



# ChatGPT: Navigating the Digital World

## What is ChatGPT?

ChatGPT is a chatbot, or a virtual assistant, that uses artificial intelligence (AI) to answer questions and have conversations with the people who use it.

It's owned by a company called OpenAI, which was created with the objective of exploring ways to advance artificial intelligence to benefit humanity.

In 2020, OpenAI started letting the public interact with ChatGPT, and since then, its popularity has grown.

People use ChatGPT for many different things. For example, many people use it to search the web for information just like a search engine. Other people use it for writing, such as making a piece of text simpler, longer, or shorter, writing text for you based on a description that you give it, or translating text into another language.

Here are some other examples of what you can do with ChatGPT:

- Search for information like a search engine
- Revise text to make it easier to read, simpler, shorter, or longer
- Write text based on a description that you give
- Translate text to a different language
- Process audio, image, and videos
- Modify and create images

## ChatGPT versions

ChatGPT offers different versions tailored to various needs:

- GPT-4o:  
The flagship model, ideal for complex tasks and providing comprehensive answers.
- GPT-4o-mini:





Similar to GPT-4o but with fewer features, such as no web search or file upload capabilities, and at a lower cost.

- o1-preview and o1-mini:  
Experimental reasoning models designed for solving complex problems with improved accuracy.

## Free vs. Paid Versions

ChatGPT offers both free and paid plans:

- Free Version:
  - Limited number of messages per day.
  - Switches to older models when message limits are reached.
- Paid Version (\$20/month USD December 2024 price):
  - Access to GPT-4o with higher limits and priority access.
  - Advanced features like smoother processing and more robust capabilities.

## Do I need an account?

You don't need to sign up to use ChatGPT

Creating an account lets you:

- Save and review your chat history
- Share chats
- Access your chats from different devices

Third-Party Sign-In:

You can create a ChatGPT account using your email or third-party sign-ins like Google, Apple, or Microsoft:

- Benefits:  
Quick setup, no need to create and remember a new password, and access to saved chat history across devices.
- Privacy:  
Third-party sign-ins use encryption protocols to keep your credentials secure. ChatGPT only accesses what's needed for authentication and doesn't store other personal data.





## ChatGPT vs Google

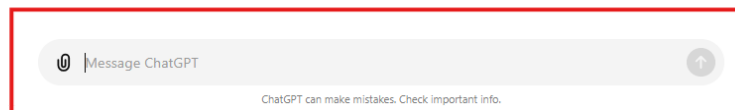
While both ChatGPT and Google can provide information, they serve different purposes:

- ChatGPT:
  - Helps with writing and conversation-based interactions.
  - Allows follow-up questions for tailored responses.
  - May provide outdated or out-of-context information.
- Google:
  - Offers up-to-date information on almost any topic.
  - Displays source links for critical evaluation.
  - Requires new searches for additional details.

## Using ChatGPT

### Asking questions

Using ChatGPT is like having a conversation with a virtual assistant, so you can ask it questions and then ask follow-up questions to refine your question.



### Demonstration steps

We demonstrated this ChatGPT conversation in class, but you can try these steps on your own to see what ChatGPT says, or change what you type to have your own conversation with ChatGPT:

1. Open ChatGPT - <https://chatgpt.com/>
2. Type this text: I want to plant flowers that attract bees.  
What did ChatGPT say?
3. Type this text: Show me only flowers that grow well in Ottawa, Ontario, Canada.  
What did ChatGPT say?
4. Type this text: Are any of these flowers red?  
What did ChatGPT say?





I want to plant flowers that attract bees

Planting flowers that attract bees is a great way to support pollinators and contribute to a healthy ecosystem. Here are some flowers that are particularly attractive to bees:

#### 1. Lavender

- **Bloom Time:** Late spring to early summer
- **Benefits:** Lavender is highly aromatic and its purple flowers are a favorite of bees.

#### 2. Sunflowers

- **Bloom Time:** Summer to early fall
- **Benefits:** Sunflowers are large and bright, providing bees with ample nectar and pollen.

#### 3. Coneflower (Echinacea)

- **Bloom Time:** Summer to fall
- **Benefits:** Coneflowers are drought-resistant and have a long blooming period, attracting bees over several months.

