

ChatGPT speed sheet



Here are four simple prompt types you can use to engage ChatGPT.



You can copy and paste templates into the ChatGPT open field and fill in highlighted areas.

Tips for working with ChatGPT

- 1 When using ChatGPT, it is important to consider both the benefits and drawbacks. On one hand, it can be a powerful tool for saving time, discovering new ideas, and overcoming writer's/coder's block. However, it is important to be aware of potential inaccuracies or biases in its output, and to use it judiciously, supplementing it with other tools or resources when necessary. Always be careful about the use of sensitive or proprietary company/user data.
- 2 By leveraging ChatGPT appropriately and in conjunction with human expertise, it can be an invaluable tool for boosting productivity in Microsoft 365 administration tasks.
- 3 While the prompts presented on this GPT speed sheet represent excellent starting points, the power of ChatGPT lies in its ability to learn from and adapt to input, leading to more accurate and personalized responses over time.
- 4 To avoid ChatGPT prematurely trying to solve your request, before you submit your question, tell ChatGPT when to start working: type a prompt like "don't answer right now – just acknowledge you understand saying 'I'm ready. Ask me what you need'" and then wait for more details.
- 5 Exchanging ideas and feedback beyond the first prompt can help refine results even farther. For example, after the first prompt in the Training section, ask for more details about specific exams. Have fun!

Learn more

Visit www.coreview.com for more details about prompts, including working examples of each and a downloadable copy of this speed sheet.

Springboard prompts

These prompts provide general guides for getting started with a particular concept or topic. For example, designing a Teams Governance strategy or Device Management implementation. These are meant to get administrators started thinking through a topic and serve as a great "springboard" for a much larger design or strategy.

PowerShell prompts

Now we're getting to the fun stuff. These prompts will get you started toward building comprehensive and purpose-driven scripts for a variety of administration tasks.

NOTE: *Always* double-check code snippets provided by ChatGPT. The AI is amazing, but not infallible. Use these prompts as starting points in your normal development process. ABV: Always be validating.

Training prompts

Do you want to get MS certified but aren't sure where to start? ChatGPT can be a great place to get a general idea where you should look for a particular certification path or area of desired expertise. The information collated on the Microsoft Learn site, while ample, can be a bit tricky to navigate if you're not sure what you're looking for. Why not let ChatGPT guide you?

NOTE: As usual, double-check against the MS Learn site just to be sure you're getting the most up-to-date exam information.

Troubleshooting prompts

Of course, one of the easiest ways to leverage ChatGPT is to ask it questions about problems we run into. This is an area where we all expect Microsoft CoPilot to be a true godsend. But until we have CoPilot, please exercise diligence when validating results from ChatGPT.

Customize this for a springboard prompt

You are a Microsoft 365 expert and administrator with a focus on <specific area of technology focus>. Imagine you are in charge of designing a <strategy type> strategy for <technology>. Describe the core concepts required to ensure a tightly governed implementation of <workload/technology/concept>. Focus on <details>. Write the response in the form of a practical how-to guide and include examples.

Customize this for PowerShell prompt

Create a step-by-step guide with detailed code examples on how to <task> using PowerShell. The guide should be clear and concise and include all the necessary steps and commands required to <task>, including guidance for installing <the relevant PowerShell module>. This result should be <details>. Please include any relevant explanations for each step and command.

Customize this for a training prompt

You are a Microsoft 365 expert and administrator with a focus on <target workload, service, or area>. Imagine you are in charge of designing a learning strategy for gaining Microsoft certification. Describe the plan required to gain certification. Focus on <details> as your primary interests.

Write the response in the form of a practical how-to guide and include exam numbers and learning resources from learn.microsoft.com.

Customize this for troubleshooting prompts

You are a Microsoft 365 expert and administrator with a focus on <target workload, service, or area>. While attempting to <task> you come across the following error: <error>. <any additional details about how you got to the error state; code snippets, actions taken, etc.>. Troubleshoot this issue and advise on how to overcome it.