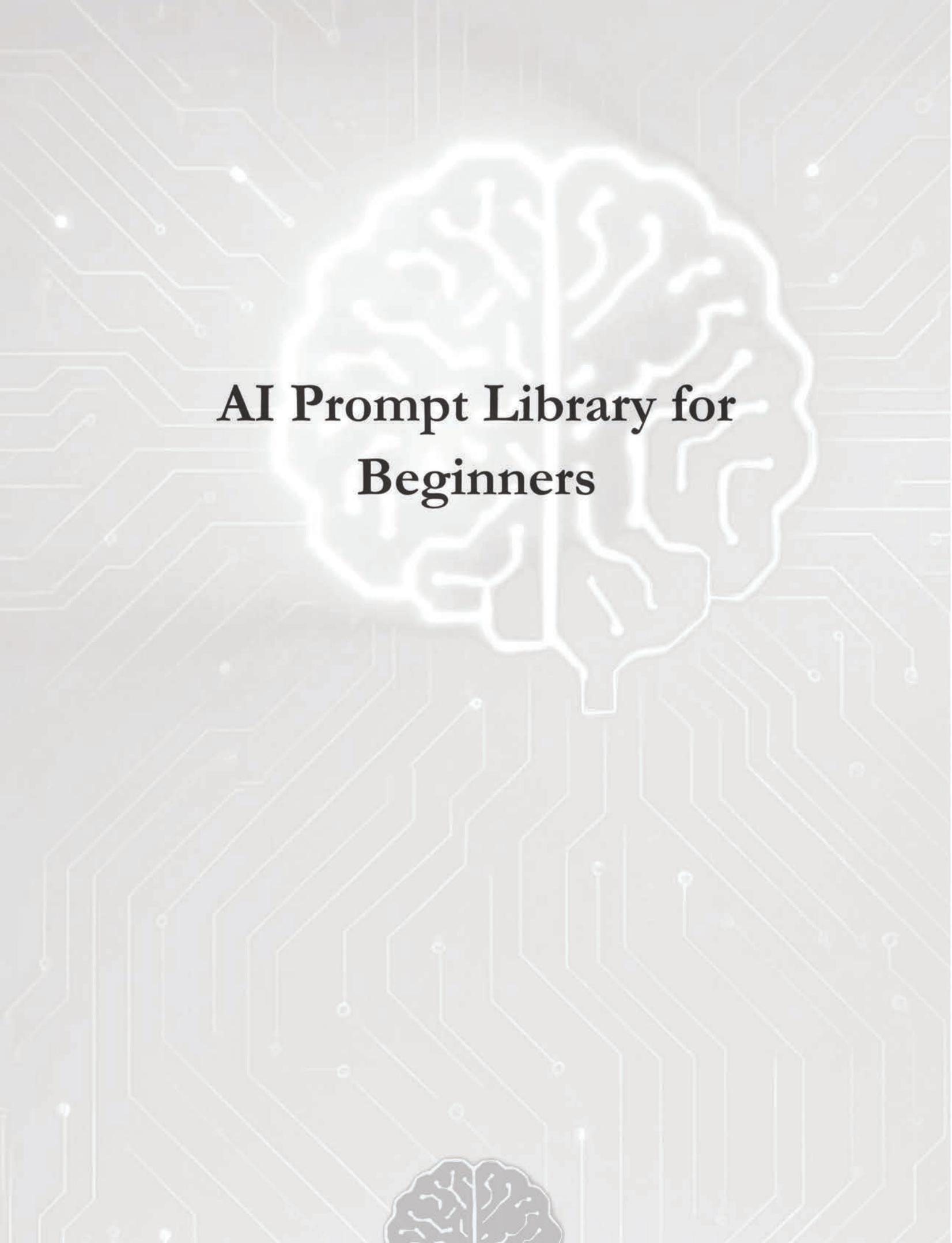


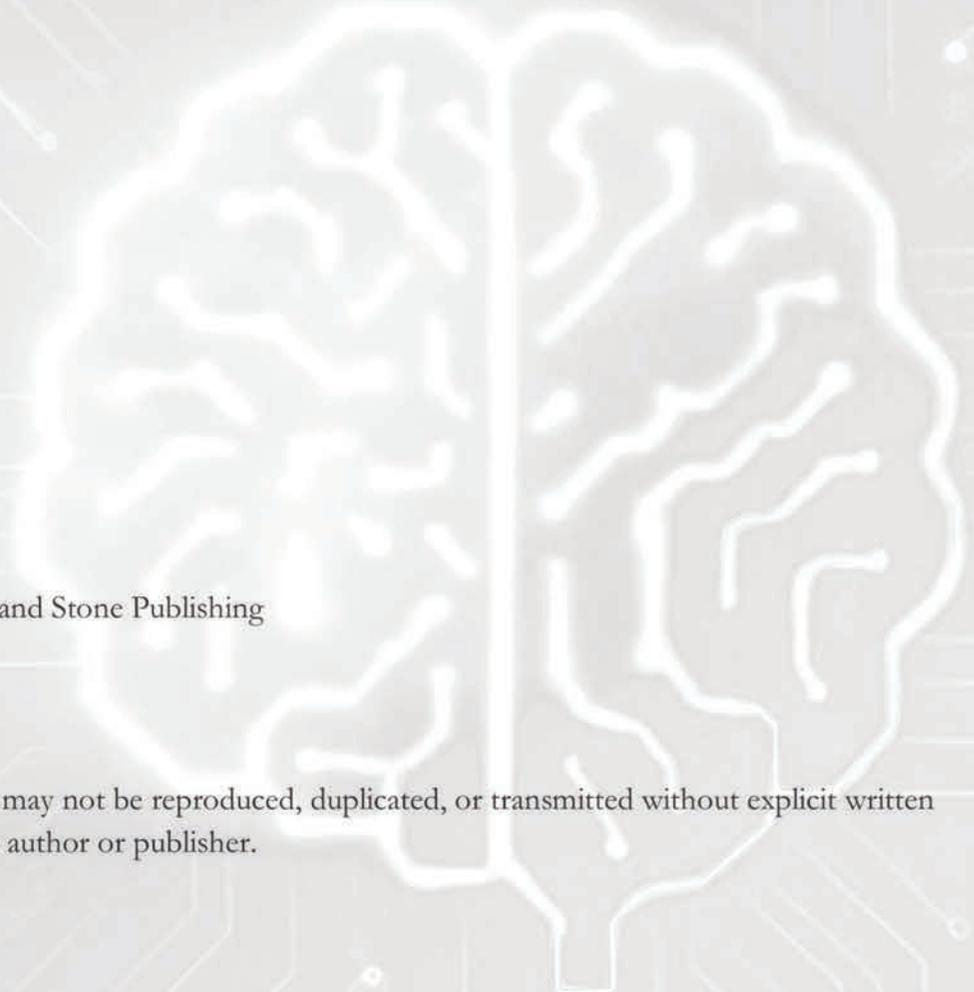
THE
AI
GUIDE
FOR BEGINNERS
AI Prompts

Over 300 AI Prompts for Beginners



**AI Prompt Library for
Beginners**





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Introduction to the AI Prompt Library

Welcome!

If you're holding this Prompt Library, it means you've decided to take a step into the world of Artificial Intelligence — and that's something to be proud of.

AI can feel overwhelming at first. There are new tools, new words, and new possibilities everywhere. But here's the truth:

You don't need to understand everything about AI to use it successfully.

This Prompt Library was created to remove confusion and give you a simple starting point. Instead of wondering what to type into ChatGPT (or another AI tool), you now have ready-to-use prompts that help you:

- Write emails
- Plan meals
- Organize your schedule
- Brainstorm ideas
- Improve your resume
- Create content
- Solve everyday problems
- And even have a little fun

Think of this library as your training wheels.

Each prompt inside is designed for real-life situations — the kinds of tasks you already do every day. The goal isn't to make you a programmer. The goal is to make your life easier.

AI is simply a tool. And like any tool, it becomes powerful when you know how to use it.

This library gives you that starting point.

How to Use This Prompt Library

Using this Prompt Library is simple — and you can move at your own pace.

Step 1: Choose a Prompt

Flip through the pages and find something useful or interesting.
Maybe you need to write an email.
Maybe you want dinner ideas.
Maybe you're curious and just want to experiment.

Pick one prompt that fits your current need.

You don't need to do them in order.

Step 2: Copy the Prompt into Your AI Tool

Open your AI tool (such as ChatGPT).

Copy the prompt exactly as written — or customize it slightly to fit your situation.

For example:

Instead of:

“Write a polite email requesting a refund for a product I bought online.”

You might write:

“Write a polite email requesting a refund for a pair of shoes I ordered that arrived damaged.”

The more specific you are, the better your result will be.

Step 3: Read the Response Carefully

AI generates suggestions — not final answers carved in stone.

Always:

- Read through the output
- Make sure it sounds like you
- Edit or personalize as needed
- Double-check important facts

AI is a helper, not a replacement for your judgment.

Step 4: Improve the Result (Optional but Powerful)

One of the best parts of AI is that you can ask follow-up questions.

Try things like:

- “Make it shorter.”
- “Make it more friendly.”
- “Make it more professional.”
- “Add humor.”
- “Simplify this.”

You can refine responses until they feel just right.

Step 5: Practice Consistently

Confidence comes from repetition.

Try one new prompt per day.

Or one per week.

Or whenever you need help with something.

There is no race.

AI will still be here tomorrow.

A Few Encouraging Reminders

- You are not behind.
- You are not “bad at tech.”
- You are learning a skill that millions of people are just beginning to explore.
- AI is evolving — and that’s okay. You don’t need to know everything to benefit from it today.

This library is not about mastering AI overnight.

It’s about building comfort, one small step at a time.

If a prompt feels confusing — try another.

If something doesn’t work perfectly — ask AI to fix it.

