A PRACTICAL LEARNING GUIDE

CHATGPT

A Complete Beginner’s Tutorial

Simple English • Step-by-step lessons • Settings explained • Real-life examples

Who is this book for?
People who are new to ChatGPT, do not work in IT, and want to use AI for everyday life, learning, communication, office work, small business and creativity.

What will you learn?
How to start, ask good questions, change settings, protect privacy, use voice, upload files, search the web, work with images, organise projects and check answers.

Prepared as a beginner-friendly learning resource
Version date: 6 November 2026

How to use this book

Read one chapter at a time. Keep ChatGPT open in another browser tab or on your phone. Try each example yourself. You do not need computer knowledge. If a button looks different on your screen, do not worry: ChatGPT changes its layout from time to time, and some tools depend on your account, country, device and plan.

Important: This guide explains common ChatGPT features as of 6 November 2026. A feature may not appear for every user. Follow the labels you can actually see in your account.

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Suggested learning plan: 20–30 minutes per day. Complete two or three short lessons daily, then repeat the practice tasks.

CHAPTER 1

What is ChatGPT?

ChatGPT is an AI assistant. You can type a question or speak to it. It reads your message and creates a reply. You can use it like a helpful conversation partner, but it is not a human and it can make mistakes.

1.1 What does AI mean?

AI means Artificial Intelligence. It is computer technology that can perform tasks that normally need human thinking, such as understanding language, finding patterns, writing, explaining and analysing information.

1.2 What can ChatGPT help you do?

• Explain difficult topics in easy words.

• Write letters, emails, notices and WhatsApp messages.

• Translate between languages.

• Create a travel plan, shopping list or study timetable.

• Explain a bill, document or spreadsheet that you upload.

• Help plan a small business or improve a website.

• Create ideas, images, lesson plans and presentations when the relevant tools are available.

1.3 What ChatGPT cannot guarantee

• It may give an incorrect answer or invent a detail.

• It does not automatically know every latest fact unless it uses current information sources.

• It is not a doctor, lawyer, accountant or financial adviser.

• It cannot see your screen or private files unless you share them or connect an approved source.

• It does not know your intention perfectly. Explain what you need.

Think of ChatGPT as a helpful assistant, not an unquestionable authority. You remain responsible for important decisions.

Your first simple question

Ask ChatGPT: Explain what a bank account is in very simple English. Use an example from daily life.

Try this:

```
Ask it to explain one topic you find difficult.
```

CHAPTER 2

Creating an account and opening ChatGPT

ChatGPT can be used on a computer, tablet or smartphone. The screen may look slightly different on each device.

2.1 Open ChatGPT

1. Open a web browser such as Chrome, Edge or Safari.

2. Type chatgpt.com in the address bar.

3. Choose Log in if you already have an account, or Sign up to create one.

4. Follow the instructions shown on screen. You may be asked to verify your email address or phone number.

5. After signing in, you can start a new chat.

2.2 Using the mobile app

On an iPhone or Android phone, install the official ChatGPT app from the Apple App Store or Google Play Store. Check that the publisher is OpenAI. Open the app and sign in.

2.3 Keep your account safe

• Use a strong, unique password.

• Never share your password or one-time verification code.

• Be careful of websites or people pretending to be OpenAI.

• Sign out on a public or shared computer.

> You do not need to pay just to learn the basics. A free plan is available, but usage limits and feature access can differ by plan.

First sign-in practice

I am new to ChatGPT. Please guide me one step at a time. Use very simple English.

Try this:

```
Find the message box and send a greeting.
```

CHAPTER 3

Understanding the screen

The main ChatGPT screen is designed around a conversation. You type or speak in the message box, and the answer appears above it.

3.1 Main areas

• Sidebar: usually contains New chat, chat history, search, projects and other navigation items.

• Message box: the area where you type your question.

• Send button: sends your message.

• Plus or tools button: may show file upload, image, search, study or other tools.

• Voice button: starts a spoken conversation when available.

• Model or mode selector: may let you choose a model or working mode.

3.2 Start a new chat

Select New chat when you want to begin a different topic. This keeps a new subject separate from your earlier conversation.

3.3 The difference between a chat and a message

A chat is the full conversation. A message is one thing you send or one answer ChatGPT gives. You can send many messages inside one chat.

