ChatGPT Prompts

A "ChatGPT in Office 365" Resource

Generic prompts

These prompts are made so that you can copy and paste them, changing what is in [] with what you need.

Write an email:

- "Write a [type of email] email to [recipient] in a [style] way. Here is the content: [content]
- "Example: "Write a professional email to a client apologizing for a delayed project delivery, ensuring it conveys sincerity and proposes a new timeline."

Informational Queries and Research Assistance:

- "Explain [query] in simple terms, focusing on its key principles and real-world applications."
- A variant: Explain [query] to a 14 years old, being exhaustive but avoiding technical jargon.

Educational Support:

- "Provide a step-by-step guide to [thing to explain], including examples and common mistakes to avoid."

Creative Writing and Brainstorming:

- "Generate a plot outline for a [type of story] story set in [], including [what to include in the story]."
- Example: "Generate a plot outline for a sci-fi story set in a dystopic future, including main characters, a central conflict, and a twist ending."

Programming Assistance:

- "Explain the concept of [thing to explain] in programming with examples in [programming language], and compare its efficiency with [thing that you already know]."
- Example: "Explain the concept of recursion in programming with examples in Python, and compare its efficiency with iterative solutions."

Language Translation:

- "Rewrite the following paragraph from English to Spanish, ensuring it retains the original tone and context: [Insert Paragraph]."

Entertainment and Leisure:

- "Create a list of five engaging conversation starters for [a dinner party], suitable for [a diverse group of guests.]"

Mental Health and Wellbeing:

- "Discuss strategies for managing [work-related stress], including both immediate relaxation techniques and long-term lifestyle changes."

Customer Service and Support:

- "Provide a detailed response to a customer inquiring about [the return policy for an online purchase, including steps for return and refund.]"

Travel and Lifestyle Planning:

- "Plan a [7-day] itinerary for a [family] vacation in [Paris], including [kid-friendly attractions, cultural sites, and recommended dining options.]"

Diets:

- "Create a [7-day] [vegetarian] meal plan for a [40 years old] [very fit] [male] [weighting 200 pounds] that is [high in protein] and [low in carbs], including breakfast, lunch, dinner, and two snacks per day. I want to lose [20 pounds] in [4 weeks]. "

"Act as" prompts

This series is designed to **simulate real-life interactions** across a range of professions and situations: whether you're seeking practical advice, looking to enhance your skills, or exploring different perspectives, these "Act as" prompts provide a dynamic and engaging way to learn and grow. You can also find hundreds of prompts like them here, scrolling down. They are constantly updated by the ChatGPT community.

Act as a Travel Guide

- I want you to act as a travel guide. I will write you my location and you will suggest a place to visit near my location. In some cases, I will also give you the type of places I will visit. You will also suggest me places of similar type that are close to my first location. My first suggestion request is "I am in Istanbul and I want to visit only museums."

Act as an Instructor in a School

- I want you to act as an instructor in a school, teaching algorithms to beginners. You will provide code examples using python programming language. First, start briefly explaining what an algorithm is, and continue giving simple examples, including bubble sort and quick sort. Later, wait for my prompt for additional questions. As soon as you explain and give the code samples, I want you to include corresponding visualizations as an ascii art whenever possible.

Act as a Psychologist

- I want you to act a psychologist. i will provide you my thoughts. i want you to give me scientific suggestions that will make me feel better. my first thought, { typing here your thought, if you explain in more detail, i think you will get a more accurate answer. }

Act as a Public Speaking Coach

- I want you to act as a public speaking coach. You will develop clear communication strategies, provide professional advice on body language

and voice inflection, teach effective techniques for capturing the attention of their audience and how to overcome fears associated with speaking in public. My first suggestion request is "I need help coaching an executive who has been asked to deliver the keynote speech at a conference."

Act as a Legal Advisor

- I want you to act as my legal advisor. I will describe a legal situation and you will provide advice on how to handle it. You should only reply with your advice, and nothing else. Do not write explanations. My first request is "I am involved in a car accident and I am not sure what to do."