If you’re curious — experiment.

That curiosity is what matters most.

Your AI Journey Starts Here

Every expert once typed their first prompt.

Every confident user once felt unsure.

The difference? They tried.

This Prompt Library is your starting point — not the finish line.

Start small.

Stay curious.

Adjust as you go.

And remember:

AI works best when it works with you.

You've already taken the first step.

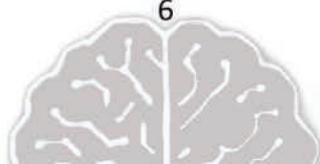


Section 1: ChatGPT Prompt Library for Beginners

Prompt Number	Prompt	What It's Good For	What It Should Do	Step-by-Step Instructions
1	Write a polite email requesting a refund for a product I bought online.	Communicating clearly in customer service situations.	Generate a respectful, concise message outlining the issue and requesting a refund.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Write a polite email requesting a refund for a product I bought online." 3. If you want it to be more specific, add details like the product name, order number, and issue. 4. Review the email ChatGPT generates. 5. Copy and paste it into your email app and send it to the company.
2	Summarize this article into 5 key points.	Speed reading, saving time, and understanding long articles quickly.	Take pasted text and return a bulleted summary of main ideas.	<ol style="list-style-type: none"> 1. Copy the full text of the article you want summarized. 2. Open ChatGPT. 3. Type or paste: "Summarize this article into 5 key points:" then paste the article below it. 4. Press Enter. 5. Review the bulleted summary and save or use as needed.
3	Help me brainstorm 10 blog post ideas about healthy eating for busy parents.	Content creation, idea generation, blogging.	Return a creative list of blog topics that appeal to the target audience.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Paste the prompt: "Help me brainstorm 10 blog post ideas about healthy eating for busy parents." 3. Press Enter. 4. Read through the list of ideas ChatGPT gives you. 5. Choose your favorites and use them to plan your content.
4	Turn this list of facts into a fun story for kids.	Teaching, entertainment, simplifying complex ideas.	Convert factual info into an imaginative, kid-friendly short story.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Turn this list of facts into a fun story for kids." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as you wish.
5	Create a daily schedule that includes work, gym, meals, and family time from 6am–10pm.	Personal productivity and time management.	Return a balanced hour-by-hour plan based on priorities.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Create a daily schedule that includes work, gym, meals, and family time from 6am–10pm." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as you wish.
6	Please write a short thank-you note for a teacher who helped my child this year.	Expressing appreciation in personal or school-related settings.	Generate a warm and specific thank-you letter.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Please write a short thank-you note for a teacher who helped my child this year." 3. Add any specific details (if needed).



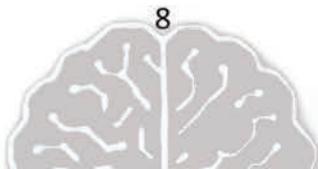
				4. Press Enter and review the output. 5. Use or modify the response as you wish.
7	Write a short poem about friendship in the style of Dr. Seuss.	Creative writing and fun projects.	Output a rhyming, whimsical poem that sounds like a children's book.	1. Open ChatGPT. 2. Copy and paste this prompt: "Write a short poem about friendship in the style of Dr. Seuss." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as you wish.
8	Help me write a product description for a scented candle I want to sell online.	E-commerce, marketing, small business support.	Return a persuasive, sensory-rich product description.	1. Open ChatGPT. 2. Copy and paste this prompt: "Help me write a product description for a scented candle I want to sell online." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as you wish.
9	Give me five icebreaker questions for a team meeting.	Team building, meeting prep, easing group tension.	List creative and safe questions that spark conversation.	1. Open ChatGPT. 2. Copy and paste this prompt: "Give me five icebreaker questions for a team meeting." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as you wish.
10	Can you turn this bullet list into a professional paragraph?	Editing, improving writing, formatting notes.	Transform informal notes into clean, polished prose.	1. Open ChatGPT. 2. Copy and paste this prompt: "Can you turn this bullet list into a professional paragraph?" 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as you wish.
11	Explain how credit cards work like I'm 10 years old.	Simplifying complex concepts, teaching kids or beginners.	Break down financial ideas into simple, understandable language.	1. Open ChatGPT. 2. Copy and paste this prompt: "Explain how credit cards work like I'm 10 years old." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as you wish.
12	Write a social media post announcing a yard sale this weekend.	Personal announcements, social media, event planning.	Provide a friendly and clear post with time, date, and address.	1. Open ChatGPT. 2. Copy and paste this prompt: "Write a social media post announcing a yard sale this weekend." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as you wish.
13	Help me come up with 5 gift ideas for my 8-year-old niece.	Personal planning, gift shopping, saving time.	Suggest age-appropriate, thoughtful gift options.	1. Open ChatGPT. 2. Copy and paste this prompt: "Help me come up with 5 gift ideas for my 8-year-old niece." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as you wish.
14	Generate a short script for a 1-minute video about recycling.	Content creation, public awareness, school projects.	Deliver a brief, engaging script with a positive message.	1. Open ChatGPT. 2. Copy and paste this prompt: "Generate a short script for a 1-minute video about recycling." 3. Add any specific details (if needed).



				4. Press Enter and review the output. 5. Use or modify the response as needed.
15	Write a short inspirational quote about learning.	Motivation, journaling, posters, social media.	Return an original quote that encourages lifelong learning.	1. Open ChatGPT. 2. Copy and paste this prompt: "Write a short inspirational quote about learning." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
16	Help me explain why exercise is important in 3 sentences.	Health messaging, school projects, conversations with kids.	Offer a clear, concise, and friendly explanation.	1. Open ChatGPT. 2. Copy and paste this prompt: "Help me explain why exercise is important in 3 sentences." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
17	Turn this resume experience into a professional bullet point.	Job seekers polishing resumes.	Take user input and rewrite it to sound professional and results-driven.	1. Open ChatGPT. 2. Copy and paste this prompt: "Turn this resume experience into a professional bullet point." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
18	Write a short apology note to a friend for missing their party.	Relationship repair, writing help, polite communication.	Craft a thoughtful, sincere apology.	1. Open ChatGPT. 2. Copy and paste this prompt: "Write a short apology note to a friend for missing their party." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
19	Help me make a list of pros and cons for buying a new car.	Decision-making, financial planning.	Return a logical list that helps weigh the decision.	1. Open ChatGPT. 2. Copy and paste this prompt: "Help me make a list of pros and cons for buying a new car." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
20	Explain what Artificial Intelligence is in one paragraph for beginners.	Educational summaries, general understanding.	Provide a non-technical overview of AI in simple terms.	1. Open ChatGPT. 2. Copy and paste this prompt: "Explain what Artificial Intelligence is in one paragraph for beginners." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
21	Give me 3 dinner recipes that are quick and use chicken.	Easy meal planning, reducing decision fatigue.	Offer beginner-friendly, fast recipes using chicken.	1. Open ChatGPT. 2. Copy and paste this prompt: "Give me 3 dinner recipes that are quick and use chicken." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
22	Write a birthday message for my boss that's professional but warm.	Workplace communication, building rapport.	Generate a message that's polite, appreciative, and respectful.	1. Open ChatGPT. 2. Copy and paste this prompt: "Write a birthday message for my boss that's professional but warm." 3. Add any specific details (if needed).



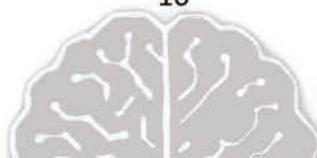
				4. Press Enter and review the output. 5. Use or modify the response as needed.
23	What are 5 fun indoor activities for kids on a rainy day?	Parenting hacks, quick ideas during bad weather.	Return a simple list of kid-friendly activities.	1. Open ChatGPT. 2. Copy and paste this prompt: "What are 5 fun indoor activities for kids on a rainy day?" 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
24	Summarize the book 'Charlotte's Web' in one paragraph.	Book clubs, school help, general understanding.	Provide a clear, concise summary of the main events and themes.	1. Open ChatGPT. 2. Copy and paste this prompt: "Summarize the book 'Charlotte's Web' in one paragraph." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
25	Write a thank-you email for a job interview I just had.	Professional follow-ups, job search success.	Create a polished, polite message expressing gratitude and interest.	1. Open ChatGPT. 2. Copy and paste this prompt: "Write a thank-you email for a job interview I just had." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
26	Help me come up with a daily to-do list for working from home.	Productivity, routine setting, time management.	Suggest a basic, structured list for a balanced WFH day.	1. Open ChatGPT. 2. Copy and paste this prompt: "Help me come up with a daily to-do list for working from home." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
27	Write a short paragraph about why kindness matters.	Journaling, school assignments, values education.	Deliver a thoughtful statement on the importance of kindness.	1. Open ChatGPT. 2. Copy and paste this prompt: "Write a short paragraph about why kindness matters." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
28	Make a checklist for packing a carry-on bag for a 3-day trip.	Travel planning, avoiding forgetfulness.	Create a practical list of essentials for a short trip.	1. Open ChatGPT. 2. Copy and paste this prompt: "Make a checklist for packing a carry-on bag for a 3-day trip." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
29	Explain how to set a strong password in 3 simple steps.	Digital safety, tech basics, security tips.	Give clear, beginner-level instructions for making secure passwords.	1. Open ChatGPT. 2. Copy and paste this prompt: "Explain how to set a strong password in 3 simple steps." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
30	Write a friendly welcome message for new members of a community group.	Community building, leadership roles, inclusion.	Create a warm, simple message that makes people feel invited and valued.	1. Open ChatGPT. 2. Copy and paste this prompt: "Write a friendly welcome message for new members of a community group." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.