Screen practice

I want to learn how to use ChatGPT. Show me the five most important things on the screen and explain each one in simple words.

Try this:

```
Locate the sidebar, message box and send button.
```

CHAPTER 4

Your first conversation

You do not need special commands. Write naturally, as if you are asking a helpful person. A clear question usually gives a better answer.

4.1 Ask one clear question

Start with one task. For example, ask for a simple explanation, a short message or a list of ideas.

4.2 Give useful background

Tell ChatGPT who the answer is for, what the purpose is and how long the answer should be.

4.3 Ask for a different version

If the first answer is not suitable, ask it to make the answer shorter, friendlier, more formal or easier to understand.

```
Write a polite WhatsApp message to a customer. Tell them that our shop will be closed tomorrow. Keep it under 40 words. Use simple English.

Explain online banking to a person who has never used a smartphone. Give five simple steps.
```

4.4 One conversation can continue

You can say: Make it shorter. Translate it into Bengali. Add a heading. Give me three more examples. ChatGPT uses the earlier messages in that conversation to understand what you mean.

Try it

Write a short message inviting a neighbour for tea. Then ask ChatGPT to make it warmer and more polite.

Try this:

```
Send two follow-up messages to improve the answer.
```

CHAPTER 5

How to write a good prompt

A prompt is simply the instruction or question you give ChatGPT. Good prompts explain the task clearly. You do not need technical language.

5.1 The easy five-part method

• Task: What should ChatGPT do?

• Background: What information should it know?

• Audience: Who will read or use the result?

• Style: Should it be simple, formal, friendly or professional?

• Format: Do you want a list, table, email, lesson or step-by-step guide?

5.2 Example of a weak prompt

Weak: Write something about my shop.

5.3 A stronger prompt

```
Write a friendly Facebook post for my grocery shop in Kolkata. Tell local families that home delivery is available. Use simple English, include a clear call to action, and keep it under 100 words.
```

5.4 Ask ChatGPT to ask questions first

```
I want to plan a birthday party. Ask me the important questions one at a time before making the plan.
```

5.5 Improve your prompt

```
Before answering, check whether you have enough information. If something important is missing, ask me one simple question.
```

You do not need to write a perfect prompt on the first try. Start simply, read the answer, and improve it.

Practice

Ask ChatGPT to prepare a one-week healthy meal plan. Include your food preferences, budget and number of people.

Try this:

```
Rewrite your prompt using all five parts.
```

CHAPTER 6

Continue, correct and improve an answer

ChatGPT is designed for conversation. You can guide it after you see its first answer.

6.1 Useful follow-up instructions

• Explain that again in simpler words.

• Give me a real-life example.

• Make the answer shorter.

• Put the information in a table.

• Check the spelling and grammar.

• Show the steps in the correct order.

• What information may be missing?

• Give me a second option.

6.2 Correct a misunderstanding

If ChatGPT misunderstands, explain what it got wrong. For example: You misunderstood me. I am asking about a tailor shop, not a clothing factory.

6.3 Ask it to review its own work

```
Review your previous answer. Find unclear points, missing steps and possible mistakes.
Then provide an improved version.
```

6.4 Regenerate or edit

Depending on the interface, you may be able to edit your message, ask for another answer, or copy the result. Available controls can change.

Practice

Ask for a short letter to a bank. Then request a more respectful version and a version in simple Hindi.

Try this:

```
Improve one answer at least twice.
```

CHAPTER 7

Chat history, search, rename and delete

Your past chats can help you return to work you started earlier. The sidebar usually shows recent conversations.

7.1 Rename a chat

Open the chat menu, often shown as three dots, and look for Rename. Give the chat a name that helps you find it later, such as 'Shop Facebook Posts'.

7.2 Search for an old chat

Use Search in the sidebar. Search for a word or phrase you remember. On many desktop layouts, Ctrl+K on Windows or Cmd+K on Mac opens search.

7.3 Archive or delete

Archive hides a chat from the normal chat list without deleting it. Delete removes the chat from your account history and is generally not reversible. Read the confirmation carefully.

7.4 Good organisation

• Use one chat for one main topic.

• Give important chats clear names.

• Use Projects for long-running work with several chats and files.

