



# Exploring AI for Everyday Use, using ChatGPT

Tu 10:30-Noon (90 min), 9/9 -10/28 (8 wks)



Instructor: Leena Prasad



**Today (week 5): Organizing/Analyzing**

# Class Schedule

10:30 – 10:35

- (5 min) – Login to your ChatGPT account

10:35 – 11:15

- (40 min) – discussion

11:15 – 11:20

- (5 min) – BREAK

11:20 – 11:55

- (35 min) – play

11:55 – 12:00

- (5 min) – Wrap Up



Slides at:

WhoseBrainsIt.com

> AI

> Class Portal

NOTE: Slides list key points only; the class goes far beyond this material.

# Today's Agenda

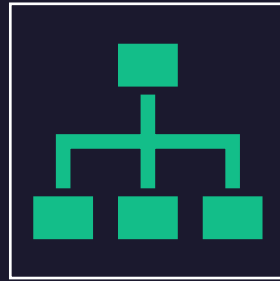
## *Class Schedule*

- Structuring data (tables, lists, outlines)
- Option comparison and decision making: **lab**
- Summarizing information

## *Wrap Up*

# Structuring data

Tables, Lists, Outlines



How do you use tables, lists, outline?

What other ways to do you structure data?



# Structuring data

Lists

Use Case:

**Cookbooks Catalog**

**Gather & Organize**

Place all your cookbooks together on a shelf or table.

**Capture**

➤ Take clear photos of each shelf (spines visible).



# Structuring data

## Lists

Use Case:

Cookbooks Catalog

Upload

- Drag/Upload the photos into ChatGPT.

Prompt

- *Extract the book titles and authors into a list.*



Extract the book titles and authors into a list.

Here's the list of the cookbook titles and authors from the bookshelf image:

1. **Nourishing Traditions** — Sally Fallon
2. **The Whole30** — Melissa Hartwig Urban & Dallas Hartwig
3. **Essentials of Cooking** — James Peterson
4. **Vegetarian Cooking for Everyone** — Deborah Madison
5. **Barefoot Cooking** — Ina Garten
6. **At Home** — Ina Garten

# Structuring data

Table

## Creating a Digital Cookbook Catalog

### Refine PROMPT(s)

- Alphabetize the list
- Add categories (e.g., baking, vegetarian, regional)
- Output as a **table** or **spreadsheet**

Title	Author(s)	Category
At Home	Ina Garten	General / Entertaining
Barefoot Cooking	Ina Garten	General / Entertaining
Bittman Bittman	Mark Bittman	General Reference
Essentials of Cooking	James Peterson	General Reference
French Cooking	Julia Child	French / Classic
How to Cook Everything	Mark Bittman	General Reference
Indian-ish	Priya Krishna	Regional (Indian-American)
Indian-ish (alt. edition)	Priya Krishna	Regional (Indian-American)

# Structuring data

## Outlines

### Outlines sample usage

- ✓ Plans
- ✓ Learning
- ✓ Writing



# Structuring data

Outlines

**You Try!**

Use Case w/Image  
Rock Painting

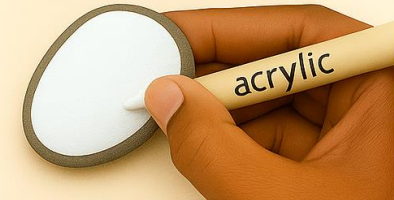
*Lab: do this in class using  
this idea or a different one.*

## ROCK PAINTING

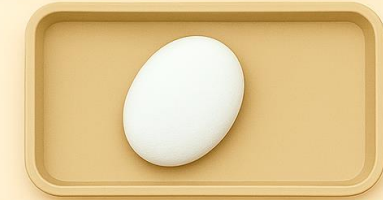
1  
ROCKS



APPLY  
WHITE  
BASE COAT



3  
DRY



4  
DRAW  
DESIGN



5  
DRY



# Options Evaluation

Option Comparison & Decision Making

Choices,  
Choices,  
Choices...

HELP!