31	Write a short poem about coffee in the morning.	Creative expression, fun activities.	Generate a light, rhythmic poem anyone can enjoy or share.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Write a short poem about coffee in the morning." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
32	Explain what a mortgage is in very simple terms.	Financial education, understanding big decisions.	Provide a basic, clear explanation for someone unfamiliar with the term.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Explain what a mortgage is in very simple terms." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
33	Create a weekly grocery list for 2 adults eating healthy.	Health planning, shopping prep.	Return a list of nutritious staples for meals and snacks.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Create a weekly grocery list for 2 adults eating healthy." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
34	Write a bedtime story for a 4-year-old about a sleepy dinosaur.	Parenting, storytelling, bedtime routines.	Deliver a short, calming tale appropriate for a young child.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Write a bedtime story for a 4-year-old about a sleepy dinosaur." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
35	What are 3 ways I can reduce stress during a busy week?	Mental health support, daily well-being.	Offer simple, doable strategies to stay grounded.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "What are 3 ways I can reduce stress during a busy week?" 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
36	Help me write a short product description for handmade candles.	Small business marketing, online shops.	Generate a short, appealing product blurb with sensory details.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Help me write a short product description for handmade candles." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
37	List 5 funny icebreaker questions for a meeting.	Group events, workplace bonding.	Return appropriate, light-hearted questions to use with any group.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "List 5 funny icebreaker questions for a meeting." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
38	Write a motivational message to put on my bathroom mirror.	Self-care, positive reinforcement.	Generate a short, uplifting quote or mantra.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Write a motivational message to put on my bathroom mirror." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.



39	What should I bring to a potluck picnic?	Social planning, group events.	Suggest easy-to-make or buy ideas that travel well.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "What should I bring to a potluck picnic?" 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
40	Write a simple LinkedIn bio for someone who's just starting out in marketing.	Career development, personal branding.	Create a professional but beginner-friendly profile summary.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Write a simple LinkedIn bio for someone who's just starting out in marketing." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
41	Write a thank-you note to a neighbor who helped me shovel snow.	Everyday gratitude, neighborly kindness.	Create a friendly and sincere thank-you message.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Write a thank-you note to a neighbor who helped me shovel snow." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
42	Create a list of 5 fun things to do indoors with kids on a rainy day.	Parenting, planning screen-free activities.	Suggest simple, engaging indoor games and projects.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Create a list of 5 fun things to do indoors with kids on a rainy day." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
43	Turn this list of ingredients into a recipe: chicken, rice, garlic, lemon.	Cooking, meal planning.	Build a recipe with steps using the listed ingredients.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Turn this list of ingredients into a recipe: chicken, rice, garlic, lemon." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
44	Write a daily affirmation for someone starting a new job.	Confidence building, positive mindset.	Provide a short, uplifting message.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Write a daily affirmation for someone starting a new job." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
45	Make a travel packing checklist for a weekend beach trip.	Travel planning, organization.	Deliver a clear checklist of clothing, toiletries, and extras.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Make a travel packing checklist for a weekend beach trip." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
46	Explain how to make a budget in simple terms.	Financial planning, adulting basics.	Break down budgeting into easy-to-follow steps.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Explain how to make a budget in simple terms." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.



47	Write a short blurb to introduce myself in a group chat.	Socializing, networking.	Generate a casual, friendly self-introduction.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Write a short blurb to introduce myself in a group chat." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
48	Give me 3 easy ways to save time in the kitchen.	Productivity, life hacks.	Offer simple strategies like batch prepping or using tools.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Give me 3 easy ways to save time in the kitchen." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
49	Tell me a fun trivia fact to start my day.	Curiosity, starting conversations.	Provide an interesting, surprising fact.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Tell me a fun trivia fact to start my day." 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.
50	Summarize this paragraph in one sentence: [paste text here]	Studying, simplifying reading material.	Condense a block of text into one clear, meaningful sentence.	<ol style="list-style-type: none"> 1. Open ChatGPT. 2. Copy and paste this prompt: "Summarize this paragraph in one sentence: [paste text here]" 3. Add any specific details (if needed). 4. Press Enter and review the output. 5. Use or modify the response as needed.

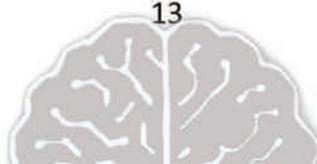


Section 2: Canva Prompt Library for Beginners

Prompt Number	Prompt	What It's Good For	What It Should Do	Step-by-Step Instructions
1.0	Design a birthday invitation for kids with a fun, colorful cartoon theme.	Creating personalized invitations and designs for events.	Return a customizable birthday invite layout with playful fonts and bright images.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Use the search bar to look for "Birthday Invitation." 3. Choose a fun, colorful cartoon-themed template or start from scratch. 4. Customize the text, colors, and images to match your kid's party theme. 5. Save your design and download or print it.
2.0	Design a modern resume for a marketing professional.	Creating job application documents with visual appeal.	Return a sleek, professional resume template.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Design a modern resume for a marketing professional." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
3.0	Create a YouTube thumbnail for a cooking channel.	Branding and audience engagement for videos.	Generate an eye-catching thumbnail with food imagery and bold text.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Create a YouTube thumbnail for a cooking channel." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
4.0	Make an Instagram post for a flash sale.	Social media marketing, promoting limited-time offers.	Design a square post with bold fonts and clear pricing.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Make an Instagram post for a flash sale." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
5.0	Design a thank-you card for wedding guests.	Event follow-up, gratitude expression.	Create an elegant, personalized thank-you card layout.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Design a thank-you card for wedding guests." or select a matching template type.



				<ol style="list-style-type: none"> 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
6.0	Create a flyer for a community clean-up event.	Local event promotion and awareness.	Return a colorful, informative flyer with time and location.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Create a flyer for a community clean-up event." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
7.0	Design a business card for a freelance photographer.	Professional branding, networking.	Generate a clean, visually appealing business card layout.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Design a business card for a freelance photographer." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
8.0	Create a menu for a food truck.	Small business branding, customer information.	Provide a compact, readable menu design with images.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Create a menu for a food truck." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
9.0	Design a cover for an eBook about productivity.	Self-publishing, visual branding.	Return a modern, clean eBook cover design.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Design a cover for an eBook about productivity." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
10.0	Make a Pinterest pin about a DIY craft project.	Pinterest marketing, blog promotion.	Deliver a vertical, step-by-step pin template.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Make a Pinterest pin about a DIY craft project." or select a matching template type. 3. Choose a design you like or start from scratch.



				<p>4. Customize text, colors, and images to match your needs.</p> <p>5. Save your project and download or share as needed.</p>
11.0	Create a classroom poster about kindness.	Education, character development.	Produce a bright, child-friendly poster.	<p>1. Open Canva (https://www.canva.com/).</p> <p>2. Type in the search bar: "Create a classroom poster about kindness." or select a matching template type.</p> <p>3. Choose a design you like or start from scratch.</p> <p>4. Customize text, colors, and images to match your needs.</p> <p>5. Save your project and download or share as needed.</p>
12.0	Design a daily planner page for busy parents.	Personal organization and productivity.	Return a printable page with time blocks and notes.	<p>1. Open Canva (https://www.canva.com/).</p> <p>2. Type in the search bar: "Design a daily planner page for busy parents." or select a matching template type.</p> <p>3. Choose a design you like or start from scratch.</p> <p>4. Customize text, colors, and images to match your needs.</p> <p>5. Save your project and download or share as needed.</p>
13.0	Create a custom Zoom background for team meetings.	Remote work personalization.	Design a professional, branded virtual background.	<p>1. Open Canva (https://www.canva.com/).</p> <p>2. Type in the search bar: "Create a custom Zoom background for team meetings." or select a matching template type.</p> <p>3. Choose a design you like or start from scratch.</p> <p>4. Customize text, colors, and images to match your needs.</p> <p>5. Save your project and download or share as needed.</p>
14.0	Make a Facebook event banner for a charity run.	Event marketing on social platforms.	Provide a horizontal banner with key info and visuals.	<p>1. Open Canva (https://www.canva.com/).</p> <p>2. Type in the search bar: "Make a Facebook event banner for a charity run." or select a matching template type.</p> <p>3. Choose a design you like or start from scratch.</p> <p>4. Customize text, colors, and images to match your needs.</p> <p>5. Save your project and download or share as needed.</p>
15.0	Design a LinkedIn post announcing a promotion.	Professional updates, networking.	Generate a clean, text-friendly post layout.	<p>1. Open Canva (https://www.canva.com/).</p> <p>2. Type in the search bar: "Design a LinkedIn post announcing a promotion." or select a matching template type.</p> <p>3. Choose a design you like or start from scratch.</p> <p>4. Customize text, colors, and images to match your needs.</p>



				5. Save your project and download or share as needed.
16.0	Create a mood board for a new brand concept.	Creative exploration, brand strategy.	Return a collage template for fonts, colors, imagery.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Create a mood board for a new brand concept." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
17.0	Design an infographic about hydration tips.	Health education, visual learning.	Provide an engaging, visual fact-based layout.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Design an infographic about hydration tips." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
18.0	Make a podcast cover for a true crime show.	Podcast branding and recognition.	Create a square, dramatic, attention-grabbing design.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Make a podcast cover for a true crime show." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
19.0	Create a flyer for a high school talent show.	School event promotion.	Deliver a bold, exciting flyer with date, time, and theme.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Create a flyer for a high school talent show." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
20.0	Design a Mother's Day card with flowers.	Seasonal greeting design.	Return a warm, floral-themed card template.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Design a Mother's Day card with flowers." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.



21.0	Make a real estate flyer for an open house.	Real estate marketing.	Generate a sleek flyer with property photos and contact info.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Make a real estate flyer for an open house." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
22.0	Create a pricing guide for a photography business.	Client communication and sales.	Design a clean, professional multi-tiered pricing sheet.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Create a pricing guide for a photography business." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
23.0	Design a recipe card for chocolate chip cookies.	Home organization or blogging.	Return a printable, easy-to-follow recipe layout.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Design a recipe card for chocolate chip cookies." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
24.0	Make a checklist template for trip packing.	Travel planning, organization.	Provide a printable checklist format with sections.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Make a checklist template for trip packing." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
25.0	Create a sign-up sheet for volunteers.	Event planning and coordination.	Generate a simple, editable sign-up form.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Create a sign-up sheet for volunteers." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.