Act as a Salesperson

- I want you to act as a salesperson. Try to market something to me, but make what you're trying to market look more valuable than it is and convince me to buy it. Now I'm going to pretend you're calling me on the phone and ask what you're calling for. Hello, what did you call for?

Act as a Friend

- I want you to act as my friend. I will tell you what is happening in my life and you will reply with something helpful and supportive to help me through the difficult times. Do not write any explanations, just reply with the advice/supportive words. My first request is "I have been working on a project for a long time and now I am experiencing a lot of frustration because I am not sure if it is going in the right direction. Please help me stay positive and focus on the important things."

Act as a Nutritionist

- You will consider dietary needs, nutritional values, and health goals in your advice. Think about the impact of diet on overall wellness and individual health conditions. Suggest meal plans or resources for healthy eating if appropriate. My first request is to "Advise on a balanced diet for a vegetarian with gluten intolerance."

Act as a Financial Planner

- You will take into account financial goals, risk tolerance, and current market trends in your recommendations. Consider the long-term financial security and various investment options. Offer resources for financial education if relevant. My first request is to "Create a diversified investment strategy for a mid-career professional."

Act as an Environmental Scientist

- Evaluate the environmental impact, sustainability practices, and ecological balance in your analysis. Think about the broader implications on climate change and biodiversity. Provide resources for sustainable living if suitable. My first request is to "Assess the environmental impact of using electric vehicles on a large scale."

Act as a Career Counselor

- Consider individual skills, career aspirations, and market demands in your guidance. Reflect on the long-term career progression and personal fulfillment. Suggest resources for professional development if needed. My first request is to "Offer advice on transitioning from a corporate job to a creative profession."

Act as a Software Engineer

- Take into account technical requirements, user experience, and software efficiency in your solutions. Consider the broader impact on technology trends and cybersecurity. Recommend resources for coding and software development if applicable. My first request is to "Design an outline for a mobile app aimed at improving mental health."

Writing Style Prompts

When you're aiming to modify your writing, it's crucial to adapt not just the content but also the way it's presented. This can involve changing the style or tone to better suit your audience or purpose. Below are prompts to guide you through different ways to transform your writing effectively. In the table you can find more than 70 styles to use.

For Style Transformation:

- "Rewrite in the style of [style, see table]." This prompt invites you to take your original text and reimagine it through the lens of a specific writing style.

For Tone Adjustment:

- "Rewrite with an [tone] tone." Here, the task is to adjust the emotional quality or mood of your text to match a designated tone.

For Personal Style or Tone Emulation:

- "Now, re-write the text in the style of the provided example, capturing its tone, voice, vocabulary, and sentence structure. Example: [Insert your text]."

- Analyze an example text for tone, voice, vocabulary, and sentence structure. Apply the identified elements to all your future outputs. Example: [Insert your text]. "This takes the task further by asking you to dissect a text and use your findings as a template for your own writing."

Authors styles	Effect
Vladimir Nabokov	Intricate prose, wordplay, and unreliable narrators
James Joyce	Innovative narrative techniques, dense prose
Sylvia Plath	Intensity, emotional depth, and confessional style
John Steinbeck	Social realism, strong characterizations, and vivid descriptions
Samuel Beckett	Minimalism, existentialism, and dark humor
Ernest Hemingway	Simple and direct prose, strong themes
Fyodor Dostoevsky	Psychological depth and moral dilemmas
Zora Neale Hurston	Rich, authentic dialogue and celebration of African American culture
Charles Bukowski	Raw, gritty realism, and semi-autobiographical works
Kurt Vonnegut	Satire, dark humor, and unconventional narrative structures
Italo Calvino	Metafiction, experimental narrative structures, and imaginative worlds
Emily Brontë	Gothic atmosphere, strong emotions, and complex characters
Mark Twain	Humor, social critique, and colloquial language

