How about wearing these pants"*
  *Upload "**Chic Pants"***

GPT Multimedia: Text to Voice… Quote from Hamlet

- ✓ *Make a sound file from the following prose and make it in the voice of Beavis (cartoon)*

- ✓ *"To be, or not to be that is the question: Whether 'tis nobler in the mind to suffer The slings and arrows of outrageous fortune, Or to take arms against a sea of troubles And by opposing end them. To die: to sleep; No more; and by a sleep to say we end And enterprises of great pitch and moment. With this regard their currents turn awry, And lose the name of action. - Soft you now! The fair Ophelia! Nymph, in thy orisons Be all my sins remember'd."*

GPT Apps : Open the GPT "**Diagrams <Show Me> for Presentations, Code, Excel**"

ChatGPT plays a pivotal role in generating pictures, graphics, art, and text-to-voice content, revolutionizing how we create and consume digital media. By leveraging advanced AI algorithms, ChatGPT can produce detailed and high-quality images and graphics tailored to specific needs and themes. Whether it's designing artwork, creating visual data representations, or generating illustrations, ChatGPT ensures that the output is both aesthetically pleasing and contextually relevant. Additionally, ChatGPT's text-to-voice capabilities transform written content into natural-sounding speech, enhancing accessibility and providing an engaging way to consume information. This multifaceted functionality makes ChatGPT an invaluable tool for artists, designers, educators, and content creators, streamlining the creative process and expanding the possibilities for digital expression and communication.

GPT Auto-Diagram: Graph Diagram Illustrating Photosynthesis

✓ **Visualize Photosynthesis using the Octopus look**

✓ mindmap
✓   {{"Photosynthesis 🌿"}}
✓   ("Sunlight ☼ ")
✓   ("Carbon Dioxide (CO2) 🌿 ")
✓   ("Water (H2O) 💧 ")
✓   ("Chlorophyll 🌱 ")
✓   ("Glucose (C6H12O6) 🍬 ")
✓   ("Energy Storage ⚡ ")
✓   ("Growth 🌱 ")
✓   ("Oxygen (O2) 🅱 ")
✓   ("ATP Production ⚡ ")
✓   ("Calvin Cycle 🔄 ")
✓   ("Carbon Fixation")
✓   ("Reduction Phase")
✓   ("Regeneration Phase")

✓ **Visualize Photosynthesis -Auto Diagram**

GPT Starburst: Real-World Business Data Octopus

✓ Can you create a 2-level starburst with some realistic real-world business data that's octopus looking.

✓ The Octopus Starburst
✓   {{"Company Performance 🌐"}}
✓   ("Revenue 💰")
✓   ("Product Sales")
✓   ("North America")
✓   ("Europe")
✓   ("Asia")
✓   ("Service Income")
✓   ("Consulting")
✓   ("Maintenance")
✓   ("Subscription")
✓   ("Expenses 🏢")
✓   ("Salaries")
✓   ("Development Team")
✓   ("Sales Team")
✓   ("Support Team")
✓   ("Marketing")
✓   ("Advertising")
✓   ("Promotions")
✓   ("Events")
✓   ("Investments 📈")
✓   ("Research & Development")
✓   ("Product Innovation")
✓   ("Process Improvement")
✓   ("Market Expansion")
✓   ("New Regions")
✓   ("New Products")
✓   ("Profit 📊")
✓   ("Net Profit")
✓   ("Quarter 1")
✓   ("Quarter 2")
✓   ("Quarter 3")
✓   ("Quarter 4")
✓   ("Gross Profit")
✓   ("Product Margin")
✓   ("Service Margin") A["Did You Mess With It?"]

GPT Flowchart: Flowchart Problem Resolution

✓ Create a Flowchart with the following…
✓   A["Did You Mess With It?"]
✓   B["YOU IDIOT!"]
✓   C["Is It Working?"]
✓   D["NO PROBLEM!"]
✓   E["Can You Blame Someone Else?"]
✓   F["Look The Other Way"]
✓   G["Anyone Else Knows?"]
✓   H["You're SCREWED!"]
✓   I["Hide It"]
✓   J["Will it Blow Up In Your Hands?"]
✓   K["NO PROBLEM!"]