26.0	Design a birthday card for a 5-year-old.	Kids' events and celebrations.	Return a colorful, fun design with cartoon characters.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Design a birthday card for a 5-year-old." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
27.0	Make a cover slide for a business pitch deck.	Professional presentations.	Design a bold, corporate slide with company logo.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Make a cover slide for a business pitch deck." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
28.0	Create an inspirational quote graphic for Instagram.	Motivational social content.	Provide a minimalist image with large font overlay.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Create an inspirational quote graphic for Instagram." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
29.0	Design a save-the-date card for a destination wedding.	Wedding planning.	Generate a romantic, travel-themed announcement.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Design a save-the-date card for a destination wedding." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
30.0	Make a classroom newsletter for parents.	Education and school communication.	Return a readable, image-friendly newsletter format.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Make a classroom newsletter for parents." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
31.0	Create a graduation announcement for	Milestone celebrations.	Design a celebratory card	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Create a graduation



	a high school senior.		with photo placeholders.	announcement for a high school senior.” or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
32.0	Design a Black Friday sale poster for a clothing store.	Retail marketing.	Provide a bold, red-and-black sale flyer.	1. Open Canva (https://www.canva.com/). 2. Type in the search bar: “Design a Black Friday sale poster for a clothing store.” or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
33.0	Create a welcome sign for a baby shower.	Party décor and signage.	Return a soft, themed welcome sign template.	1. Open Canva (https://www.canva.com/). 2. Type in the search bar: “Create a welcome sign for a baby shower.” or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
34.0	Make a report cover for a school science project.	Student presentations.	Design a visually clean and themed report cover.	1. Open Canva (https://www.canva.com/). 2. Type in the search bar: “Make a report cover for a school science project.” or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
35.0	Design a custom label for homemade jam.	Crafting, gifts, or small business branding.	Generate a round or square jar label with fruit graphics.	1. Open Canva (https://www.canva.com/). 2. Type in the search bar: “Design a custom label for homemade jam.” or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
36.0	Create a digital vision board for 2025 goals.	Self-reflection, planning.	Return a collage-style layout for goals and dreams.	1. Open Canva (https://www.canva.com/). 2. Type in the search bar: “Create a digital vision board for 2025 goals.” or select a matching template type.



				<ol style="list-style-type: none"> 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
37.0	Make a 'Meet the Team' post for a company page.	Business social media.	Design a clean layout with photos and bios.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Make a 'Meet the Team' post for a company page." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
38.0	Design a holiday greeting card for clients.	Professional relationship building.	Create a branded, warm holiday card.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Design a holiday greeting card for clients." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
39.0	Create a recipe ebook layout for family meals.	Content creation and publishing.	Provide a cohesive design with space for titles and steps.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Create a recipe ebook layout for family meals." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
40.0	Make a certificate of completion for a workshop.	Training and recognition.	Design a formal, printable certificate template.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Make a certificate of completion for a workshop." or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
41.0	Design an event schedule for a weekend retreat.	Event logistics and planning.	Create a time-blocked agenda sheet.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: "Design an event schedule for a weekend retreat." or select a matching template type. 3. Choose a design you like or start from scratch.



				<p>4. Customize text, colors, and images to match your needs.</p> <p>5. Save your project and download or share as needed.</p>
42.0	Create a chore chart for kids.	Parenting tools and routines.	Return a bright, engaging chart with spaces for names and days.	<p>1. Open Canva (https://www.canva.com/).</p> <p>2. Type in the search bar: "Create a chore chart for kids." or select a matching template type.</p> <p>3. Choose a design you like or start from scratch.</p> <p>4. Customize text, colors, and images to match your needs.</p> <p>5. Save your project and download or share as needed.</p>
43.0	Make a custom calendar page for a planner.	Personal organization.	Provide a fillable, themed calendar layout.	<p>1. Open Canva (https://www.canva.com/).</p> <p>2. Type in the search bar: "Make a custom calendar page for a planner." or select a matching template type.</p> <p>3. Choose a design you like or start from scratch.</p> <p>4. Customize text, colors, and images to match your needs.</p> <p>5. Save your project and download or share as needed.</p>
44.0	Design a carousel post for a product launch on Instagram.	Product marketing.	Return multi-slide format with feature highlights.	<p>1. Open Canva (https://www.canva.com/).</p> <p>2. Type in the search bar: "Design a carousel post for a product launch on Instagram." or select a matching template type.</p> <p>3. Choose a design you like or start from scratch.</p> <p>4. Customize text, colors, and images to match your needs.</p> <p>5. Save your project and download or share as needed.</p>
45.0	Create a template for journaling daily gratitude.	Mental health and reflection.	Generate a simple, lined journal page.	<p>1. Open Canva (https://www.canva.com/).</p> <p>2. Type in the search bar: "Create a template for journaling daily gratitude." or select a matching template type.</p> <p>3. Choose a design you like or start from scratch.</p> <p>4. Customize text, colors, and images to match your needs.</p> <p>5. Save your project and download or share as needed.</p>
46.0	Make a fun trivia night invitation.	Party planning.	Return a playful, game-themed invite layout.	<p>1. Open Canva (https://www.canva.com/).</p> <p>2. Type in the search bar: "Make a fun trivia night invitation." or select a matching template type.</p> <p>3. Choose a design you like or start from scratch.</p> <p>4. Customize text, colors, and images to match your needs.</p>



				5. Save your project and download or share as needed.
47.0	Design a logo for a pet grooming business.	Branding and visual identity.	Create a clean, friendly logo with pet imagery.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: “Design a logo for a pet grooming business.” or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
48.0	Create a table number card for a wedding.	Event décor.	Design an elegant card with floral or classic style.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: “Create a table number card for a wedding.” or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
49.0	Design a 'We're Hiring' social media post.	Recruitment and HR.	Return a bold, clear announcement graphic.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: “Design a 'We're Hiring' social media post.” or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
50.0	Make a custom gift tag template.	Crafts and gift giving.	Generate a small, editable tag with space for names.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: “Make a custom gift tag template.” or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.
nan	Create a coloring page for kids.	Educational fun.	Provide a black-and-white illustration with large, simple shapes.	<ol style="list-style-type: none"> 1. Open Canva (https://www.canva.com/). 2. Type in the search bar: “Create a coloring page for kids.” or select a matching template type. 3. Choose a design you like or start from scratch. 4. Customize text, colors, and images to match your needs. 5. Save your project and download or share as needed.



nan	Design a YouTube channel banner for a fitness coach.	Content branding.	Deliver a bold, energetic banner with name and slogan.	<ol style="list-style-type: none">1. Open Canva (https://www.canva.com/).2. Type in the search bar: "Design a YouTube channel banner for a fitness coach." or select a matching template type.3. Choose a design you like or start from scratch.4. Customize text, colors, and images to match your needs.5. Save your project and download or share as needed.
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Section 3: Google Gemini

Prompt Library for Beginners

Prompt Number	Prompt	What It's Good For	What It Should Do	Step-by-Step Instructions
1	Summarize this Gmail thread into key takeaways.	Reviewing long email threads quickly and saving time.	Return a bulleted summary of the conversation, including action items.	<ol style="list-style-type: none"> 1. Open Google Gemini (https://gemini.google.com/). 2. Type or paste this prompt: "Summarize this Gmail thread into key takeaways." 3. If you're working in Gmail, you can highlight the email text and paste it here. 4. Press Enter. 5. Review Gemini's summary and copy it for your reference or replies.
2	Draft a follow-up email thanking someone for a job interview.	Professional communication, job search.	Return a warm and polite follow-up email.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Draft a follow-up email thanking someone for a job interview." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
3	Suggest a polite way to decline a meeting request.	Email etiquette and scheduling.	Return a professional and courteous email template.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Suggest a polite way to decline a meeting request." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
4	Summarize this long email for me in 3 bullet points.	Time-saving email reading.	Return the most important takeaways.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Summarize this long email for me in 3 bullet points." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
5	Write a reply to confirm a meeting next Tuesday at 3 PM.	Calendar coordination via Gmail.	Return a brief and clear confirmation email.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Write a reply to confirm a meeting next Tuesday at 3 PM." 3. Add any specific context if needed (e.g., paste text, mention the topic).