# Options Evaluation

Option Comparison & Decision Making

Should I pay \$20 per month for ChatGPT Plus or is the FREE version good enough for me?

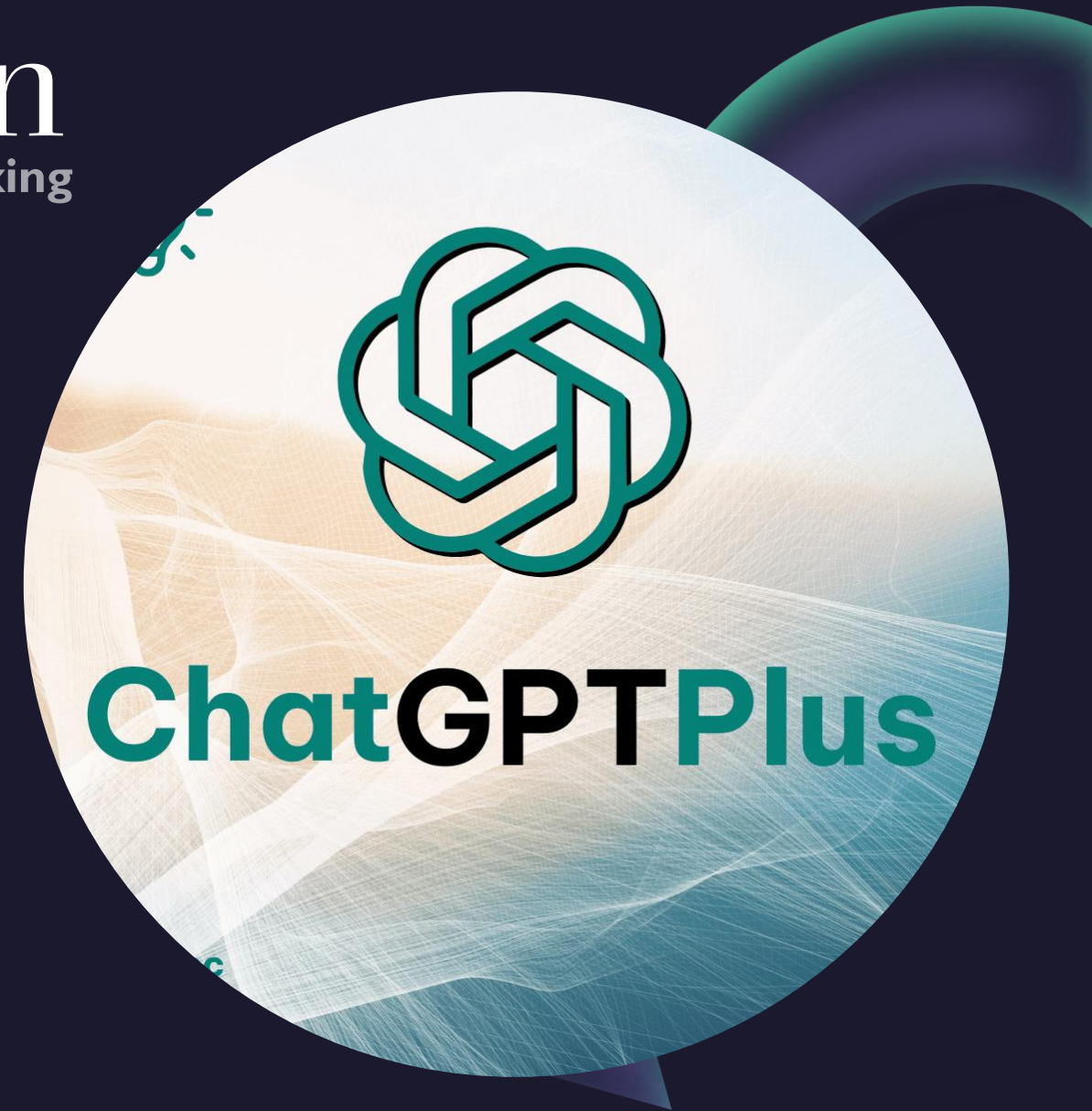


# Options Evaluation

Option Comparison & Decision Making

**You Try!**

Should I pay \$20 per month for ChatGPT Plus or is the FREE version good enough for me? Create a table of pros and cons so that I can decide.