✓   A -->|"Yes"| B
✓   A -->|"No"| C
✓   C -->|"Yes"| D
✓   C -->|"No"| E
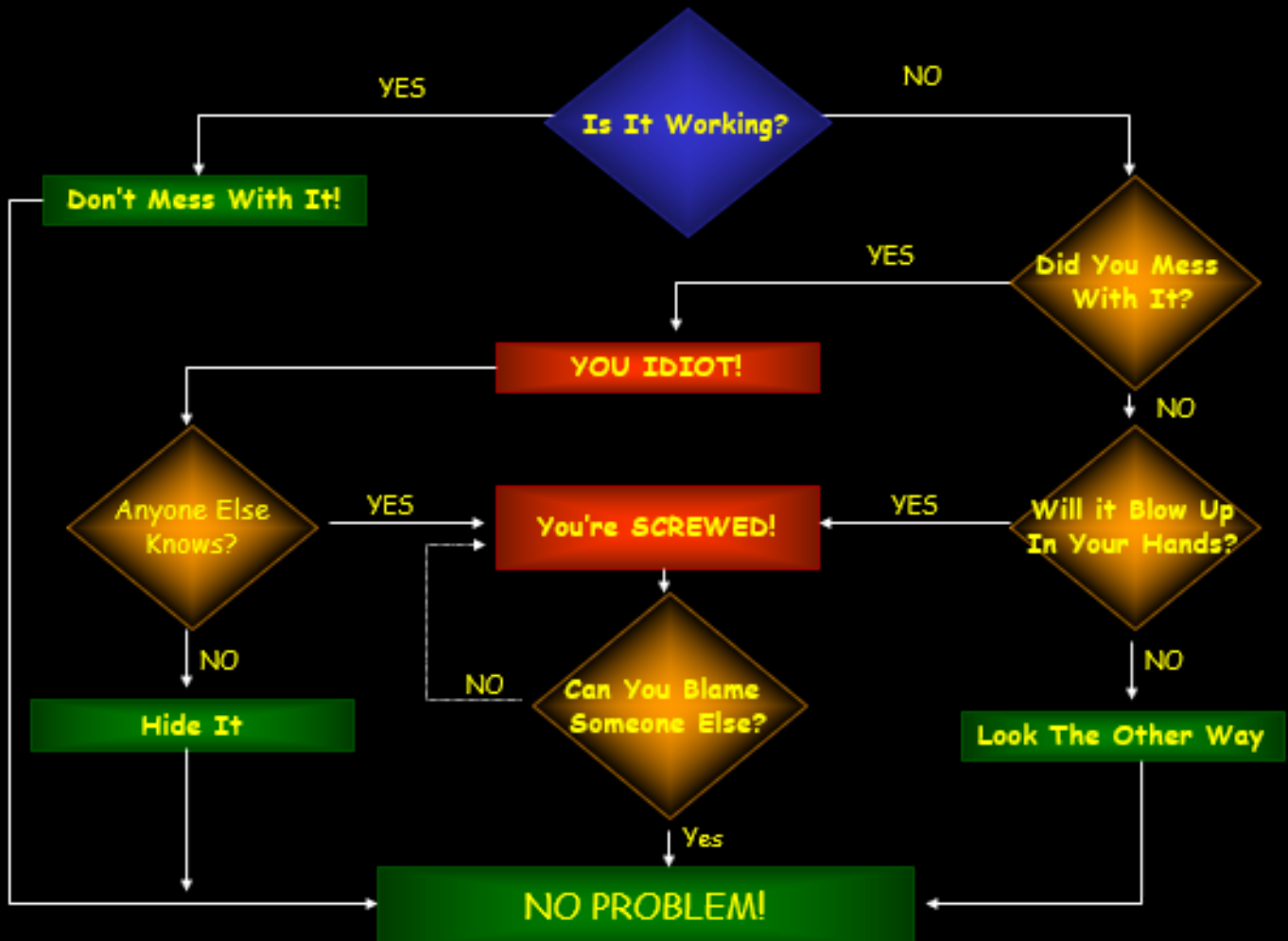✓   E -->|"Yes"| D
✓   E -->|"No"| F
✓   F --> G
✓   G -->|"Yes"| H
✓   G -->|"No"| I
✓   I --> J
✓   J -->|"Yes"| H
✓   J -->|"No"| K

Chip's Flowchart For Problem Resolution

Is It Working?

- YES → **Don't Mess With It!**
- NO → **Did You Mess With It?**

Did You Mess With It?
- YES → **YOU IDIOT!**
- NO → **Will it Blow Up In Your Hands?**

YOU IDIOT! → **Anyone Else Knows?**

Anyone Else Knows?
- YES → **You're SCREWED!**
- NO → **Hide It**

Will it Blow Up In Your Hands?
- YES → **You're SCREWED!**
- NO → **Look The Other Way**

You're SCREWED! → **Can You Blame Someone Else?**

Can You Blame Someone Else?
- NO → **You're SCREWED!**
- Yes → **NO PROBLEM!**

Hide It → **NO PROBLEM!**

Look The Other Way → **NO PROBLEM!**

NO PROBLEM!

GPT Organization Chart: Who Works Here?