#### 4. Bee Balm (Monarda)

- **Bloom Time:** Mid to late summer
- **Benefits:** As the name connects, Bee Balm is excellent for attracting bees with its tubular flowers.

Message ChatGPT

## Getting writing advice

ChatGPT is very good at writing; you can use it to help you write:

- Clearer messages when you think your message is too long or wordy
- Formal letters like a letter to your political representative
- An email to someone that you're having a disagreement with

## Demonstration steps

We demonstrated this ChatGPT conversation in class, but you can try these steps on your own to see what ChatGPT says, or change what you type to have your own conversation with ChatGPT:

1. Open ChatGPT - <https://chatgpt.com/>
2. Enter this text:  
Can you help me make this letter to my city councillor more persuasive and more clear?  
"I am upset that the bus does not come anywhere near my house in Barrhaven. I tried looking at different routes, but the closest route is five blocks away. There are a lot of older adults living in my neighbourhood, and I don't know how we're





supposed to get around the city if we can't drive and the bus is so far away! I want you to do something about this, as my city representative."

3. See what ChatGPT suggests.  
Would you change anything about the letter it suggested? If so, try typing a message back to ChatGPT to ask it to make your changes.

Can you help me make this letter to my city councillor more persuasive and more clear?  
 "I am upset that the bus does not come anywhere near my house in Barrhaven. I tried looking at different routes, but the closest route is five blocks away. There are a lot of older adults living in my neighbourhood, and I don't know how we're supposed to get around the city if we can't drive and the bus is so far away! I want you to do something about this, as my city representative.

Certainly! Here's a revised version of your letter that is more persuasive and clear:

Subject: Request for Improved Public Transit Access in Barrhaven

Dear [City Councillor's Name],

I am writing to express my deep concern about the lack of accessible public transit options in our Barrhaven neighborhood. The closest bus route is currently five blocks away from my home, making it difficult for many residents, especially older adults, to access essential services and activities in the city.

Our community includes a significant number of older adults who rely on public transportation to maintain their independence and stay connected. Without convenient access to the bus, many of us face challenges in getting around the city, particularly those who cannot drive.

As our city representative, I urge you to address this issue by advocating for better transit coverage in our area. Ensuring that public transportation is accessible to all residents, regardless of their age or ability to drive, is essential for fostering a more inclusive and connected community.

I appreciate your attention to this matter and look forward to your support in improving public transit in Barrhaven.

## Translating text

ChatGPT can translate text between languages. You can use it to translate text that you see in movies, hear in songs, or read online. You can also write in one language and translate it to another if your audience speaks a different language than you.

## Demonstration steps

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1. Open ChatGPT - <https://chatgpt.com/>
2. Type this text: What are the lyrics for Con te partiro by Andrea Bocelli?
3. See what ChatGPT suggests.
4. Type this text: Give me the lyrics in English
5. See what ChatGPT suggests.
6. Type this text: What does this song mean?
7. See what ChatGPT suggests.  
Would you ask any other questions?

## Playing games

ChatGPT is good at creating games if you tell it what style of game you enjoy. You can ask it to suggest games to you, or you can choose a game that you want to play, and then play it.

## Demonstration steps

We demonstrated this ChatGPT conversation in class, but you can try these steps on your own to see what ChatGPT says, or change what you type to have your own conversation with ChatGPT:

1. Open ChatGPT - <https://chatgpt.com/>
2. Type this text: Make me a game like Jeopardy, but only with 1990s music questions.
3. See what ChatGPT suggests.
4. Type this text: No, ask me Jeopardy questions about 1990s music.
5. See what ChatGPT suggests.
6. Type this text: Ask me questions one at a time.
7. See what ChatGPT suggests.  
Would you change anything else? What other category could you suggest?

## Offering meal suggestions

ChatGPT knows a million recipes. You can ask for meal ideas and recipes, and you can specify specific ingredients, allergies, or preferences.





## Demonstration steps

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1. Open ChatGPT - <https://chatgpt.com/>
2. Type this text: Can you recommend meals for the next five days? No pork or rice. I like pasta and beef.
3. See what ChatGPT recommended.
4. Type this text: I also don't like broccoli.
5. See what ChatGPT recommended.  
Would you make any changes?