• Do not rely on chat history as the only copy of important documents. Save your own copy.

Practice

Find a previous chat using a word from its subject. Rename a test chat to 'My ChatGPT Practice'.

Try this:

```
Try the sidebar search.
```

CHAPTER 8

Settings: a complete beginner's tour

Settings control how ChatGPT looks, responds, uses personal information and works with available features. Open your account or profile menu and select Settings. The exact menu names can change.

8.1 Where to find Settings

1. On the website, select your profile or account menu, usually near a corner of the screen.

2. Choose Settings.

3. Open a section such as General, Personalization, Data Controls, Voice or Notifications, if shown.

4. Read the explanation beside a setting before changing it.

5. Change one setting at a time so you can understand its effect.

8.2 General

General settings may include appearance, theme, language or other basic preferences. Select Light, Dark or System if those choices are offered. System usually follows your device setting.

8.3 Personalization

This area may include Memory, Custom Instructions and response preferences. It helps ChatGPT adapt its answers to your needs. See Chapters 9 and 10.

8.4 Data Controls

This section includes privacy choices such as whether your conversations may be used to improve models, and options for managing or exporting data where available. See Chapter 11.

8.5 Voice

Voice settings may let you choose a voice, language or voice experience. Options depend on your device and account. See Chapter 12.

8.6 Notifications

If notification settings are available, review whether you want alerts from ChatGPT. Your browser or phone may also have separate notification permissions.

8.7 Connected apps and permissions

Some accounts can connect outside services. Review the app name and the access being requested. Connect only services you trust, and remove access if you no longer want it connected.

8.8 Plan and usage

Your account menu or plan page may show your subscription and usage limits. Features and limits can change. Check the plan details shown in your own account rather than relying on an old screenshot.

Settings are not identical for every person. A missing option does not mean you have done something wrong; it may depend on plan, country, app version or gradual feature rollout.

Settings practice

Open Settings. Find General, Personalization and Data Controls if they are available. Read the descriptions, but do not change anything you do not understand.

Try this:

```
Write down three settings you found and what each one does.
```

CHAPTER 9

Personalisation and Custom Instructions

Personalisation tells ChatGPT how you prefer answers. Custom Instructions are direct instructions you write. They can apply across future chats while enabled.

9.1 Find Custom Instructions

On the web, open Settings, then Personalization. Look for Custom Instructions or a similar option. On mobile, the location may be under Customize ChatGPT.

9.2 What should you write?

You can explain your reading level, preferred language, work role or answer style. Do not put passwords, bank details or private secrets in this section.

9.3 Example instructions for a beginner

```
Please explain things in very simple English. Assume I am not an IT expert. Use short sentences, everyday examples and numbered steps. Explain any difficult word. If I ask about a feature, tell me where to find it and what it does.
```

9.4 Turn customisation off or change it

Return to the same settings area. You can edit or disable Custom Instructions. Changes apply to future responses. You can still give a different instruction inside an individual chat.

Practice

Add a simple preference such as 'Use short paragraphs and explain technical words'. Then start a new chat and ask about a familiar topic.

Try this:

```
Compare the answer with and without your preference.
```

CHAPTER 10

Memory: what ChatGPT may remember

Memory can help ChatGPT remember useful information between conversations, when the feature is available and enabled. It does not remember every detail.

10.1 Memory in simple words

Memory is like a small note of useful context. For example, it may remember that you prefer simple English or are working on a particular project. Memory is different from Custom Instructions.

10.2 Find Memory settings

1. Open Settings.

2. Select Personalization.

3. Open Memory or Memory summary, if available.

4. Review the controls shown in your account.

10.3 Ask what is remembered

You can ask ChatGPT: 'What do you remember about my preferences?' Treat the answer as a helpful summary, not a complete record.

10.4 Change or remove information

Depending on the memory experience shown in your account, you may be able to review the Memory summary and request changes. To fully remove information, update the Memory summary in Settings > Personalization and delete the original chat and every other source that contains it, including archived chats, files or connected apps.

10.5 Turn Memory off

If a Memory control is available, you can turn it off. Turning it off does not automatically delete your old chat history.

> Do not use Memory as a password manager or a place to store confidential information.

Practice

Ask ChatGPT what it remembers about your response preferences. Review the Memory settings available in your account.