✓ Create Org Chart…
✓   CEO("Chief Executive Officer (CEO)")
✓   COO("Chief Operating Officer (COO)")
✓   CFO("Chief Financial Officer (CFO)")
✓   CIO("Chief Information Officer (CIO)")
✓   CMO("Chief Marketing Officer (CMO)")
✓   CHRO("Chief Human Resources Officer (CHRO)")
✓   CCO("Chief Compliance Officer (CCO)")
✓   VP Operations("Vice President of Operations")
✓   VP Finance("Vice President of Finance")
✓   VP Sales("Vice President of Sales")
✓   VP Marketing("Vice President of Marketing")
✓   VP HR("Vice President of Human Resources")
✓   Dir Operations("Director of Operations")
✓   Dir Finance("Director of Finance")
✓   Dir Sales("Director of Sales")
✓   Dir Marketing("Director of Marketing")
✓   Dir HR("Director of Human Resources")
✓   Mgr Operations("Manager of Operations")
✓   Mgr Finance("Manager of Finance")
✓   Mgr Sales("Manager of Sales")
✓   Mgr Marketing("Manager of Marketing")
✓   Mgr HR("Manager of Human Resources")

✓   CEO-->COO
✓   CEO-->CFO
✓   CEO-->CIO
✓   CEO-->CMO
✓   CEO-->CHRO
✓   CEO-->CCO
✓   COO-->VP Operations
✓   CFO-->VP Finance
✓   CIO-->VP Sales
✓   CMO-->VP Marketing
✓   CHRO-->VP HR
✓   VP Operations-->Dir Operations
✓   VP Finance-->Dir Finance
✓   VP Sales-->Dir Sales
✓   VP Marketing-->Dir Marketing
✓   VP_HR-->Dir HR
✓   Dir Operations-->Mgr Operations
✓   Dir Finance-->Mgr Finance

- ✓ Dir Sales-->Mgr Sales
- ✓ Dir Marketing-->Mgr Marketing
- ✓ Dir HR-->Mgr HR

GPT EXCEL FORMULAS — ASK CHAT TO CREATE FORMULAS FOR YOU

✓ VBA code writing for Excel macros enhances your spreadsheets by automating repetitive tasks and streamlining processes. Using Visual Basic for Applications (VBA), you can create custom macros to perform actions like text transformations and data manipulations. This tool allows interaction with Excel's features, enabling task automation such as formatting cells, generating reports, and handling user inputs. VBA provides a programming environment to define variables, create loops, and implement logic tailored to your needs. Writing VBA code customizes Excel, making it more powerful for data management and analysis. Additionally, chat applications like ChatGPT do a great job developing the code by simply describing in a prompt what you want the macro to do. Mastering VBA unlocks greater productivity and efficiency in your daily tasks.

EXCEL FORMULA | Create a Simple =IF Function for Honor Roll

✓ *I need to create an excel formula in cell address W3 that results in putting HR in the cell if the average in cell V3 is greater than or equal to 90, but of not put in "—" ?*
[**IF ■ GRADE ROSTER**]

EXCEL FORMULA | Create a Simple =IF Function for Letter Grade

✓ *"Create an Excel formula for cell W3 that assigns a letter grade based on the value in cell V3. The formula should return 'A' for 90 and above, 'B' for 80 to 89, 'C' for 70 to 79, 'D' for 60 to 69, and 'F' for below 60."*
[**IF ■ GRADE ROSTER**]

EXCEL FORMULA | Create a Simple =IF Function for Shipping Info

✓ *"Create an Excel formula for cell C2 that returns 'SD' if A2 equals B2. Otherwise, it returns the difference between B2 and A2 followed by ' day'."*
[**IF ■ SHIP BONUS**]

EXCEL FORMULA | Create a Simple =IF Function for Honor Roll

✓ *"Create an Excel formula for cell I2 that compares the values in cells G2 and H2. If G2 is greater than or equal to H2, the formula should return 5% of G2. Otherwise, it should return 0."*
[**IF ■ SHIP BONUS**]

EXCEL FORMULA | Create a Simple =SUBTOTAL Total only Filtered Data

✓ *"I want to calculate the total for only the filtered data in the range H9 to H75008. I have tried using the SUM function, but noticed that it includes all data, even the hidden rows.*

Create an Excel formula for cell I2 that uses the SUBTOTAL function to ensure that only the visible (filtered) data is included in the total."
[**SUBTOTALING ■ FILTERED DATA**]

EXCEL FORMULA | Create a Simple =VLOOKUP Function for Lookup Return Data

✓ *"I need to find a way to look up a value in cell C2 within a table that spans columns J to L and return the corresponding value from the second column of this table. I need an exact match for the lookup value. Create an Excel formula that accomplishes this."*
[**VLOOKUP ■ MULTI RECORD**]