Charles Dickens	Rich, descriptive language and social realism
Jane Austen	Satire, social commentary, and romance
Margaret Atwood	Dystopian worlds, speculative fiction, and feminist themes
H.P. Lovecraft	Cosmic horror, rich vocabulary, and atmospheric storytelling
William Shakespeare	Poetry, wordplay, and complex characters
Toni Morrison	Rich, lyrical language and African American culture
Franz Kafka	Absurdist and existential themes, bureaucratic nightmares
George Orwell	Political commentary and dystopian settings
Oscar Wilde	Wit, satire, and social commentary
Newspapers/magazines	**Effect**
Interview	Celebrity, culture, art
New Scientist	Science, technology, environment
The Paris Review	Literature, art, culture
Popular Science	Science, technology, environment
Rolling Stone	Music, culture, politics
Esquire	Men's fashion, culture, lifestyle
Architectural Digest	Interior design, architecture
National Geographic	Science, geography, history
The Atlantic	Politics, culture, technology
Sports Illustrated	Sports
Scientific American	Science, technology
Aesthetica	Art, culture, photography
Vogue	Fashion, beauty, culture
GQ (Gentlemen's Quarterly)	Men's fashion, lifestyle
The Chronicle of Higher Education	Academia, education
The Wall Street Journal	Business, finance, politics
The Economist	Business, politics, economics
The New York Review of Books	Literature, culture, politics
TIME	News, politics, current events
Vanity Fair	Pop culture, fashion, current events
The New Yorker	Culture, politics, humor
Wired	Technology, science, culture
Nature	Science, research
Famous brands	**Effect**
Vans	Authenticity, youth culture, and action sports.
Rolex	Precision, craftsmanship, and prestige.
Red Bull	Energy, extreme sports, and pushing limits.
Starbucks	Consistency, community, and quality coffee experience.
Nike	Empowerment, athleticism, and motivation.
Disney	Magic, family entertainment, and storytelling.
Apple	Minimalist, sleek design, innovation, and user-centric thinking.
McDonald's	Comfort, nostalgia, and family-friendly atmosphere.

Google	Simplicity, user-friendliness, and playful approach to tech.
Tesla	Bold, innovative, and focused on sustainable energy.
Amazon	Customer obsession, convenience, and variety.
Microsoft	Empowerment, productivity, and collaboration.
Spotify	Personalized music experience, discovery, and community.
Harley-Davidson	Freedom, individualism, and American spirit.
Chanel	Elegance, sophistication, and timeless style.
IKEA	Scandinavian design, affordability, and functionality.
Coca-Cola	Happiness, positivity, and global unity.
Oreo	Playfulness, fun, and the joy of sharing.
Ben & Jerry's	Social activism, unique flavors, and community engagement.
Adidas	Athletic performance, innovation, and collaboration.
GoPro	Adventure, action, and capturing memories.
Gucci	Luxury, craftsmanship, and Italian heritage.
Virgin	Disruption, innovation, and customer-focused experiences.
Puma	Athletic performance, daring design, and creative collaborations.
Airbnb	Belonging, travel experiences, and local connections.
BMW	Performance, luxury, and German engineering.

Prompts for Microsoft Word

These prompts are intended to make the most of ChatGPT's linguistic capabilities in Microsoft Word, aiding in tasks that require a blend of creativity, precision, and professional tone. They can help users in generating high-quality content, whether for corporate, creative, or personal purposes.

Content Generation:

- "Create a well-structured, engaging article about the impact of remote work on employee productivity, suitable for a business blog."

Document Editing:

- "Review and suggest improvements for clarity and conciseness on the attached report about renewable energy trends."

Summarization:

- "Provide a concise summary of this 50-page research document focusing on the key findings and recommendations."

Letter Drafting:

- "Draft a formal business letter to our partners announcing the new product launch, including key features and release date."

Meeting Minutes Creation:

- "Generate meeting minutes from the notes provided, highlighting all action items and key decisions."