Try this:

```
Decide whether Memory is useful for your needs.
```

CHAPTER 11

Privacy, Data Controls and Temporary Chat

Privacy settings help you control how your conversations are stored and used. Think carefully before sharing personal or confidential information.

11.1 Improve the model for everyone

On personal accounts, Data Controls may include a setting called 'Improve the model for everyone'. Turning it off means your chats remain in your history but are not used to improve OpenAI models, subject to applicable account and policy details.

11.2 How to find it

1. Open your profile menu.

2. Select Settings.

3. Select Data Controls.

4. Find 'Improve the model for everyone'.

5. Read the description and choose your preference.

11.3 Temporary Chat

Temporary Chat is useful when you do not want a conversation to appear in normal chat history. It does not create or update Memory and is not used to improve models while it remains temporary. A copy may be kept for up to 30 days for safety purposes. It may still use existing personalisation if you choose a personalised temporary chat.

11.4 Start a Temporary Chat

Start a new chat and select Temporary if the option is shown. Choose whether it should be personalised or unpersonalised before sending your first message. You cannot change that choice after the conversation begins.

11.5 Safe sharing rules

• Do not share passwords, PINs or one-time codes.

• Hide account numbers, identity numbers and private addresses before uploading documents.

• Do not upload another person's private information without a valid reason and permission.

• Check connected app permissions before allowing access.

• For important or sensitive work, follow your organisation's privacy rules.

11.6 Exporting your data

Eligible personal accounts may request a data export through Settings > Data Controls. Follow the current instructions shown in your account.

Temporary Chat is not a promise of instant deletion or zero retention. Read the current privacy information for details.

Practice

Find Data Controls and read the available privacy choices. Do not upload any confidential document for this exercise.

Try this:

```
Explain in your own words the difference between a normal chat and Temporary Chat.
```

CHAPTER 12

Voice: speak and listen

Voice lets you talk instead of typing. It is useful if typing is difficult, if you prefer speaking, or if you want to practise a language.

12.1 Start Voice on a computer

1. Open ChatGPT.

2. Select the Voice icon near the message box, if available.

3. Allow microphone access when your browser asks.

4. Speak naturally. Wait for ChatGPT to reply.

12.2 Start Voice on a phone

Open the official ChatGPT app and select the Voice icon. Allow microphone permission when asked. Use the on-screen control to end the conversation.

12.3 Voice settings

Settings > Voice may show voice choices and a language preference. Available voices and experiences can vary. If ChatGPT misunderstands your language, select the language you speak most often if that option is available.

12.4 Useful voice practice

```
Please speak slowly and help me practise spoken English. Ask me one simple question at a time. Wait for my answer, correct my mistakes kindly and explain the correction.
```

12.5 Voice safety

Check important details in the written response. Voice recognition can misunderstand names, numbers and accents. Do not use the phone while driving or in another unsafe situation.

Practice

Start a voice conversation and ask: 'Tell me three ways to save electricity at home.' Then ask one follow-up question.

Try this:

```
Speak for one minute about your daily routine.
```

CHAPTER 13

Search the web and Deep Research

ChatGPT can sometimes search the internet for current information. This is different from answering only from its existing knowledge.

13.1 When to use web search

• Today's news or recent events.

• Current prices, product details or opening hours.

• Latest government rules or public information.

• Recent information about a company, service or public topic.

13.2 How to search

If Search is available, choose it from the tools menu or ask ChatGPT to search the web. For example: 'Search official sources for the latest passport application steps in India. Give me links.'

13.3 Read the sources

Look at the source links and dates. Prefer official government websites for rules, official company pages for product details and trustworthy publishers for news. A citation is a place to check the claim, not a guarantee that the claim is correct.

13.4 Deep Research

Deep Research is designed for more complicated research. You describe the result you need, review the proposed research plan when shown, and let ChatGPT prepare a structured report with sources. Access and limits depend on your plan and account.

```
Research the current process for applying for a new PAN card in India. Use official
government sources first. Explain the steps in simple English, show the date of the
information and provide source links.
```

For laws, health, finance, government benefits and deadlines, verify the final details with the responsible official organisation.

Practice

Ask ChatGPT to find the official website for a service you use. Open the source and check whether it is genuine.