EXCEL FORMULA | Create a Simple =VLOOKUP Function for Lookup Return Data

✓ *"I need to find a way to look up a value in cell C2 within a table that spans columns J to L and return the corresponding value from the third column of this table. I need an exact match for the lookup value. Create an Excel formula that accomplishes this."*
[**VLOOKUP ■ MULTI RECORD**]

EXCEL FORMULA | Create a Simple =VLOOKUP Function for Lookup Return Data

✓ *"I need to find a way to look up a value in cell F2 within a table that spans columns N to O and return the corresponding value from the second column of this table. I need an exact match for the lookup value. Create an Excel formula that accomplishes this."*
[**VLOOKUP ■ MULTI RECORD**]

EXCEL FORMULA | Create a Nested Function for Filtered Total

✓ *"I want to calculate the sum of the products of two ranges, E6 and F6, but only for the visible (filtered) rows in E6. I've noticed that standard sum functions include hidden rows, which I don't want. Can you create an Excel formula that ensures only the visible data in E6 is included in the calculation, and multiplies each of these values by the corresponding values in F6?"*
[**WEIGHTED AVERAGE ■ PURCH y FILTERED**]

EXCEL FORMULA | Create a Nested Function for Weighted Average Cost

✓ *"I want to calculate the weighted average of two ranges, E6 and F6, but only for the visible (filtered) rows in E6. I've noticed that standard average functions include hidden rows, which I don't want. Can you create an Excel formula that ensures only the visible data in E6 is included in the calculation, and then computes the weighted average of the values in F6 based on the weights in E6 ?"*
[**WEIGHTED AVERAGE ■ PURCH y FILTERED**]

EXCEL FORMULA | Random Employee Assignments

[**RANDOM ■ ASSIGNMENTS**]

EXCEL FORMULA | Criteria Based Summing

✓ "I need to sum the values in the range I10 based on the criteria specified in cell E3. The formula should only include those values in I10 where the corresponding value in D10 matches the value in E3. Create an Excel formula that accomplishes this.
[**FORMULAS ■ CRITERIA SUMMING**]

EXCEL FORMULA | Criteria Based Summing

✓ "I need to sum the values in the range I10, excluding those where the corresponding value in D10 matches the value in E4. Create an Excel formula that accomplishes this."
[**FORMULAS ■ CRITERIA SUMMING**]

EXCEL FORMULA | Criteria Based Summing

✓ "I need to sum the values in the range I10, but only include those where the corresponding value in B10 is between the values in E5 and F5, inclusive. Create an Excel formula that accomplishes this."
[**FORMULAS ■ CRITERIA SUMMING**]

EXCEL FORMULA | Criteria Based Summing

✓ "I need to sum the values in the range I10, but only include those where the corresponding value in H10 matches the value in F6 and the corresponding value in F10 matches the value in E6. Create an Excel formula that accomplishes this."
[**FORMULAS ■ CRITERIA SUMMING**]

EXCEL FORMULA | Criteria Based Summing

✓ "I need to sum the values in the range I10, but only include those where the corresponding values in F10 match the value in F7, the values in H10 match the value in E7, and the values in D10 match the value in G7. Create an Excel formula that accomplishes this."
[**FORMULAS ■ CRITERIA SUMMING**]

GPT MACRO SQL — GENERATE MACRO SQL CODE by DESCRIPTION

✓ VBA code writing for Excel macros enhances your spreadsheets by automating repetitive tasks and streamlining processes. Using Visual Basic for Applications (VBA), you can create custom macros to perform actions like text transformations and data manipulations. This tool allows interaction with Excel's features, enabling task automation such as formatting cells, generating reports, and handling user inputs. VBA provides a programming environment to define variables, create loops, and implement logic tailored to your needs. Writing VBA code customizes Excel, making it more powerful for data management and analysis. Additionally, chat applications like ChatGPT do a great job developing the code by simply describing in a prompt what you want the macro to do. Mastering VBA unlocks greater productivity and efficiency in your daily tasks.

EXCEL VBA MACRO | Convert Text Case | Caps + Title + Lower + Remove Space

✓ *Create an Excel Macro that prompts to select a range, then prompts with an input box to make selected text Upper Case, Lower Case, Title Case or Remove extra space. 1 = Upper case, 2 = lower case, 3 = title case, 4 = remove extra space.*

Macro that makes selected range of text either upper, lower, title case or remove extra space. [**MACRO ■ CASE TRIM**]

EXCEL VBA MACRO | Remove All Blank Rows and Blank Columns

✓ *Create an Excel macro that will remove all blank columns and all blank rows from the current worksheet.*

Excel macro removes all blank rows and blank columns from an entire worksheet. [**MACRO ■ BLANK ROWS COLUMNS**]