## What should you avoid with ChatGPT?

### Where does my information go?

OpenAI keeps conversation data for 30 days; this data is used to test that things are working and provide support in case someone calls about a conversation. Since March 2023, OpenAI doesn't use conversations to improve ChatGPT's models. While your data is deleted after 30 days, if a data leak occurs in those 30 days, anything you typed would be exposed.

### What information should I keep private?

In general, anything you ask about could become public, so think carefully about what you tell ChatGPT. More specifically, do not enter any of this information:

- Banking information like account numbers or credit card numbers
- Identification like your social insurance number or other identification numbers
- Medical information like diagnoses or health conditions
- Personal information like your name, address, phone number, or even your pet's names; anything that could be used as a password or account identifier
- Usernames or passwords

### What should I avoid asking about?

There are some questions that ChatGPT will not answer:

- Questions that are or that promote discrimination





- Questions that involve or promote illegal activities
- Questions that invade personal or corporate privacy
- Questions that explicit or offensive
- Questions that are abusive or insulting
- Questions that are nonsensical, spam, or irrelevant to the conversation
- Questions that involve financial or investment advice
- Questions that promote misinformation or defamation

## How reliable are ChatGPT's answers?

ChatGPT answers are based on training that it received in 2022, so it doesn't know about things that happened after that. That training data might be missing some things, as it can't include every piece of information in the entire world.

ChatGPT can't always interpret language, context, and nuance, so answers might be incorrect because it's not human.

## Other artificial intelligence (AI) tools

Most devices include a free virtual assistant:

- Alexa on Amazon devices - <https://www.amazon.com/b?ie=UTF8&node=21576558011>
- Siri on Apple devices - <https://www.apple.com/ca/siri/>
- Google assistant on Google devices - <https://assistant.google.com/>

And here are some other popular AI tools to try:

- DALL-E generates images from written descriptions - [https://openart.ai/home?gad\\_source=1&gclid=CjwKCAjw4\\_K0BhBsEiwAfVVZ\\_9CJp45iMaL-m9aWeEmw62rNtNu4Cm01BcGU7Vfp7Wly\\_pGmwgdbAxoCdroQAvD\\_BwE](https://openart.ai/home?gad_source=1&gclid=CjwKCAjw4_K0BhBsEiwAfVVZ_9CJp45iMaL-m9aWeEmw62rNtNu4Cm01BcGU7Vfp7Wly_pGmwgdbAxoCdroQAvD_BwE)
- Google Gemini is similar to ChatGPT, but it can also display or create images - [https://gemini.google.com/?utm\\_source=google&utm\\_medium=cpc&utm\\_campaign=2024enCA\\_gemfeb&gad\\_source=1&gclid=CjwKCAjw4\\_K0BhBsEiwAfVVZ\\_wlGDV7i95CoVgqFVoRqx7zCPPPWrHRIjI-MH0crljeTmli\\_dkUEvhoCYZ4QAvD\\_BwE](https://gemini.google.com/?utm_source=google&utm_medium=cpc&utm_campaign=2024enCA_gemfeb&gad_source=1&gclid=CjwKCAjw4_K0BhBsEiwAfVVZ_wlGDV7i95CoVgqFVoRqx7zCPPPWrHRIjI-MH0crljeTmli_dkUEvhoCYZ4QAvD_BwE)
- Microsoft Copilot is embedded in the Microsoft Bing web browser as a virtual assistant - [https://www.microsoft.com/en-ca/microsoft-365/business/copilot-for-microsoft-365?ef\\_id=\\_k\\_CjwKCAjw4\\_K0BhBsEiwAfVVZ\\_0y4RBzrspiwuDHXJlao3pK8bY5Y2v8nrAbPZQOrBdsO-UYC7siYAhoCTH8QAvD\\_BwE\\_k\\_&OCID=AIDcmmp5h1ex8t\\_S](https://www.microsoft.com/en-ca/microsoft-365/business/copilot-for-microsoft-365?ef_id=_k_CjwKCAjw4_K0BhBsEiwAfVVZ_0y4RBzrspiwuDHXJlao3pK8bY5Y2v8nrAbPZQOrBdsO-UYC7siYAhoCTH8QAvD_BwE_k_&OCID=AIDcmmp5h1ex8t_S)







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## Notes