Try this:

```
Find one fact and verify it on the source website.
```

CHAPTER 14

Upload documents, photos and files

You can upload supported files so ChatGPT can help explain, summarise or analyse them. Available file types and size limits can vary.

14.1 Upload a file

1. Select the plus or attachment button near the message box.

2. Choose the file from your device.

3. Wait for it to finish uploading.

4. Ask a clear question about the file.

14.2 Useful tasks

• Summarise a long PDF in simple language.

• Find the main dates in a notice.

• Explain a spreadsheet column.

• Turn meeting notes into an action list.

• Compare two versions of a document.

• Read text from a clear photo, when image understanding is supported.

14.3 Example prompts

```
Read the attached notice. Explain the main points in simple English. List any dates, fees and actions I must take. If something is unclear, say so.

Summarise this document in 10 bullet points. Do not add facts that are not in the document.
```

14.4 Check the result

Ask ChatGPT to identify the page or section for important details. Check names, amounts, dates and legal terms against the original file.

14.5 Protect private information

Before uploading, remove details that are not needed. Do not upload confidential records unless you understand and accept the privacy and data-handling implications.

Practice

Upload a public brochure or a non-confidential sample document. Ask for a five-point summary.

Try this:

```
Check the summary against the original.
```

CHAPTER 15

Images: understand, create and edit

ChatGPT may be able to understand an image you upload and create a new image from your description. These are two different tasks.

15.1 Ask about an image

Upload a photo or screenshot and ask what it shows. You can ask it to read visible text, describe an object or explain a chart. Make sure the image is clear.

```
Please describe this picture in simple English. List the important details you can clearly see. Do not guess details that are not visible.
```

15.2 Create a new image

If image creation is available, describe the subject, purpose, style, colours and shape. Example: 'Create a clean poster for a neighbourhood library opening. Use friendly colours and leave space for date and address.'

15.3 Improve an existing image

Upload the image and describe the changes you want. For example: 'Make the background lighter, keep the main product unchanged and add more empty space at the top.'

15.4 Check spelling in image text

AI-generated image text can contain spelling errors or strange letters. Always check every word, phone number, web address and price before publishing.

15.5 Copyright and permission

Use images you own or have permission to use. Be careful when asking for images of real people, logos or protected characters. Follow applicable rights and platform rules.

Practice

Upload a picture of a household object and ask ChatGPT to describe it. Then request a simple promotional image idea for a local shop.

Try this:

```
Check the generated text before using it.
```

CHAPTER 16

Data analysis and spreadsheets

ChatGPT can help explain tables and analyse supported spreadsheet or data files when the relevant tool is available.

16.1 What is data analysis?

Data analysis means looking at information to find totals, patterns, differences and useful facts. For example, a shop owner may want to know which products sold most.

16.2 Upload a spreadsheet

Upload a supported Excel or CSV file. Ask a specific question about the columns. Make sure the file does not contain private customer information unless it is appropriate to share.

```
Analyse this sales spreadsheet. Tell me total sales, the five best-selling products and any unusual values. Explain how you calculated the results.
```

16.3 Ask for a chart

```
Create a simple bar chart showing monthly sales. Label each month clearly and explain the main trend in plain English.
```

16.4 Check calculations

For important accounts, tax, payroll or business decisions, verify totals with your accounting software or spreadsheet formulas. Ask ChatGPT to show its method.

16.5 Good data habits

• Use clear column headings.

• Keep dates in a consistent format.

• Remove duplicate rows where appropriate.

• Explain what each column means.

• Keep an original copy before making changes.

Practice

Use a small sample table with five products and sales amounts. Ask ChatGPT to sort the products from highest to lowest.

Try this:

```
Check the total using a calculator.
```

CHAPTER 17

Projects: organise ongoing work

Projects help you keep related chats, files and instructions together. They are useful when a task continues over many days or weeks.

17.1 Example projects

• Home renovation: quotations, ideas, budget and timeline.

• Small shop: marketing posts, product lists and customer messages.

• Learning English: exercises, corrections and vocabulary.

• Website project: requirements, content, feedback and planning.

17.2 Create a Project

1. Select New project in the sidebar, if available.

2. Give it a clear name.

3. Open the project and add useful files or instructions.

4. Start a chat inside the project.

17.3 Add project instructions

You can give instructions that apply to chats inside that project. Example: 'Act as my small-business helper. Use simple English. Focus on low-cost practical ideas for a local shop.'