EXCEL VBA MACRO | Color-Bands Every-Other Row a Choice of Colors

✓ *Create a macro that shades every other row of a selected range and allow me to choose the shade color from a list that includes 1 for #FDDBDB (RD), 2 for #FCE9C8 (ORG), 3 for #C7F7FD (BLU), 4 for #CEFCC8 (GRN), 5 for #FFFF8F (YEL), and 6 for #DFE4E5 (GRY).*

Color bands every other row of a selected range, in a choice of colors. [**MACRO ■ SHADE ROWS**]

EXCEL VBA MACRO | Colors a Selected Row with 1 of 5-colors

✓ *I need a macro for Excel that colors the whole row of a cell I pick. The macro should ask me to pick a cell, then ask me to choose a color from this list1 for #FDDBDB (RD), 2 for #FCE9C8 (ORG), 3 for #C7F7FD (BLU), 4 for #CEFCC8 (GRN), 5 for #FFFF8F (YEL), and 6 for #DFE4E5 (GRY). Once I pick a cell and a color, the macro should color the entire row up to the last filled cell with the chosen color. It shouldn't color beyond the last filled cell.*

The macro should also have a way to handle errors if I don't pick a cell or if I pick an invalid color, and it should show a message box in such cases.

This will color a selected row with a color chosen from a list. **[MACRO ■ COLOR BAND SELECTED ROW]**

EXCEL VBA MACRO | 3-Level Conditional Formatting Macro

✓ *Create an Excel macro that involves conditional formatting where it will prompt for a selected range, then analyze the values in all the cells. Apply the first conditional format rule that colors in light green, those cells with values in the upper third, light yellow for those cell with values in the mid third, and light red for those in the lower third.*

This will apply a 3-level conditional formatting coloring scheme, values Lower 1/3, Mid 1/3 and Upper 1/3. **[MACRO ■ COND 3-LEVEL FORMAT]**

EXCEL VBA MACRO | Conditional Format that Colors Weekend Records

✓ *Create an Excel conditional formatting macro that will prompt you to select a range, and then color the background of any row, only in cells with data, in that selection if any cell on the selected row has a date that falls on a weekend.*

This will color any row in a worksheet where a date falls within a weekend. **[MACRO ■ COND COLOR BAND WEEKENDS]**

EXCEL VBA MACRO | Highlight All Rows that Meet Criteria

✓ *Create an Excel macro that prompts the user to select a range of cells. After selecting the range, the macro should prompt the user to enter a search value. Then, it should prompt the user with an input box to choose a color from a list: 1 for #FDDBDB (RD), 2 for #FCE9C8 (ORG), 3 for #C7F7FD (BLU), 4 for #CEFCC8 (GRN), 5 for #FFFF8F (YEL), and 6 for #DFE4E5 (GRY). The macro should then search the selected range for cells containing the entered search value. For each matching cell, the macro should color the entire row up to the last filled cell with the chosen color, without coloring beyond the last filled cell. The macro should also handle errors if no range is selected, no value is entered, or an invalid color code is chosen, and display appropriate message boxes in such cases.*

This will color-band all rows with a specific Field-Item entry… like all rows containing "Beverages". **[MACRO ■ COND COLOR BAND – FIT CRITERIA]**

EXCEL VBA MACRO | Highlight Rows Based on Global Criteria

✓ *Create an Excel macro that prompts the user to select a range of cells. After selecting the range, the macro should prompt the user to enter the column letter for the criteria field. Validate that the column letter is a single letter from A to Z. Then, the macro should prompt the user to choose the criteria type: 1 for text, 2 for a date range, or 3 for a numeric*

range. Based on the chosen criteria type, prompt the user to enter the necessary criteria values: for text, a specific value to search for; for date range, start and end dates in the format MM/DD/YYYY; and for numeric range, minimum and maximum values. The macro should also prompt the user to choose a color from a list: 1 for #FDDBDB (RD), 2 for #FCE9C8 (ORG), 3 for #C7F7FD (BLU), 4 for #CEFCC8 (GRN), 5 for #FFFF8F (YEL), and 6 for #DFE4E5 (GRY). It should then search the specified column within the selected range for cells matching the criteria and color the entire row up to the last filled cell within the selected range with the chosen color. Ensure proper error handling for invalid inputs and gracefully handle errors during the process.

