



INO AI LAB

[AI EDUCATION • COURSE MATERIAL]

ChatGPT Mastery: Power User Edition

GPT-5, Custom GPTs, Projects, Tools

LEVEL	DURATION	LESSONS
Beginner	3 hours	7



[00]

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[LESSON 01]

GPT-5 vs GPT-5 Thinking vs GPT-5 Pro

OpenAI's 2026 lineup has three tiers. GPT-5 is the fast all-rounder, default for most chats and good enough for 80% of tasks. GPT-5 Thinking adds visible reasoning and is the right choice for math, coding, and analysis. GPT-5 Pro is the deep-research tier with extended reasoning and tool use — slow, expensive, and the only one you should trust on multi-document legal or scientific work.

Switch deliberately. A common mistake is leaving everything on GPT-5 Pro and complaining about latency and bills, or leaving everything on the fast model and getting wrong answers on hard tasks. Make a personal rule: Pro for anything that takes a human expert >30 minutes, Thinking for code, fast model for everything else. Revisit your usage in the OpenAI dashboard monthly.

// KEY TAKEAWAYS

- › Three tiers: Fast, Thinking, Pro — switch by task.
- › Pro is for >30-minute expert tasks.
- › Audit usage monthly in the dashboard.

[LESSON 02]

Projects, Memory, and Custom GPTs

Projects (formerly 'workspaces') group related chats, files, and a shared system prompt. Use one project per recurring context — your company, your book, your codebase — and upload reference files there instead of re-pasting context every chat. Memory carries facts across chats; review it monthly and delete stale entries. Custom GPTs are for sharable workflows you'd otherwise rebuild every Monday morning.

Build a Custom GPT when you've copy-pasted the same prompt three times. Include: a clear instruction block, 2–3 reference files (style guide, examples, FAQ), and a starter question list. Share it inside your team via a workspace, not publicly, unless you're deliberately marketing it. Keep instructions under 1,500 words — longer prompts dilute attention and slow responses.

// KEY TAKEAWAYS

- › One project per recurring context.
- › Custom GPT after the third repeat of a prompt.
- › Review memory monthly to prevent drift.

[LESSON 03]

Tools: Web, Code Interpreter, Canvas, Vision

Web search grounds answers in current sources — use it for anything time-sensitive and always click through to verify. Code Interpreter runs Python in a sandbox and is the right tool for data analysis, charting, file conversions, and small simulations. Canvas opens a side-by-side editor for documents and code; it's better than chat for anything longer than 300 words because you can edit in place.

Vision handles images and PDFs. Drag in a chart, a screenshot, or a scanned document and ask questions about it. Combine tools: 'Read this PDF (Vision), pull out the financial table, run it through Code Interpreter, plot revenue by quarter'. Multi-tool chains are where ChatGPT becomes an actual workflow engine instead of a chatbot.

// KEY TAKEAWAYS

- › Web for current facts; verify by clicking.
- › Code Interpreter for analysis and conversions.
- › Combine tools for real workflows.

[LESSON 04]

Voice, Live, and the Agent Mode

Voice mode (Advanced Voice) handles real conversations with sub-second latency and emotion. Use it for language practice, brainstorming on walks, and accessibility. Live video lets you point your phone at things — code on a whiteboard, a recipe, a machine error code — and get instant help. Agent mode lets ChatGPT take actions in a virtual browser: booking, researching, filling forms.

Agents are powerful but unsupervised — define narrow scopes, set spending limits where money is involved, and always review actions before they finalize. Treat agents like a junior employee on day one: trust nothing, verify everything, give clear written goals. Over 6 months you can expand their scope as you learn where they fail and where they reliably ship value.

// KEY TAKEAWAYS

- › Voice for hands-free, Live for visual help.
- › Agents = unsupervised junior employee — keep scopes narrow.
- › Set spending limits before delegating money.



[NEXT]

Keep Going

You've completed this course material. The real learning starts when you apply what you've read. Pick one idea from this PDF and run a small experiment this week. Document what worked and what didn't. Share your findings with the community.

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