17.4 Project memory

Some projects offer Default memory or Project-only memory. Project-only memory keeps the context limited to that project. Read the description before choosing.

17.5 Share a project

Sharing may be available. Check who will be able to see the chats, files and instructions before inviting anyone.

Practice

Create a project called 'Learning ChatGPT'. Add a simple instruction: 'Teach me one topic at a time in easy English.'

Try this:

```
Start a chat inside the project.
```

CHAPTER 18

Study Mode and learning

Study Mode is designed to help you understand a topic step by step instead of only giving you a final answer. Availability and the way to open it may vary.

18.1 What Study Mode can do

• Teach a new topic from the beginning.

• Ask questions to check what you understand.

• Explain why an answer is correct or incorrect.

• Create practice questions and revision notes.

• Work with learning materials you upload, when supported.

18.2 Turn it on

Start a regular chat. Open the tools menu, often shown by a plus sign, and look for Study. On some versions you may be able to type @study and select Study from the suggestions.

18.3 Learn one step at a time

```
Teach me how to use email. I am a complete beginner. Teach one small lesson at a time. Ask me one question after each lesson and wait for my answer.
```

18.4 Ask for a quiz

```
Give me a 10-question beginner quiz about internet safety. Ask one question at a time. After I answer, tell me whether I am correct and explain why.
```

18.5 Do not just copy

Try to understand the explanation. Ask for another example if you are confused. For school or professional assessments, follow the rules set by your teacher or organisation.

Practice

Use Study Mode to learn a topic you have never studied. Ask it to test you after the explanation.

Try this:

```
Answer the questions without looking at the explanation.
```

CHAPTER 19

GPTs and specialised assistants

GPTs are specialised versions of ChatGPT that may be designed for a particular task, such as learning, writing or planning. The tools and access they have can differ.

19.1 Find GPTs

Look for Explore GPTs or GPTs in the sidebar or menu, if available. Search for a task such as language learning or writing assistance.

19.2 Use a GPT carefully

• Read its description.

• Check who created it, where that information is shown.

• Understand what files or tools it asks to use.

• Do not share confidential information unless you trust the service and understand its privacy terms.

• Check important answers just as you would with normal ChatGPT.

19.3 Create your own GPT

GPT creation and publishing depend on the current plan and account rules. If the creation option is available, you may be able to set a name, instructions, knowledge files and selected tools.

19.4 Example idea

A local shop owner could create a helper that drafts product descriptions, customer messages and weekly promotional ideas using instructions they provide.

Practice

Explore one GPT related to a harmless learning task. Read its description before using it.

Try this:

```
Compare its answer with a normal ChatGPT chat.
```

CHAPTER 20

ChatGPT Work, apps and connected services

Some accounts provide ways for ChatGPT to work through larger tasks or use connected services. These options are not available to everyone.

20.1 Connected apps

Apps can connect ChatGPT with outside services. Depending on the app and permission, ChatGPT may be able to search information or help complete actions. You may need to sign in and approve access.

20.2 Connect safely

1. Open Settings or the tools menu and find Apps or connected services, if available.

2. Choose the service you want to connect.

3. Read the requested permissions carefully.

4. Sign in through the official connection flow.

5. Approve only the access you understand and need.

20.3 ChatGPT Work

Where available, Work can help with larger multi-step tasks, research, files and supported app or browser workflows. It may ask for clarification or approval before important actions. Check the result before using or sending it.

20.4 Never approve blindly

Before allowing an external action, check the recipient, file, amount, message and destination. A connected app may have its own privacy policy and terms.

Practice

Look at the Apps or tools area, if available. Read the description of one service without connecting it.

Try this:

```
Identify what information that service would be allowed to access.
```

CHAPTER 21

Tasks and reminders

Some ChatGPT accounts can schedule future tasks, reminders or recurring checks. Availability and limits depend on the account.

21.1 Examples

• Remind me tomorrow to call the dentist.

• Send me a short English practice exercise every morning.

• Check a public webpage weekly for an announced update, if scheduled monitoring is supported.