This will color-band all rows with a specific Field-Item – More Global. [**MACRO ■ COND COLOR BAND – FIT GLOBAL CRITERIA**]

EXCEL VBA MACRO | Delete Rows Based on Global Criteria

✓ *Create an Excel macro that prompts the user to select a range of cells. After selecting the range, the macro should prompt the user to enter the column letter for the criteria field. Validate that the column letter is a single letter from A to Z. Then, the macro should prompt the user to enter the criteria value. The macro should loop through the specified column within the selected range, delete entire rows where the cell value matches the criteria, and ensure proper error handling for invalid inputs. Additionally, optimize performance for large datasets (e.g., up to 70,000 records) and handle multiple runs without issues.*

This will color-band all rows with a specific Field-Item – More Global. [**MACRO ■ DELETE ROWS WITH CRITERIA**]

EXCEL GPT DATA ANALYSIS — SUMMARIZE | INTERPRET |DERIVE INSIGHTS

✓ Chat-based AI systems, such as OpenAI's ChatGPT, excel in data analysis by leveraging their natural language processing capabilities to interpret, summarize, and derive insights from complex datasets. They can process and analyze large volumes of text, identify patterns, and generate concise summaries or reports, making them invaluable for quick data comprehension. Additionally, when integrated with third-party tools and GPTs, these systems can enhance data analysis workflows by automating tasks like data cleaning, visualization, and advanced statistical analysis, thereby streamlining processes and providing more comprehensive, actionable insights.

Summarize | Revenue – Profit – Margin – Markup

✓ *Create a table that **summarizes** the data based on **Category**, and in each column summarizes by... **Revenue, Profit, Profit Margin, Markup.** Revenue and Profit need to be comma formatted with zero decimal places. Profit Margin and Markup formatted as Percentage with 1 decimal place.*
Popular Business Summaries. [**EXCEL SS ■ SALES ANALYSIS**]

✓ *Create a table that **summarizes** the data based on **Country**, and in each column summarizes by... **Revenue, Profit, Profit Margin, Markup.** Revenue and Profit need to be comma formatted with zero decimal places. Profit Margin and Markup formatted as Percentage with 1 decimal place.*
Popular Business Summaries. [**EXCEL SS ■ SALES ANALYSIS**]

✓ *Create a table that **summarizes** the data based on **Vendor**, and in each column summarizes by... **Revenue, Profit, Profit Margin, Markup.** Revenue and Profit need to be comma formatted with zero decimal places. Profit Margin and Markup formatted as Percentage with 1 decimal place.*
Popular Business Summaries. [**EXCEL SS ■ SALES ANALYSIS**]

✓ *Create a table that **summarizes** the data based on **Product Name**, and in each column summarizes by... **Revenue, Profit, Profit Margin, Markup.** Revenue and Profit need to be comma formatted with zero decimal places. Profit Margin and Markup formatted as Percentage with 1 decimal place.*
Popular Business Summaries. [**EXCEL SS ■ SALES ANALYSIS**]

✓ *Create a table that **summarizes** the data based on **Company**, and in each column summarizes by... **Revenue, Profit, Profit Margin, Markup.** Revenue and Profit need to be comma formatted with zero decimal places. Profit Margin and Markup formatted as Percentage with 1 decimal place.*
Popular Business Summaries. [**EXCEL SS ■ SALES ANALYSIS**]

Summarize | Revenue – Profit – Margin – Markup

✓ *Create a summary table that summarizes the data based on Category (rows) by Year (columns). The table should include yearly Revenue totals paired with the Year-over-Year percentage change. The formatting requirements are as follows: do not format the year number; format the Revenue with commas and no decimal places; format the percentage change in percentage format with 1 decimal place, placing each corresponding percentage change between each corresponding year.*
Popular Business Summaries. [**EXCEL SS ■ SALES ANALYSIS**]

✓ ***Create a stacked column chart***, *leave out % change data*
✓ *Flip to column cluster*
✓ *Flip the x-axis with the legend*

✓ ***Create a Pie Chart*** *based on category, with labeling for Totals and Percentage*
✓ *Make 3-D pie and explode Seafood*
✓ *Make a Pie-of-Pie with Produce, Meat/Poultry, and Beverages*

✓ ***Create a Pie Chart*** *based on category, with labeling for Totals and Percentage*
✓ *Make 3-D pie and explode Seafood*
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EXCEL FINANCIAL STATEMENT — INTERPRET |DERIVE INSIGHTS

✓ Chat-based AI systems, such as OpenAI's ChatGPT, excel in data analysis by leveraging their natural language processing capabilities to interpret, summarize, and derive insights from complex datasets. They can process and analyze large volumes of text, identify patterns, and generate concise summaries or reports, making them invaluable for quick data comprehension. Additionally, when integrated with third-party tools and GPTs, these systems can enhance data analysis workflows by automating tasks like data cleaning, visualization, and advanced statistical analysis, thereby streamlining processes and providing more comprehensive, actionable insights.

[**SS ANALYSIS ■ GOOD**]

This question helps assess the company's liquidity and cash management efficiency.

✓ *What is the percentage change in Cash and Cash Equivalents from the previous period to the current period?*

Understanding changes in current assets is crucial for evaluating the company's short-term financial health and operational efficiency.

✓ *How has the value of Current Assets changed over time?*

This question is important for understanding the company's short-term obligations and its ability to manage payables effectively.