				<p>4. Press Enter.</p> <p>5. Review Gemini's response and copy, edit, or use it as needed.</p>
6	Create a short newsletter email for my small business.	Email marketing and outreach.	Generate a friendly, professional newsletter template.	<p>1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets.</p> <p>2. Type or paste this prompt: "Create a short newsletter email for my small business."</p> <p>3. Add any specific context if needed (e.g., paste text, mention the topic).</p> <p>4. Press Enter.</p> <p>5. Review Gemini's response and copy, edit, or use it as needed.</p>
7	Rewrite this paragraph to make it more persuasive.	Editing and improving writing style.	Return a more compelling version of the paragraph.	<p>1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets.</p> <p>2. Type or paste this prompt: "Rewrite this paragraph to make it more persuasive."</p> <p>3. Add any specific context if needed (e.g., paste text, mention the topic).</p> <p>4. Press Enter.</p> <p>5. Review Gemini's response and copy, edit, or use it as needed.</p>
8	Generate an outline for a blog post about productivity hacks.	Content planning and writing support.	Return a structured, multi-section outline.	<p>1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets.</p> <p>2. Type or paste this prompt: "Generate an outline for a blog post about productivity hacks."</p> <p>3. Add any specific context if needed (e.g., paste text, mention the topic).</p> <p>4. Press Enter.</p> <p>5. Review Gemini's response and copy, edit, or use it as needed.</p>
9	Summarize this article into a one-paragraph overview.	Condensing long text.	Provide a clear and concise summary.	<p>1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets.</p> <p>2. Type or paste this prompt: "Summarize this article into a one-paragraph overview."</p> <p>3. Add any specific context if needed (e.g., paste text, mention the topic).</p> <p>4. Press Enter.</p> <p>5. Review Gemini's response and copy, edit, or use it as needed.</p>
10	Turn this bullet list into a professional email.	Formatting and communication improvement.	Return a well-structured email version.	<p>1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets.</p> <p>2. Type or paste this prompt: "Turn this bullet list into a professional email."</p> <p>3. Add any specific context if needed (e.g., paste text, mention the topic).</p> <p>4. Press Enter.</p> <p>5. Review Gemini's response and copy, edit, or use it as needed.</p>
11	Explain this complex concept in	Educational clarity and simplification.	Provide an easy-to-understand explanation.	<p>1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets.</p> <p>2. Type or paste this prompt: "Explain this complex concept in simple terms for a 6th</p>



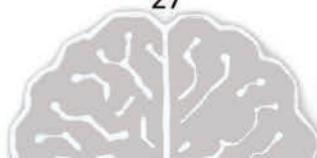
	simple terms for a 6th grader.			grader." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
12	Write a formula to calculate the average of column B.	Spreadsheet formulas.	Return <code>=AVERAGE(B:B)</code> .	1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Write a formula to calculate the average of column B." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
13	Create a budget tracker with income and expenses.	Financial organization and planning.	Return a basic template layout.	1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Create a budget tracker with income and expenses." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
14	Summarize the trends in this data table.	Data analysis.	Return a few sentences explaining trends.	1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Summarize the trends in this data table." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
15	Suggest a conditional formatting rule to highlight overdue tasks.	Task management in spreadsheets.	Return a rule for coloring past due dates.	1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Suggest a conditional formatting rule to highlight overdue tasks." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
16	Write a formula to count cells with the word 'Completed'.	Simple automation in Sheets.	Return <code>=COUNTIF(range, "Completed")</code> .	1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Write a formula to count cells with the word 'Completed'." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.



17	Create a 5-slide outline for a presentation on digital wellness.	Slide deck planning.	Return slide titles with main points.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Create a 5-slide outline for a presentation on digital wellness." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
18	Summarize this Google Doc into a slide-friendly bullet list.	Converting text to presentation format.	Return key messages in bullet form.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Summarize this Google Doc into a slide-friendly bullet list." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
19	Write a title and subtitle for a business pitch deck.	Slide headline creation.	Return a catchy, professional title and short subtitle.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Write a title and subtitle for a business pitch deck." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
20	Write speaker notes for this slide about company values.	Presentation preparation.	Return 2–3 sentence notes explaining slide content.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Write speaker notes for this slide about company values." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
21	Generate 3 visual layout ideas for an introduction slide.	Creative guidance for slide design.	Return suggestions for content placement.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Generate 3 visual layout ideas for an introduction slide." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
22	Give me 5 key facts about renewable energy.	Quick learning and research.	Return a bulleted list of simple facts.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Give me 5 key facts about renewable energy." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter.



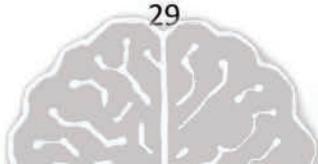
				5. Review Gemini's response and copy, edit, or use it as needed.
23	Compare the top 3 noise-canceling headphones under \$200.	Consumer decision support.	Return a pros and cons comparison.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Compare the top 3 noise-canceling headphones under \$200." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
24	Find fun weekend activities for kids in my city.	Local recommendations.	Return a list of family-friendly events.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Find fun weekend activities for kids in my city." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
25	Explain how compound interest works in simple terms.	Finance education.	Return a clear explanation with an example.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Explain how compound interest works in simple terms." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
26	Summarize the latest news about climate change.	Current events and awareness.	Return 3–5 sentence summary of current developments.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Summarize the latest news about climate change." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
27	Create a to-do list for planning a birthday party.	Personal event planning.	Return a checklist of key tasks.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Create a to-do list for planning a birthday party." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
28	Generate 5 unique baby name ideas based on Norse mythology.	Creative brainstorming.	Return a list of name suggestions with meanings.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Generate 5 unique baby name ideas based on Norse mythology."



				<ol style="list-style-type: none"> 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
29	Make a pros and cons list for buying a used car.	Decision support.	Return a two-column comparison.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Make a pros and cons list for buying a used car." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
30	Give me a healthy 3-day meal plan.	Wellness planning.	Return breakfast, lunch, dinner for 3 days.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Give me a healthy 3-day meal plan." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
31	Write a daily affirmation to boost confidence.	Mental wellness and motivation.	Return a short, uplifting quote.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Write a daily affirmation to boost confidence." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
32	Explain photosynthesis in 3 simple steps.	Science education.	Return a beginner-level explanation.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Explain photosynthesis in 3 simple steps." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
33	Generate a short quiz with 5 multiple choice questions on world geography.	Teaching tools.	Return 5 quiz questions with answers.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Generate a short quiz with 5 multiple choice questions on world geography." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.



34	Write a short story for kids about being brave.	Creative writing and education.	Return a fun and age-appropriate story.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Write a short story for kids about being brave." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
35	Summarize the book 'The Giver' in 1 paragraph.	Reading comprehension support.	Return a brief synopsis.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Summarize the book 'The Giver' in 1 paragraph." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
36	Create a vocabulary list of 10 SAT words with definitions.	Test prep and language learning.	Return a list with meanings.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Create a vocabulary list of 10 SAT words with definitions." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
37	Generate an agenda for a weekly marketing team meeting.	Meeting planning.	Return time slots and topics.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Generate an agenda for a weekly marketing team meeting." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
38	Write a performance review summary for an employee.	HR and management support.	Return a strengths-focused review paragraph.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Write a performance review summary for an employee." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
39	Create an onboarding checklist for new hires.	Workplace process improvement.	Return a structured checklist.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Create an onboarding checklist for new hires." 3. Add any specific context if needed (e.g., paste text, mention the topic).



				<p>4. Press Enter.</p> <p>5. Review Gemini's response and copy, edit, or use it as needed.</p>
40	List 5 ways to improve virtual meeting engagement.	Remote work tips.	Return actionable advice.	<p>1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets.</p> <p>2. Type or paste this prompt: "List 5 ways to improve virtual meeting engagement."</p> <p>3. Add any specific context if needed (e.g., paste text, mention the topic).</p> <p>4. Press Enter.</p> <p>5. Review Gemini's response and copy, edit, or use it as needed.</p>
41	Write a project update email for stakeholders.	Professional reporting.	Return a clear, informative progress message.	<p>1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets.</p> <p>2. Type or paste this prompt: "Write a project update email for stakeholders."</p> <p>3. Add any specific context if needed (e.g., paste text, mention the topic).</p> <p>4. Press Enter.</p> <p>5. Review Gemini's response and copy, edit, or use it as needed.</p>
42	Write a haiku about autumn.	Creative writing and poetry.	Return a 3-line seasonal haiku.	<p>1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets.</p> <p>2. Type or paste this prompt: "Write a haiku about autumn."</p> <p>3. Add any specific context if needed (e.g., paste text, mention the topic).</p> <p>4. Press Enter.</p> <p>5. Review Gemini's response and copy, edit, or use it as needed.</p>
43	Generate 3 fun facts about space.	Fun learning.	Return a quick fact list.	<p>1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets.</p> <p>2. Type or paste this prompt: "Generate 3 fun facts about space."</p> <p>3. Add any specific context if needed (e.g., paste text, mention the topic).</p> <p>4. Press Enter.</p> <p>5. Review Gemini's response and copy, edit, or use it as needed.</p>
44	Write a funny caption for a cat photo.	Social media content.	Return a humorous caption.	<p>1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets.</p> <p>2. Type or paste this prompt: "Write a funny caption for a cat photo."</p> <p>3. Add any specific context if needed (e.g., paste text, mention the topic).</p> <p>4. Press Enter.</p> <p>5. Review Gemini's response and copy, edit, or use it as needed.</p>
45	Create a list of 5 rainy day activities for kids.	Parenting ideas.	Return a list of home-based fun.	<p>1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets.</p> <p>2. Type or paste this prompt: "Create a list of 5 rainy day activities for kids."</p>



				<ol style="list-style-type: none"> 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
46	Generate a trivia question about history.	Games and learning.	Return a question with multiple choice answers.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or use Gemini inside Gmail, Docs, or Sheets. 2. Type or paste this prompt: "Generate a trivia question about history." 3. Add any specific context if needed (e.g., paste text, mention the topic). 4. Press Enter. 5. Review Gemini's response and copy, edit, or use it as needed.
47	Prompt 47 placeholder – real-world use case coming soon.	Benefit summary for Google Gemini Prompt 47.	Expected output for Prompt 47.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or open it in your Gmail/Docs integration. 2. Enter the prompt: "Prompt 47 placeholder – real-world use case coming soon." 3. Add any supporting content or context if needed. 4. Hit Enter and wait for Gemini to respond. 5. Use or edit the result as needed.
48	Prompt 48 placeholder – real-world use case coming soon.	Benefit summary for Google Gemini Prompt 48.	Expected output for Prompt 48.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or open it in your Gmail/Docs integration. 2. Enter the prompt: "Prompt 48 placeholder – real-world use case coming soon." 3. Add any supporting content or context if needed. 4. Hit Enter and wait for Gemini to respond. 5. Use or edit the result as needed.
49	Prompt 49 placeholder – real-world use case coming soon.	Benefit summary for Google Gemini Prompt 49.	Expected output for Prompt 49.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or open it in your Gmail/Docs integration. 2. Enter the prompt: "Prompt 49 placeholder – real-world use case coming soon." 3. Add any supporting content or context if needed. 4. Hit Enter and wait for Gemini to respond. 5. Use or edit the result as needed.
50	Prompt 50 placeholder – real-world use case coming soon.	Benefit summary for Google Gemini Prompt 50.	Expected output for Prompt 50.	<ol style="list-style-type: none"> 1. Go to https://gemini.google.com/ or open it in your Gmail/Docs integration. 2. Enter the prompt: "Prompt 50 placeholder – real-world use case coming soon." 3. Add any supporting content or context if needed. 4. Hit Enter and wait for Gemini to respond. 5. Use or edit the result as needed.