# Options Evaluation

Option Comparison & Decision Making

**You Try!**

Should I pay \$20 per month for ChatGPT Plus or is the FREE version good enough for me? Ask me questions one at a time to help me decide.



# Summarizing

Short & Sweet

- Paragraphs, sentences, words, etc.
- Tables
- Graphs, Charts

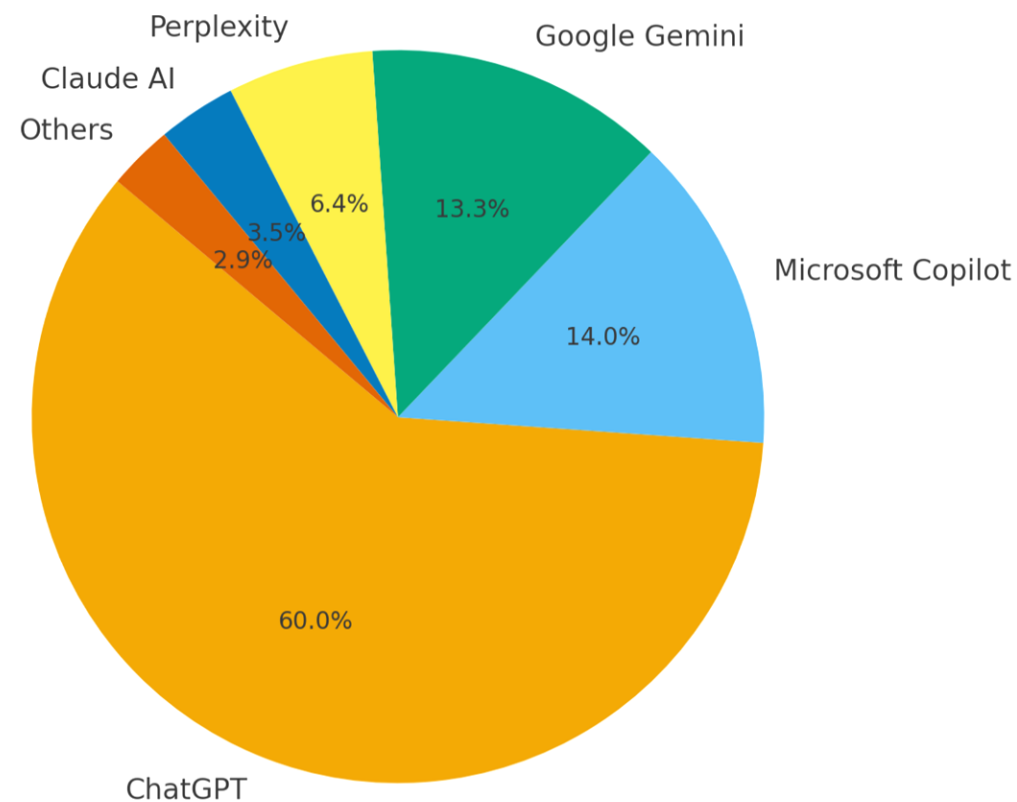


# Summarizing

## Short & Sweet

A picture  
is worth  
a...

Global Market Share of GenAI Chatbot Apps (Representative Data)



# Summarizing

Short & Sweet

**You Try!**

**Prompt:**

Create a table of all the summary formats you can generate.



# Agent Mode

Bonus Slide

Example: my Mom's Recipes

- ✓ Automated
- ✓ Can complete tasks while you do other stuff
- ✓ Only available in PAID

Versions

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# Optional Exercise

**If there's time...**

Organize vacation  
trip options in a  
comparison table



# Wrap up

1. Q&A
2. Optional homeplay: Organize personal or work-related information.
3. Next Week: Sustainability Issues & AI
4. Log out of your ChatGPT Account.
5. Log out of your computer and turn it off.