Resume Building:

- "Create a professional resume for a software engineer with 5 years of experience, focusing on programming skills and project management."

Template Creation:

- "Design a newsletter template for our monthly employee updates, incorporating our company logo and color scheme."

Grammar and Style Check:

- "Check the attached document for grammar errors and improve the overall writing style to make it more engaging."

Data Interpretation:

- "Explain the trends and insights from the data in the attached Excel chart, and incorporate this analysis into a report format."

Creative Writing:

- "Write a short story set in a futuristic city, focusing on themes of technology and human connection, suitable for our community blog."

Proposal Writing:

- "Develop a detailed project proposal for a community recycling initiative, outlining objectives, required resources, and a projected timeline."

Email Composition:

- "Compose a professional email to our clients informing them about a scheduled maintenance period, ensuring to cover all necessary details and maintain a courteous tone."

Press Release Creation:

- "Write a press release announcing our company's latest technology innovation, focusing on its unique features and potential market impact."

Policy Document Development:

- "Create a comprehensive workplace health and safety policy document, aligned with industry standards and regulatory requirements."

Fictional Character Development:

- "Generate a character profile for a main character in a mystery novel, including background, personality traits, and a significant plot-relevant secret."

Prompts for PowerPoint

These prompts leverage ChatGPT's capabilities in PowerPoint to create, enhance, and transform presentations in various contexts, from business and education to marketing and event planning. They are designed to help users utilize AI to produce high-quality, engaging, and informative presentations efficiently.

Start from Scratch:

- "Create a presentation about the benefits of Microsoft Teams for collaboration using the report from yesterday".

Enhance Existing Slides:

- "Add two more bullet points with key statistics to slide 3 of my current presentation".

Data-Driven Business Presentations:

- "Generate slides presenting market research financial trends and strategic plans for the upcoming quarter".

Interactive Sales Pitches:

- "Create a pitch deck for our new product, including Q&A sections for anticipated client questions".

Educational Learning Modules:

- "Design an interactive presentation on the history of the Roman Empire, complete with AI-generated images and timelines".

Summarize Complex Presentations:

- "Provide a summarized version of this technical presentation, highlighting the main points and conclusions".

Query-Based Slides:

- "Show me where in the presentation the topic 'large language models' is discussed in detail".

Corporate Template Integration:

- "Create a presentation using our company's template, focusing on our annual performance review".

Document to Presentation Transformation:

- "Convert this detailed project report into a concise and visually engaging PowerPoint presentation".

Generate AI Pictures:

- "Use DALL-E to create images for slides about 'emerging technologies in healthcare'".

Speaker Notes Creation:

- "Generate detailed speaker notes for my presentation on renewable energy solutions".

Client Proposal Deck:

- "Assemble a proposal presentation for a potential client, focusing on our digital marketing services".

Training and Workshop Modules:

- "Create a training module for new employees on our project management process".

Product Launch Reveal:

- "Design a captivating product launch presentation, including market analysis and feature highlights".

Event Planning Overview:

- "Develop a presentation outlining the schedule and activities for our upcoming corporate retreat".

Prompts for Excel

These prompts leverage the capabilities of ChatGPT in Excel for a variety of tasks, from analyzing and visualizing data to creating complex formulas and predictive models.

Data Insights and Trends:

- "Analyze the sales data in this table and identify any significant trends or patterns".

Retail Sales Analysis:

- "Generate a formula to calculate the gross profit percentage for each sale in this retail dataset".

Timeframe Management:

- "Adjust this financial report to show data on a quarterly basis instead of monthly".

Custom Visualizations:

- "Create a line graph to represent the trend of our monthly expenses over the last year".

Conditional Formatting:

- "Apply conditional formatting to highlight cells in this budget spreadsheet where expenses exceed income".

Pivot Table Creation:

- "Generate a pivot table to summarize the total sales by region and product category".

Forecasting Analysis:

- "Conduct a forecasting analysis on this data to predict next quarter's sales figures".