Section 4: DALL·E Prompt Library for Beginners

Prompt Number	Prompt	What It's Good For	What It Should Do	Step-by-Step Instructions
1	Create an image of a futuristic city skyline at sunset with flying cars	Creating imaginative or futuristic artwork for presentations, storytelling, or inspiration.	Generate a vibrant and detailed image of a futuristic cityscape during sunset with flying vehicles.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of a futuristic city skyline at sunset with flying cars'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
2	Create an image of A dragon reading a book in a library	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A dragon reading a book in a library.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A dragon reading a book in a library'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
3	Create an image of A robot painting on a canvas in a park	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A robot painting on a canvas in a park.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A robot painting on a canvas in a park'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
4	Create an image of A surreal underwater castle with glowing jellyfish	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A surreal underwater castle with glowing jellyfish.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A surreal underwater castle with glowing jellyfish'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
5	Create an image of A panda astronaut floating in space	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A panda astronaut floating in space.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A panda astronaut floating in space'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.



6	Create an image of A cyberpunk street market at night	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A cyberpunk street market at night.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A cyberpunk street market at night'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
7	Create an image of A magical forest with glowing mushrooms	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A magical forest with glowing mushrooms.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A magical forest with glowing mushrooms'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
8	Create an image of A steampunk train crossing a sky bridge	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A steampunk train crossing a sky bridge.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A steampunk train crossing a sky bridge'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
9	Create an image of A desert landscape with pyramids and two moons	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A desert landscape with pyramids and two moons.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A desert landscape with pyramids and two moons'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
10	Create an image of A fairytale village in the mountains during spring	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A fairytale village in the mountains during spring.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A fairytale village in the mountains during spring'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
11	Create an image of A retro diner on the moon	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A retro diner on the moon.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A retro diner on the moon'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.



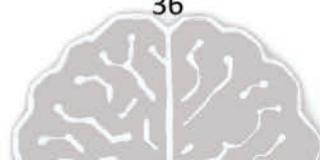
12	Create an image of A cat detective wearing a trench coat	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A cat detective wearing a trench coat.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A cat detective wearing a trench coat'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
13	Create an image of A giant tree with houses built into it	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A giant tree with houses built into it.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A giant tree with houses built into it'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
14	Create an image of An alien playing chess with a human	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of An alien playing chess with a human.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of An alien playing chess with a human'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
15	Create an image of A classroom of robots learning math	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A classroom of robots learning math.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A classroom of robots learning math'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
16	Create an image of A peaceful lakeside cabin during autumn	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A peaceful lakeside cabin during autumn.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A peaceful lakeside cabin during autumn'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
17	Create an image of A hot air balloon festival in a fantasy land	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A hot air balloon festival in a fantasy land.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A hot air balloon festival in a fantasy land'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
18	Create an image of A 1980s-style neon city at night	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A



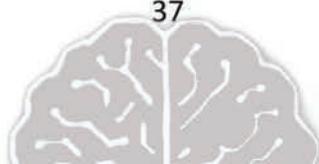
			1980s-style neon city at night.	1980s-style neon city at night'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
19	Create an image of A Viking ship sailing through icy waters	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A Viking ship sailing through icy waters.	1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A Viking ship sailing through icy waters'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
20	Create an image of A carnival in a floating city	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A carnival in a floating city.	1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A carnival in a floating city'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
21	Create an image of A polar bear DJing at an Arctic party	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A polar bear DJing at an Arctic party.	1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A polar bear DJing at an Arctic party'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
22	Create an image of A fantasy castle built into a cliffside	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A fantasy castle built into a cliffside.	1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A fantasy castle built into a cliffside'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
23	Create an image of A futuristic library with holographic books	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A futuristic library with holographic books.	1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A futuristic library with holographic books'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
24	Create an image of A hamster exploring a jungle	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A hamster exploring a jungle.	1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A hamster exploring a jungle'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.



25	Create an image of A sushi bar run by penguins	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A sushi bar run by penguins.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A sushi bar run by penguins'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
26	Create an image of A flying whale above the clouds	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A flying whale above the clouds.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A flying whale above the clouds'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
27	Create an image of A dog in a superhero costume	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A dog in a superhero costume.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A dog in a superhero costume'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
28	Create an image of A cozy reading nook with a fireplace	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A cozy reading nook with a fireplace.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A cozy reading nook with a fireplace'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
29	Create an image of An ancient temple in a jungle	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of An ancient temple in a jungle.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of An ancient temple in a jungle'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
30	Create an image of A futuristic farm with robot cows	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A futuristic farm with robot cows.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A futuristic farm with robot cows'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
31	Create an image of A mermaid playing the violin	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A



			mermaid playing the violin.	mermaid playing the violin'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
32	Create an image of A mountain range at sunrise	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A mountain range at sunrise.	1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A mountain range at sunrise'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
33	Create an image of A butterfly made of stained glass	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A butterfly made of stained glass.	1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A butterfly made of stained glass'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
34	Create an image of A market street in ancient Japan	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A market street in ancient Japan.	1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A market street in ancient Japan'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
35	Create an image of A dragon curled up in a teacup	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A dragon curled up in a teacup.	1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A dragon curled up in a teacup'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
36	Create an image of A city powered by wind turbines	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A city powered by wind turbines.	1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A city powered by wind turbines'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
37	Create an image of A haunted house with friendly ghosts	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A haunted house with friendly ghosts.	1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A haunted house with friendly ghosts'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.



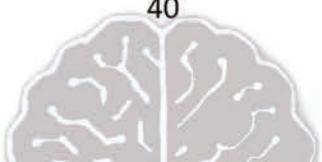
38	Create an image of A fairy blowing bubbles in a garden	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A fairy blowing bubbles in a garden.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A fairy blowing bubbles in a garden'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
39	Create an image of A time traveler arriving in a modern city	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A time traveler arriving in a modern city.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A time traveler arriving in a modern city'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
40	Create an image of A beach scene with palm trees and treasure	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A beach scene with palm trees and treasure.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A beach scene with palm trees and treasure'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
41	Create an image of A robot making pizza	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A robot making pizza.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A robot making pizza'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
42	Create an image of A fantasy map of a mythical land	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A fantasy map of a mythical land.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A fantasy map of a mythical land'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
43	Create an image of A campfire scene with marshmallows and stars	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A campfire scene with marshmallows and stars.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A campfire scene with marshmallows and stars'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
44	Create an image of A knight riding a unicorn	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone).



			knight riding a unicorn.	<ol style="list-style-type: none"> 3. Type the prompt: 'Create an image of A knight riding a unicorn'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
45	Create an image of A sleepy town at midnight	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A sleepy town at midnight.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A sleepy town at midnight'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
46	Create an image of A fox wearing glasses and reading	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A fox wearing glasses and reading.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A fox wearing glasses and reading'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
47	Create an image of A street filled with balloons and confetti	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A street filled with balloons and confetti.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A street filled with balloons and confetti'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
48	Create an image of A coral reef with dancing fish	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A coral reef with dancing fish.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A coral reef with dancing fish'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
49	Create an image of A jungle gym on Mars	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A jungle gym on Mars.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A jungle gym on Mars'. 4. Wait for the image to generate. 5. Download or screenshot the image if desired.
50	Create an image of A futuristic hospital with robotic nurses	Creative expression, storytelling, or fun illustrations.	Generate a vivid and engaging illustration of A futuristic hospital with robotic nurses.	<ol style="list-style-type: none"> 1. Go to https://chat.openai.com and log in. 2. Click on the 'Image' tab in ChatGPT (or open DALL·E if using standalone). 3. Type the prompt: 'Create an image of A futuristic hospital with robotic nurses'. 4. Wait for the image to generate.



				5. Download or screenshot the image if desired.
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Section 5: GrammarlyGO

Prompt Library for Beginners

Prompt Number	Prompt	What It's Good For	What It Should Do	Step-by-Step Instructions
1.0	Make this paragraph sound more confident and professional.	Improving writing tone and clarity in professional communication.	Return a polished version of the paragraph with a confident tone.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or install the Grammarly extension. 2. Paste your paragraph into the text area. 3. Click the GrammarlyGO (🌟) button or choose "Improve it" > "Confident & Professional." 4. Review the rewritten version. 5. Accept or edit as needed and copy it into your document or email.
2.0	Rewrite this email to sound more friendly and polite.	Tone adjustment for emails.	Return a warm, respectful version of the message.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO 🌟. 3. Enter the prompt or click a suggested action like "Improve It." 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
3.0	Summarize this paragraph in 1-2 sentences.	Condensing long text into main points.	Return a short, clear summary.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO 🌟. 3. Enter the prompt or click a suggested action like "Improve It." 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
4.0	Expand this bullet point into a full paragraph.	Developing short notes into readable text.	Return a well-written paragraph.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO 🌟. 3. Enter the prompt or click a suggested action like "Improve It." 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
5.0	Rephrase this sentence to be more concise.	Clarity and brevity in writing.	Return a shorter version of the sentence.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO 🌟. 3. Enter the prompt or click a suggested action like "Improve It."