21.2 Write a clear reminder

Include what you want to be reminded about and when. For example: 'Remind me on 10 November 2026 at 9:00 AM India time to renew my library card.'

21.3 Review scheduled tasks

If Tasks or scheduled tasks are available, use the task area or settings shown in your account to review, edit or pause them. Do not assume a reminder was created unless ChatGPT confirms it.

21.4 Reminder versus calendar

A ChatGPT reminder is not automatically the same as an event in your phone calendar. If the event is important, also add it to your regular calendar.

> Always check the date, time and time zone before relying on a scheduled reminder.

Practice

If Tasks are available, create a harmless one-time reminder for a future date. Check that the task appears in the task list.

Try this:

```
Confirm the time zone.
```

CHAPTER 22

Everyday uses: home, work and small business

ChatGPT becomes more useful when you connect it to a real task. Here are examples that do not require IT knowledge.

22.1 At home

• Make a weekly grocery list.

• Explain a school notice.

• Plan a family trip.

• Create a simple cleaning schedule.

• Translate a message for a neighbour.

22.2 For learning

• Practise spoken English.

• Learn smartphone basics.

• Understand a newspaper article.

• Create revision notes.

• Ask for a simple explanation of a new word.

22.3 For office work

• Draft a polite email.

• Prepare meeting points.

• Summarise a non-confidential document.

• Create a task list.

• Improve grammar and spelling.

22.4 For a small business

• Write Facebook and WhatsApp posts.

• Prepare product descriptions.

• Draft customer replies.

• Plan a simple promotion.

• Create a list of questions to ask a supplier.

• Explain basic sales data.

22.5 Reusable small-business prompt

```
Act as a helpful assistant for a small local business. I run a [type of business] in
[city]. My customers are [customer type]. Suggest five low-cost ways to attract more
customers. Explain each idea in simple steps. Do not promise guaranteed sales.
```

Practice

Choose one real task from your home or work. Ask ChatGPT to help, then check the result before using it.

Try this:

```
Save the best prompt for future use.
```

CHAPTER 23

Safety, mistakes and fact-checking

ChatGPT can be very helpful, but it can also be wrong. Learn to check important information before acting.

23.1 Why mistakes happen

AI generates answers based on patterns in information. It may misunderstand your question, use old information or produce a confident-sounding but incorrect detail.

23.2 Check important facts

• Check names, dates, addresses, phone numbers and prices.

• Open source links when provided.

• Use official sources for government rules.

• Ask a qualified professional about medical, legal or financial decisions.

• Compare calculations with a trusted calculator or original records.

23.3 Ask for uncertainty

```
Separate facts from guesses. Tell me what you are certain about, what you are unsure about, and what I should verify from an official source.
```

23.4 Avoid scams

Do not trust a message just because it says it was written by AI. Do not share OTPs, passwords or payment details. Be careful with links and requests for money.

23.5 Use AI responsibly

Do not use ChatGPT to deceive people, impersonate someone, spread false information or violate another person's privacy. Be honest when AI has helped create important material if disclosure is required.

For an important decision, use ChatGPT to prepare and understand questions—not as the only source of truth.

Practice

Ask ChatGPT for a current fact and request official sources. Open the source and compare the information.

Try this:

```
Find one claim that needs checking.
```

CHAPTER 24

Common problems and simple solutions

If something does not work, try these basic checks before assuming your account is broken.

24.1 ChatGPT is not responding

• Check your internet connection.

• Refresh the page or close and reopen the app.

• Start a new chat.

• Try again later if the service is busy.

24.2 I cannot find a feature

• Check the plus or tools menu.

• Look in Settings.

• Update the mobile app or refresh the website.

• Check whether the feature is available for your plan, country or device.

24.3 The answer is too complicated

Say: 'Explain this as if I am a complete beginner. Use short sentences and everyday examples.'

24.4 ChatGPT misunderstood me

Say what it misunderstood and provide the missing detail. Ask it to repeat your request in its own words before answering.

24.5 File upload failed

• Check the file type and size.

• Try a smaller file.

• Make sure the file opens on your device.

• Try uploading again after refreshing.

24.6 Voice is not working

• Check microphone permission in your browser or phone settings.

• Check whether another app is using the microphone.

• Check the selected language.

• Try typing if Voice is unavailable.

