

100 MICROSOFT CHATGPT PROMPT

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Word Prompts (25)

1	How to format a document using styles in Microsoft Word.
2	Best tips for creating a professional cover letter in Word.
3	How to create a table of contents in Word automatically.
4	Use shortcuts to navigate large documents quickly in Word.
5	How to track changes and collaborate with others in Word.
6	How to create a custom template for business reports.
7	How to insert and format images in Word like a pro.
8	How to create and use Word's built-in citations and bibliography tools.
9	How to create a letterhead using headers and footers.
10	How to use Word's 'Mail Merge' feature for mass mailing.
11	How to automatically number headings and subheadings in Word.
12	How to insert symbols and special characters in Word.
13	How to use bookmarks and hyperlinks in Word for quick navigation.
14	How to use Word's spelling and grammar check effectively.
15	Best practices for creating a visually appealing resume in Word.
16	How to use Word's 'Find and Replace' for batch edits.
17	How to insert a table and format it in Word.
18	How to protect a Word document with a password.
19	How to align images and text using layout options in Word.
20	How to use Word's 'Compare Documents' feature.
21	How to convert a Word document into PDF directly.
22	How to use Word's footnotes and endnotes properly.
23	How to use Word's footnotes and endnotes properly.
24	How to create dynamic forms using Word.
25	How to format long documents using Word's section breaks.

Excel Prompts (25)

1	How to use conditional formatting in Excel to highlight important data.
2	How to use Excel's 'VLOOKUP' and 'HLOOKUP' functions.
3	Tips for creating a powerful financial dashboard in Excel.
4	How to use Excel's PivotTables for data analysis.
5	How to create a Gantt chart in Excel for project management.
6	How to use Excel's IF, AND, OR functions for decision-making.
7	How to automate tasks in Excel with macros.
8	How to use Excel's 'Data Validation' to create drop-down lists.
9	Undo the last action
10	How to create professional-looking charts in Excel.
11	How to use Excel's SUMIF and COUNTIF functions.
12	S How to analyze trends with Excel's trendlines and forecasting tools.
13	How to use Excel's 'INDEX' and 'MATCH' for advanced lookup.
14	How to protect your Excel worksheets with passwords.
15	How to use Excel for budgeting and expense tracking.
16	How to use Excel's built-in templates for personal finance management.
17	How to create a sales dashboard in Excel using charts and PivotTables.
18	How to link data between multiple Excel worksheets.
19	How to use Excel's 'Solver' add-in for optimization problems.
20	How to use Excel's goal-seeking and scenario analysis.
21	How to clean up data using Excel's 'Remove Duplicates' feature.
22	How to visualize large datasets in Excel with sparklines.
23	How to import and analyze data from external sources in Excel.
24	How to summarize data using Excel's subtotal feature.
25	How to create a heat map in Excel to visualize data distribution.

PowerPoint Prompts (25)

1	How to create a professional presentation with PowerPoint templates.
2	How to use PowerPoint's slide master to maintain consistency.
3	How to add transitions and animations in PowerPoint.
4	Best practices for designing impactful slide decks in PowerPoint.
5	How to add videos and multimedia elements to PowerPoint presentations.
6	How to use PowerPoint's SmartArt for visual storytelling.
7	How to create a timeline in PowerPoint to illustrate project progress.
8	How to create interactive presentations with hyperlinks in PowerPoint.
9	How to use PowerPoint's 'Design Ideas' to quickly enhance slides.
10	How to create infographics in PowerPoint.
11	How to export PowerPoint presentations as PDF or video.
12	How to use PowerPoint's speaker notes for smooth presentations.
13	How to design effective business proposals in PowerPoint.
14	How to create a custom theme for PowerPoint presentations.
15	How to insert charts and graphs in PowerPoint for data-driven presentations.
16	How to collaborate on PowerPoint presentations in real time.
17	How to use PowerPoint's 'Rehearse Timings' feature for presentations.
18	How to design engaging slides with visuals and minimal text in PowerPoint.
19	How to compress and optimize PowerPoint files for easy sharing.
20	How to embed Excel charts and data in PowerPoint.
21	How to deliver a presentation using PowerPoint's Presenter View.
22	How to use PowerPoint's 3D models to create dynamic presentations.
23	How to create a SWOT analysis slide in PowerPoint.
24	How to create a branded PowerPoint presentation for business.
25	How to add interactive polls and quizzes in PowerPoint slides.

Outlook Prompts (25)

1	How to compose professional emails using Outlook templates.
2	How to manage your inbox with Outlook's Focused Inbox feature.
3	How to schedule meetings and appointments in Outlook Calendar.
4	Best practices for writing impactful and clear emails in Outlook.
5	How to attach files, images, and documents in Outlook emails.
6	How to create email rules in Outlook to automate organization.
7	How to set up automatic replies or out-of-office messages in Outlook.
8	How to create and manage email signatures in Outlook.
9	How to use Outlook Categories and Flags to stay organized.
10	How to manage and share contacts using Outlook's People feature.
11	How to schedule recurring meetings or events in Outlook Calendar
12	How to use Outlook's Delay Delivery feature to send emails later.
13	How to use the Voting Buttons feature for quick feedback in Outlook.
14	How to manage multiple email accounts in Outlook efficiently.
15	How to search emails, attachments, and calendar items faster in Outlook.
16	How to protect sensitive emails using Outlook's encryption features.
17	How to customize Outlook's reading pane and layout for productivity.
18	How to recover deleted emails and items from Outlook.
19	How to integrate Microsoft Teams meetings within Outlook.
20	How to use Outlook Tasks for effective to-do lists and tracking.
21	How to block spam and filter junk emails in Outlook.
22	How to archive old emails and free up storage in Outlook.
23	How to create and manage groups in Outlook for team communication.
24	How to manage calendar sharing and permissions in Outlook.
25	How to enable and use Outlook's Quick Steps to speed up workflow.



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