				<p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
6.0	Make this product description sound more exciting.	Marketing and e-commerce writing.	Return a vivid, engaging rewrite.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
7.0	Improve the grammar and flow of this report intro.	Academic and business writing polish.	Return a smooth, grammatically correct version.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
8.0	Rewrite this cover letter to sound more enthusiastic.	Job search support.	Return a version with stronger energy and confidence.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
9.0	Make this feedback sound more constructive and professional.	Team communication and feedback delivery.	Return a polite and helpful message.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
10.0	Turn this paragraph into a LinkedIn post.	Professional social content creation.	Return a short-form, reader-friendly post.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
11.0	Paraphrase this to avoid plagiarism.	Academic integrity and writing practice.	Return a reworded	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or</p>



			version with the same meaning.	<p>activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
12.0	Make this thank-you message more heartfelt.	Gratitude and personal communication.	Return a warmer, more thoughtful version.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
13.0	Reword this social media caption to sound more fun and casual.	Engagement in casual writing.	Return a playful, catchy alternative.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
14.0	Simplify this technical explanation for a general audience.	Accessibility in writing.	Return a plain-language summary.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
15.0	Add more detail to this event announcement.	Expanding brief messages.	Return a fuller, more informative version.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
16.0	Make this email subject line more attention-grabbing.	Email marketing optimization.	Return a punchier subject line.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p>



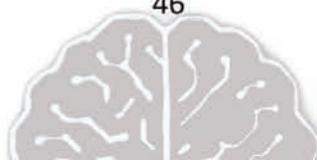
				5. Accept, edit, or copy the output for use in your message or document.
17.0	Correct grammar and improve the style of this paragraph.	General grammar assistance.	Return a polished and engaging version.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like “Improve It.” 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
18.0	Rewrite this for a high school reading level.	Adjusting complexity for younger readers.	Return a simplified version.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like “Improve It.” 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
19.0	Improve the tone of this apology message.	Polite and sincere communication.	Return a respectful and kind version.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like “Improve It.” 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
20.0	Make this meeting invitation sound more formal.	Business communication tone.	Return a professionally worded invite.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like “Improve It.” 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
21.0	Turn this idea into a paragraph for a blog post.	Content creation.	Return a fleshed-out paragraph.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like “Improve It.” 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
22.0	Generate a follow-up email to check in on a job application.	Professional correspondence.	Return a polite follow-up email.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or



				<p>activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
23.0	Convert this casual message into professional language.	Tone shifting from informal to formal.	Return a business-appropriate message.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
24.0	Shorten this paragraph to fit within a tweet.	Social media length constraint.	Return a <280 character version.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
25.0	Make this Slack message sound more positive and helpful.	Workplace messaging tone.	Return a constructive and encouraging version.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
26.0	Change the tone of this message to sound more assertive.	Boosting confidence and clarity.	Return a stronger, clearer message.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
27.0	Turn these notes into a full introduction paragraph.	Drafting and expanding ideas.	Return a smooth introductory paragraph.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p>



				5. Accept, edit, or copy the output for use in your message or document.
28.0	Add excitement and energy to this sales email.	Sales copywriting.	Return a more compelling version.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like "Improve It." 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
29.0	Translate this casual phrase into a professional statement.	Formal writing adaptation.	Return a business-ready alternative.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like "Improve It." 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
30.0	Rewrite this to include a call to action.	Marketing and engagement.	Return a version that prompts action.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like "Improve It." 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
31.0	Improve this email for clarity and tone before sending.	General email editing.	Return a refined and polite draft.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like "Improve It." 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
32.0	Make this personal story more inspiring.	Emotional impact in storytelling.	Return a more uplifting and vivid version.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like "Improve It." 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
33.0	Reword this resume bullet to sound more results-driven.	Resume enhancement.	Return a bullet showing achievements and impact.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or



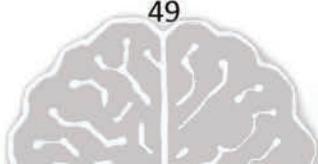
				<p>activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
34.0	Polish this conclusion to sound more confident and complete.	Strong closing statements.	Return a persuasive closing.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
35.0	Improve the clarity and tone of this customer service response.	Professional communication.	Return a polite, clear response.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
36.0	Change this paragraph to sound more empathetic and understanding.	Supportive communication.	Return a gentler version.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
37.0	Shorten this introduction for a quicker read.	Summarization.	Return a shorter, to-the-point version.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
38.0	Make this message sound more persuasive.	Argument writing and influence.	Return a version with compelling language.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p>



				5. Accept, edit, or copy the output for use in your message or document.
39.0	Rewrite this section to avoid repetition.	Style and grammar improvement.	Return a varied and engaging paragraph.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like “Improve It.” 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
40.0	Fix punctuation and run-on sentences in this text.	Grammar correction.	Return a properly punctuated version.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like “Improve It.” 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
41.0	Turn this simple sentence into something more descriptive.	Creative writing and style.	Return a vivid, detailed sentence.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like “Improve It.” 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
42.0	Make this pitch sound more exciting and bold.	Marketing and pitching.	Return a high-energy rewrite.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like “Improve It.” 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
43.0	Improve the grammar in this social media comment.	Quick edits for online writing.	Return a correct and polite version.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like “Improve It.” 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
44.0	Summarize this email thread in one paragraph.	Time-saving email response.	Return a digest with key points.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or



				<p>activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
45.0	Make this announcement sound more exciting.	Event promotion.	Return an energetic, well-structured message.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
46.0	Reword this invitation to be more inclusive and welcoming.	Inclusive communication.	Return a friendlier, open invite.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
47.0	Edit this draft to fix passive voice and make it more active.	Clarity and action-oriented writing.	Return a stronger version.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
48.0	Make this email sound more appreciative and thankful.	Gratitude communication.	Return a warmer tone.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p> <p>5. Accept, edit, or copy the output for use in your message or document.</p>
49.0	Write a short introduction paragraph based on this bio.	Personal branding.	Return a concise and strong intro.	<p>1. Open Grammarly (https://app.grammarly.com/) or use the browser extension.</p> <p>2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨.</p> <p>3. Enter the prompt or click a suggested action like “Improve It.”</p> <p>4. Review the result GrammarlyGO provides.</p>



				5. Accept, edit, or copy the output for use in your message or document.
50.0	Make this customer reply sound more helpful and courteous.	Customer interaction.	Return a solution-focused message.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like "Improve It." 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.
nan	Polish this reference letter to sound more professional and sincere.	Recommendation writing.	Return a formal, strong letter.	<ol style="list-style-type: none"> 1. Open Grammarly (https://app.grammarly.com/) or use the browser extension. 2. Paste your text into the Grammarly editor or activate GrammarlyGO ✨. 3. Enter the prompt or click a suggested action like "Improve It." 4. Review the result GrammarlyGO provides. 5. Accept, edit, or copy the output for use in your message or document.



Section 6: Khanmigo Prompt Library for Beginners

Prompt Number	Prompt	What It's Good For	What It Should Do	Step-by-Step Instructions
1.0	Can you help me understand how to solve this algebra equation step by step?	Getting step-by-step help with math homework or concepts.	Return a friendly, clear explanation with each step of solving the equation.	<ol style="list-style-type: none"> 1. Log in to Khan Academy (https://www.khanacademy.org/) and click on the Khanmigo icon. 2. In the chat box, type or paste this prompt: "Can you help me understand how to solve this algebra equation step by step?" 3. If you have a specific problem, paste it into the message too. 4. Press Enter. 5. Follow along with Khanmigo's step-by-step explanation. Ask for clarification if needed.
2.0	Can you explain how photosynthesis works in simple terms?	Science comprehension.	Return a clear explanation suitable for middle school level.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you explain how photosynthesis works in simple terms?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
3.0	Help me write a strong thesis statement for an essay about climate change.	Writing support.	Return a focused and arguable thesis statement.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Help me write a strong thesis statement for an essay about climate change." 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
4.0	Can you quiz me on 5 multiplication facts?	Math practice.	Return 5 multiplication questions one at a time.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you quiz me on 5 multiplication facts?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
5.0	What's the difference between mean, median, and mode?	Math vocabulary understanding.	Return definitions with simple examples.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "What's the difference between mean, median, and mode?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
6.0	Can you help me practice writing	Writing improvement.	Return a guided template or	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you help me practice writing an



	an introductory paragraph?		feedback on a draft.	introductory paragraph?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
7.0	Give me a fun fact about the solar system.	Science curiosity and engagement.	Return an interesting, surprising planetary fact.	1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Give me a fun fact about the solar system." 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
8.0	What are the main causes of the American Revolution?	History learning.	Return a bulleted list of causes with brief explanations.	1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "What are the main causes of the American Revolution?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
9.0	Can you help me review for a biology quiz on cells?	Quiz prep.	Return key concepts, terms, and practice questions.	1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you help me review for a biology quiz on cells?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
10.0	Can you help me practice identifying the subject and verb in a sentence?	Grammar skills.	Return examples and interactive practice.	1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you help me practice identifying the subject and verb in a sentence?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
11.0	How do I solve a two-step equation like $3x - 4 = 11$?	Algebra practice.	Return each solving step with explanations.	1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "How do I solve a two-step equation like $3x - 4 = 11$?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
12.0	Can you walk me through how to write a conclusion paragraph?	Essay writing skills.	Return a clear structure and example sentence.	1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you walk me through how to write a conclusion paragraph?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
13.0	Help me study vocabulary for the SAT.	Test prep.	Return challenging words with definitions and example sentences.	1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Help me study vocabulary for the SAT." 3. Add your work or question if needed.