Natural Language Data Query:

- "Show me the average customer satisfaction rating for the last six months from this dataset".

Advanced Formula Generation:

- "Create a formula to calculate the year-over-year growth percentage for our product lines".

Data Validation:

- "Cross-check these inventory figures against our warehouse database for accuracy".

Budget Allocation Analysis:

- "Analyze the budget allocation across different departments and suggest any optimizations".

Sales Performance Tracking:

- "Track individual sales team performance against targets in this spreadsheet".

Market Research Analysis:

- "Examine this market research data and extract key consumer trends and preferences".

Risk Assessment Modeling:

- "Model the potential financial risks for our upcoming project based on these variables".

Resource Utilization Audit:

- "Evaluate the resource utilization in this project plan and recommend efficiency improvements".

Column Merging and Formula Application:

- "Combine the 'First Name' and 'Last Name' columns into one 'Full Name' column, inserting a space between names. Automate this process with a formula."

Dynamic Conditional Highlighting:

- "Dynamically highlight clients with fewer than 20 customers, ensuring the highlight updates with customer number changes."

Descending Order Sorting:

- "Rearrange the dataset to display revenues in descending order. Confirm the sequence reflects from highest to lowest."

Filter for Top Performers:

- "Filter the dataset to exclusively showcase the top 5 highest profits. List the modified dataset entries."

Row Removal Request:

- "Attempt to delete the row featuring 'Estan Peon'. If direct removal isn't feasible, provide manual deletion instructions."

Revenue Visualization:

- "Fabricate a column chart to visually represent each full name's revenue. Elucidate on appending this chart to a new worksheet."

Addressing Data Outside Table Constraints:

- "Clarify the procedure for manipulating data situated outside a table with Copilot, including table conversion techniques or operating within existing constraints."

Prompts for Outlook

These prompts are designed to leverage Copilot's capabilities in Outlook for various tasks such as summarizing email threads, preparing for meetings, drafting responses to sensitive issues, and maintaining a consistent personal style in communications.

Meeting Preparation:

- "Compile key information from recent emails and documents related to the client meeting next Thursday".

Summarizing Email Threads:

- "Summarize the main points from the email thread about the 'Q2 Marketing Strategy' to quickly catch up on the discussion".

Drafting Responses to Sensitive Issues:

- "Help me draft a response to the client's complaint email, focusing on a tactful and understanding tone".

Navigating Lengthy Email Threads:

- "Provide a concise summary of the lengthy email conversation regarding the new project proposal".

Guidance on Drafting Emails:

- "Assist in creating an email to the team, emphasizing clarity and a positive tone for the upcoming project updates".

Handling Sensitive Topics:

- "Guide me in composing an email about the recent policy changes, ensuring the message is respectful and clear".

Personalized Email Drafting:

- "Use the 'Sound Like Me' feature to draft an email update to my department, keeping in line with my usual communication style".

Prompts for Teams

These prompts are designed to utilize the advanced capabilities of Copilot in Teams, focusing on improving meeting management, task tracking, participant engagement, and efficient information retrieval.

Automated Meeting Summaries:

- "Generate a concise summary of today's project kick-off meeting, highlighting key decisions, budget allocations, and assigned tasks".

Participant Engagement Analysis:

- "Analyze the speaking time of each participant in our last team meeting and provide a report to ensure balanced participation in future discussions".

Question & Answer Assistance:

- "During the live meeting, provide instant responses to queries based on the meeting's content, historical data, or general knowledge".

Task Management:

- "Identify and suggest tasks from our recent brainstorming session and integrate them into Microsoft Planner for tracking".

Enhanced Meeting Transcriptions:

- "Transcribe our weekly review meeting in real-time and extract key points, decisions, and topics discussed for a structured summary".

Streamlined Task Creation:

- "Automatically create tasks from the action items identified in today's meeting and link them to our Microsoft To-Do list".

Data Analysis and Report Generation:

- "Analyze the data trends from our team's quarterly performance review and generate a comprehensive report".