✓ *What is the percentage change in Accounts Payable from the previous period to the current period?*

Knowing the total current liabilities provides insight into the company's short-term financial obligations and potential liquidity risks.

✓ *What is the total value of Current Liabilities for the current period?*

This question helps in assessing the company's liquidity position by comparing its short-term assets against its short-term liabilities, giving a clear picture of financial stability.

✓ *How do the changes in Current Assets and Current Liabilities compare in terms of their impact on the company's liquidity?*

EXCEL FINANCIAL STATEMENT — INTERPRET |DERIVE INSIGHTS

✓ Chat-based AI systems, such as OpenAI's ChatGPT, excel in data analysis by leveraging their natural language processing capabilities to interpret, summarize, and derive insights from complex datasets. They can process and analyze large volumes of text, identify patterns, and generate concise summaries or reports, making them invaluable for quick data comprehension. Additionally, when integrated with third-party tools and GPTs, these systems can enhance data analysis workflows by automating tasks like data cleaning, visualization, and advanced statistical analysis, thereby streamlining processes and providing more comprehensive, actionable insights.

[**EXCEL SS ■ SALES ANALYSIS**]

Sales Performance by Company

✓ *What is the total revenue generated by each company? Which company has the highest total sales? Summarize the data year over year in side-by-side columns. Also display percentage change after each column year. Format revenue with comma and zero decimal places.*

Profit Analysis

✓ *Which product categories generate the highest profit margins? How does the profit margin vary across different vendors? Summarize the data year over year in side-by-side columns. Format profit margin with 1 decimal place percentage.*

Revenue Trends Over Time

✓ *What are the monthly or yearly sales trends? Are there specific periods with significantly higher or lower sales?*

Country-Wise Sales Distribution

✓ *Show in a table how is the revenue distributed across different countries. Which countries contribute the most to the total sales? Chart this with Cluster Column graph.*

Vendor Performance

✓ *Which vendors have the highest revenue and profit? How do different vendors compare in terms of sales and profitability?*

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- ✓ Systemata AI quae colloquium moderantur, sicut ChatGPT OpenAI, in analysi datarum excellunt facultatibus processuum linguarum naturalium ut datasetas complexas interpretentur, summatim exponant, et percepta extrahant. Possunt magna volumina textus processere et analyzare, schemata cognoscere, et summaria aut relationes breves generare, quae sunt praevalida [**Balance Sheet - Combining Summary 12.31.23**]

Vertical Analysis – Understand Relative Size & Significance of Line Items

- ✓ *Calculate the percentage of each investment category (equity securities, fixed income securities, etc.) relative to the total assets for WII, WBI, and the Total Fund.*
- ✓ Determine the proportion of total liabilities attributable to each category (plan accumulations, securities lending, other liabilities) for each entity and the Total Fund.
- ✓ Analyze the contribution of net assets to the total assets for each entity and the Total Fund, highlighting the relative financial surplus.

Horizontal Analysis – Identify Trend and Growth Patterns Over Time

- ✓ *Compare the total assets, liabilities, and net assets of WII and WBI from the previous year to identify growth or decline trends.*
- ✓ Evaluate changes in investment categories (equity securities, fixed income securities, etc.) over the past three years to understand shifts in investment strategy.
- ✓ Assess the year-over-year change in plan accumulations, plan sponsor deposits, and endowments to determine trends in funding and contributions.

Ratio Analysis – Insights into Liquidity, Solvency, Profitability & Op Efficiency

- ✓ *Calculate the current ratio (current assets divided by current liabilities) for each entity to assess liquidity.*
- ✓ Determine the debt-to-equity ratio (total liabilities divided by net assets) for each entity to evaluate financial leverage.
- ✓ Analyze the return on assets (net income divided by total assets) for each entity to measure profitability.

Asset Allocation Analysis – Understand Risk & Return Profile of Portfolio

- ✓ *Calculate the proportion of total investments allocated to each investment category (equity securities, fixed income securities, etc.) for WII, WBI, and the Total Fund.*
- ✓ Compare the asset allocation mix of WII and WBI to identify differences in investment strategy and risk profiles.
- ✓ Assess the trend *in* allocation to emerging market securities over the past three years to understand changes in exposure to emerging markets.

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Asset Allocation Analysis – Understand the Distribution of Assets Across Series

- ✓ *Calculate the percentage of total assets for each asset type within each series.*
- ✓ Compare the distribution of asset types between the WII Series and UMC Series.
- ✓ Identify the asset type with the highest value and its proportion of the total assets.

Liability Distribution Analysis – Analyze Liability Distribution Identify Liabilities

- ✓ *Calculate the percentage of total liabilities for each liability category.*
- ✓ Compare the liabilities between the WII Series and the UMC Series.
- ✓ Identify the liability category with the highest value and its proportion of the total liabilities.