24.7 I cannot see old chats

Use chat search. Check whether you are signed into the correct account. Deleted chats generally cannot be restored.

Practice

Pick one issue from this chapter and explain how you would solve it in your own words.

Try this:

```
Remember: check internet, account, menu and availability.
```

CHAPTER 25

Practice workbook and final checklist

Use these short exercises to build confidence. You do not need to complete them all in one day.

Exercise 1: Simple explanation

Ask ChatGPT to explain how a refrigerator works in five simple steps. Ask for an everyday example.

Exercise 2: Message writing

Ask it to write a polite message to a customer who has not paid an invoice. Request a respectful tone.

Exercise 3: Translation

Write three sentences in English and ask for a translation into Hindi or Bengali. Ask it to explain any difficult word.

Exercise 4: Learning

Use Study Mode, if available, to learn the meaning of five common computer words.

Exercise 5: File understanding

Upload a public document and ask for a short summary. Check the result against the original.

Exercise 6: Web search

Ask for a current public fact and request official source links. Open the links and check the date.

Exercise 7: Voice

Use Voice to practise a one-minute introduction about yourself.

Exercise 8: Project

Create a Project for a real goal and add a simple instruction.

My beginner checklist

- I can open ChatGPT and start a new chat.
- I can ask a clear question.
- I can improve an answer with follow-up instructions.
- I know where Settings are.
- I understand Custom Instructions and Memory.
- I know where Data Controls are.
- I understand Temporary Chat.
- I can use Voice if it is available.
- I can upload a safe, non-confidential file.
- I can check sources and verify important facts.
- I know how to search for old chats.
- I can organise an ongoing task in a Project if available.

You do not need to learn every feature. Learn the features that solve your daily problems. Practise regularly and keep asking questions.

Glossary: simple meanings

Word	Meaning
AI	Artificial Intelligence: computer technology that can perform tasks such as understanding language and finding patterns.
Chat	A conversation made up of messages between you and ChatGPT.
Prompt	The question or instruction you send to ChatGPT.
Model	The AI system that generates the answer.
Sidebar	The navigation area, often showing chat history and projects.
Memory	A feature that may use useful information from earlier chats to personalise answers.
Custom Instructions	Your written preferences about how ChatGPT should respond.
Temporary Chat	A chat designed not to appear in normal history or create/update Memory while temporary.
Data Controls	Settings for privacy and how your ChatGPT data is handled.
Voice	A feature for speaking with ChatGPT and hearing spoken replies.
Web Search	A tool for looking up current information online.
Deep Research	A tool for researching a complex question and preparing a report with sources.
Upload	Sending a file or image from your device into a chat.
Project	A place to organise related chats, files and instructions.
GPT	A specialised version of ChatGPT configured for a particular task.
App	An external service that may connect to ChatGPT with permission.
Study Mode	A learning experience that guides you step by step.
Fact-check	The process of checking whether information is correct.

Official learning links

The following OpenAI Help Center pages explain features and settings. Open them for the latest instructions because ChatGPT changes over time.

ChatGPT capabilities overview
https://help.openai.com/en/articles/9260256-chatgpt-capabilities-overview

Memory in ChatGPT
https://help.openai.com/en/articles/8590148-memory-in-chatgpt

Data Controls in ChatGPT
https://help.openai.com/en/articles/7730893-data-controls-in-chatgpt

Temporary Chat
https://help.openai.com/en/articles/8914046-temporary-chat-in-chatgpt

Custom Instructions
https://help.openai.com/en/articles/8096356-chatgpt-custom-instructions

ChatGPT Voice
https://help.openai.com/en/articles/20001274-chatgpt-voice

Projects in ChatGPT
https://help.openai.com/en/articles/10169521-projects-in-chatgpt

Study Mode
https://help.openai.com/en/articles/11780217-study-mode

Deep Research
https://help.openai.com/en/articles/10500283-deep-research-in-chatgpt

Finding chats, projects and files
https://help.openai.com/en/articles/10056348-finding-your-chats-projects-and-files

ChatGPT plans and pricing
https://chatgpt.com/pricing/

Final note: This is an educational guide for general use. Feature availability, menu names, limits and privacy terms can change. Always check the current information shown in your own ChatGPT account and on official OpenAI pages.

End of beginner guide