Net Asset Analysis – Evaluate Net Assets to Determine Financial Health

- ✓ *Calculate the net assets for each series and compare them.*
- ✓ Analyze the trend of net assets over time if historical data is available.
- ✓ Determine the impact of different liabilities and assets on the net assets of each series.

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Earnings Analysis – Composition & Trends of Earnings from Various Sources

- ✓ *Calculate the total earnings from interest, dividend, partnership, and trust income for each series and compare them.*
- ✓ Analyze the net realized and unrealized gains or losses on investments for each series.
- ✓ Identify the primary source of income and its contribution to the total earnings for each series.

Expense Analysis – Evaluate Expenses Identify Cost Areas and Financial Impact

- ✓ *Calculate the total allocated net earnings or losses to unitized funds for each series and compare them.*
- ✓ Analyze the operating expenses for each series and identify any significant differences.
- ✓ Determine the proportion of total expenses to total earnings for each series.

Net Earnings/Loss Allocation Analysis – Net Earnings or Losses Finance Impact

- ✓ *Calculate the total allocated net earnings or losses to unitized funds for each series and compare them.*
- ✓ Analyze the trend of allocated net earnings or losses over time if historical data is available.
- ✓ Identify any significant allocations to or from net assets and their impact on the overall financial performance.

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Year-over-Year Comparison Analysis –Changes in Assets, Liabilities, Net Assets

- ✓ *Compare the total assets for each series between December 2021 and December 2022.*
- ✓ Identify the largest changes in liabilities for each series between December 2021 and December 2022.
- ✓ Analyze the net assets for each series to determine the overall financial health and changes from December 2021 to December 2022.

Asset Allocation & Performance Analysis – Distribution & Performance

- ✓ *Calculate the percentage of total assets for each asset type within each series for both 2021 and 2022.*
- ✓ Compare the performance of fixed income securities and contracts between 2021 and 2022 for each series.
- ✓ Identify the asset type with the highest value increase or decrease from 2021 to 2022 for each series.

Expense and Income Analysis – Impacts of Income and Expenses

- ✓ *Analyze the total earnings from interest, dividend, partnership, and trust income for each series in 2022 and compare them with 2021*
- ✓ Calculate the total investment management and custodial fees for each series in 2022 and compare them with 2021
- ✓ Determine the proportion of operating expenses to total earnings for each series in 2022 and compare it with 2021.

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Year-over-Year Financial Performance Analysis – Compare Key Finance Metrics

✓ *Compare the total earnings (interest, dividend, partnership, and trust income) for each series between 2021 and 2022.*

✓ Identify the major changes in net realized and unrealized gains or losses on investments for each series between 2021 and 2022.

✓ Calculate the change in net assets for each series from 2021 to 2022 and analyze the factors contributing to these changes.

Expense & Income Distribution Analysis – Distribution of Income & Expenses

✓ *Calculate the proportion of total expenses to total earnings for each series in both 2021 and 2022*

✓ Analyze the investment management and custodial fees for each series in 2021 and 2022 and identify any significant changes

✓ Determine the main components of operating expenses and their impact on the overall financial performance for each series in both years.

Asset & Liability Composition Analysis – Composition of Assets & Liabilities

✓ *Compare the total assets for each asset type within each series for both 2021 and 2022.*

✓ Identify the *largest* liability categories for each series in both 2021 and 2022 and analyze any significant changes.

✓ Calculate the ratio of total liabilities to total assets for each series in 2021 and 2022 to assess financial leverage and risk.

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Year-over-Year Financial Performance Analysis – Compare Key Finance Metrics

- ✓ *Compare the total earnings (interest, dividend, partnership, and trust income) for each series between 2021, 2022, and 2023.*
- ✓ Identify the major changes in net realized and unrealized gains or losses on investments for each series between 2021, 2022, and 2023.
- ✓ Calculate the change in net assets for each series from 2021 to 2023 and analyze the factors contributing to these changes.

Expense & Income Distribution Analysis – Distribution of Income & Expenses

- ✓ *Calculate the proportion of total expenses to total earnings for each series in 2021, 2022, and 2023.*
- ✓ Analyze the investment management and custodial fees for each series in 2021, 2022, and 2023 and identify any significant changes.
- ✓ Determine the main components of operating expenses and their impact on the overall financial performance for each series in 2021, 2022, and 2023.

Asset & Liability Composition Analysis – Composition of Assets & Liabilities

- ✓ *Compare the total assets for each asset type within each series for 2021, 2022, and 2023.*
- ✓ Identify the largest liability categories for each series in 2021, 2022, and 2023 and analyze any significant changes.
- ✓ Calculate the ratio of total liabilities to total assets for each series in 2021, 2022, and 2023 to assess financial leverage and risk.