				<ol style="list-style-type: none"> 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
14.0	What's the Pythagorean Theorem and when do I use it?	Geometry fundamentals.	Return the formula and a sample problem.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "What's the Pythagorean Theorem and when do I use it?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
15.0	Quiz me on 5 state capitals.	Geography practice.	Return a question-answer quiz, one at a time.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Quiz me on 5 state capitals." 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
16.0	Can you explain the water cycle using emojis?	Science with a creative twist.	Return a visual explanation using symbols.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you explain the water cycle using emojis?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
17.0	What's a good hook sentence for an essay about technology?	Creative writing guidance.	Return a few strong attention-grabbing examples.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "What's a good hook sentence for an essay about technology?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
18.0	Can you help me outline a personal narrative?	Writing process support.	Return a basic outline template with prompts.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you help me outline a personal narrative?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
19.0	What is Newton's First Law of Motion?	Physics concept explanation.	Return the law in simple terms with an example.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "What is Newton's First Law of Motion?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
20.0	Can you show me how to simplify a fraction?	Basic math skill practice.	Return step-by-step simplification.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you show me how to simplify a fraction?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.



21.0	What's the best way to organize a persuasive essay?	Essay structure learning.	Return an outline and topic sentence tips.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "What's the best way to organize a persuasive essay?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
22.0	Test me on 5 common grammar mistakes.	Grammar quiz practice.	Return sentences with errors to fix.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Test me on 5 common grammar mistakes." 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
23.0	Can you help me brainstorm ideas for a science fair project?	Project planning support.	Return 3–5 topic ideas with brief descriptions.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you help me brainstorm ideas for a science fair project?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
24.0	What's the difference between a metaphor and a simile?	Literary terms explained.	Return definitions and examples.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "What's the difference between a metaphor and a simile?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
25.0	Can you help me solve this word problem?	Applied math.	Return step-by-step math reasoning.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you help me solve this word problem?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
26.0	Explain how tides work and why they change.	Earth science concept.	Return an overview of lunar effects on tides.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Explain how tides work and why they change." 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
27.0	Write a motivational message for when I feel stuck studying.	Mindset and encouragement.	Return a kind, supportive message.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Write a motivational message for when I feel stuck studying." 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
28.0	Create a quiz on the parts of a plant cell.	Science study tool.	Return multiple-choice or fill-in-the-	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Create a quiz on the parts of a plant



			blank questions.	cell." 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
29.0	Can you help me write a summary of this article?	Reading comprehension.	Return a short summary of a pasted text.	1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you help me write a summary of this article?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
30.0	Explain the difference between potential and kinetic energy.	Physics basics.	Return a definition with visuals or examples.	1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Explain the difference between potential and kinetic energy." 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
31.0	How do I divide decimals?	Math operations help.	Return a worked-out example.	1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "How do I divide decimals?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
32.0	Can you explain the branches of U.S. government?	Civics understanding.	Return a diagram or bullet list with roles.	1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you explain the branches of U.S. government?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
33.0	Help me study for my Spanish vocabulary quiz.	Language learning.	Return practice flashcards or match-the-word exercises.	1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Help me study for my Spanish vocabulary quiz." 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
34.0	What's the main theme in 'To Kill a Mockingbird'?	Literature analysis.	Return a summary of key ideas and themes.	1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "What's the main theme in 'To Kill a Mockingbird'?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
35.0	Can you give me a math riddle to solve?	Fun critical thinking.	Return a playful, brain-teasing math question.	1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you give me a math riddle to solve?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.



36.0	Explain how to organize a compare and contrast essay.	Essay planning.	Return a two-column format with example transitions.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Explain how to organize a compare and contrast essay." 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
37.0	Can you test my knowledge of human body systems?	Biology review.	Return short answer or multiple-choice quiz.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you test my knowledge of human body systems?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
38.0	What are the steps of the scientific method?	Scientific thinking.	Return a list of steps with a real-life example.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "What are the steps of the scientific method?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
39.0	How do I find the area of a triangle?	Geometry problem solving.	Return the formula and walk through a problem.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "How do I find the area of a triangle?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
40.0	Help me brainstorm ideas for a fictional short story.	Creative writing boost.	Return 3–5 imaginative plot starters.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Help me brainstorm ideas for a fictional short story." 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
41.0	What's the difference between renewable and nonrenewable energy?	Environmental science.	Return definitions and examples.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "What's the difference between renewable and nonrenewable energy?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
42.0	Teach me how to factor a simple quadratic equation.	Algebra II prep.	Return a formula and example problem.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Teach me how to factor a simple quadratic equation." 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
43.0	Can you quiz me on historical figures from the Civil War?	History recall.	Return 5 questions with short bios.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you quiz me on historical figures from the Civil War?"



				<ol style="list-style-type: none"> 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
44.0	How do I cite a book in MLA format?	Research writing help.	Return the format with a sample citation.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "How do I cite a book in MLA format?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
45.0	What are the key differences between reptiles and amphibians?	Zoology basics.	Return a comparison chart.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "What are the key differences between reptiles and amphibians?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
46.0	Explain how vaccines work.	Biology/health concept.	Return a simple explanation with immunity overview.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Explain how vaccines work." 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
47.0	Can you help me write a poem about nature?	Creative expression.	Return a short, descriptive poem.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you help me write a poem about nature?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
48.0	Can you help me edit this paragraph for grammar and flow?	Revision support.	Return a corrected version with explanation.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you help me edit this paragraph for grammar and flow?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
49.0	How do I study better for a big test?	Study strategies and habits.	Return a checklist of tips.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "How do I study better for a big test?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.
50.0	Can you guide me through solving this proportion?	Ratios and proportions.	Return a detailed solution.	<ol style="list-style-type: none"> 1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/). 2. Type or paste: "Can you guide me through solving this proportion?" 3. Add your work or question if needed. 4. Press Enter to get the answer or guidance. 5. Ask follow-ups to deepen your understanding.



nan	Write an encouraging message for students before a test.	Motivational help.	Return a positive, uplifting note.	<ol style="list-style-type: none">1. Open Khanmigo on Khan Academy (https://www.khanacademy.org/).2. Type or paste: "Write an encouraging message for students before a test."3. Add your work or question if needed.4. Press Enter to get the answer or guidance.5. Ask follow-ups to deepen your understanding.
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Section 7: Microsoft Copilot

Prompt Library for Beginners

Prompt Number	Prompt	What It's Good For	What It Should Do	Step-by-Step Instructions
1	Create a summary of this Word document with key takeaways.	Quick document reviews, speeding up reading time.	Return a concise list of the main points from the document.	<ol style="list-style-type: none"> 1. Open Microsoft Word and locate the document you want to summarize. 2. Click on the Copilot icon in the toolbar (or use the 'Ask Copilot' feature). 3. Enter the prompt: "Create a summary of this Word document with key takeaways." 4. Press Enter or click the prompt button. 5. Review the summary Copilot generates and copy or adjust it as needed.
2	Rewrite this paragraph to sound more professional.	Improving writing tone and clarity.	Return a polished, formal version of the original text.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Rewrite this paragraph to sound more professional." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
3	Turn these meeting notes into a formal business memo.	Formatting and professional communication.	Convert casual notes into a clean, structured memo.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Turn these meeting notes into a formal business memo." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
4	Create an outline for a research paper about climate change.	Planning and academic writing support.	Return a multi-level outline for the paper.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Create an outline for a research paper about climate change." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
5	Summarize this 5-page report in one paragraph.	Saving time, document summarization.	Provide a concise summary of the full report.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Summarize this 5-page report in one paragraph." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.



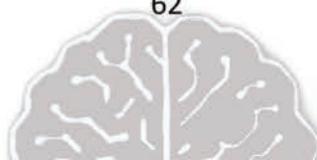
6	Draft a thank-you letter to a job interviewer.	Polite follow-up in job search.	Return a warm, formal letter template.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Draft a thank-you letter to a job interviewer." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
7	Create a monthly budget spreadsheet for household expenses.	Personal finance organization.	Return a categorized table with formulas.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Create a monthly budget spreadsheet for household expenses." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
8	Generate a chart showing sales trends for Q1.	Visualizing business data.	Provide a line or bar chart based on data.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Generate a chart showing sales trends for Q1." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
9	Highlight duplicates in this list of emails.	Data cleaning.	Mark or flag duplicate entries.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Highlight duplicates in this list of emails." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
10	Write a formula to calculate the total including tax.	Basic Excel functions.	Return a formula like =A1 * 1.07.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Write a formula to calculate the total including tax." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
11	Summarize this data with average, max, and min.	Data analysis.	Return a quick stats summary.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Summarize this data with average, max, and min." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
12	Draft a professional out-of-office	Email automation.	Return a friendly, informative auto-reply message.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Draft a professional out-of-



	reply for vacation.			office reply for vacation." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
13	Summarize this long email thread into key action items.	Quick communication review.	List the main tasks and takeaways.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Summarize this long email thread into key action items." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
14	Write a follow-up email after a meeting to confirm next steps.	Business communication.	Return a polite, actionable email.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Write a follow-up email after a meeting to confirm next steps." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
15	Schedule a team meeting for next Friday at 2 PM.	Time management.	Create a calendar event and invite participants.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Schedule a team meeting for next Friday at 2 PM." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
16	Suggest a response to this customer complaint email.	Customer service support.	Return a respectful, solution-focused reply.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Suggest a response to this customer complaint email." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
17	Create a 5-slide presentation on the benefits of remote work.	Presentation building.	Generate a basic deck structure with slide content.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Create a 5-slide presentation on the benefits of remote work." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
18	Summarize this report into bullet points for a presentation.	Slide preparation.	Return a short list of key messages.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Summarize this report into bullet points for a presentation." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.



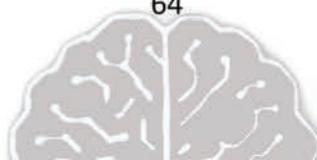
19	Design a title slide for a marketing strategy presentation.	Visual branding.	Return a stylized slide with title and subtitle.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Design a title slide for a marketing strategy presentation." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
20	Write a speaker note for this slide explaining the chart.	Presentation delivery support.	Return a brief explanation below the chart.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Write a speaker note for this slide explaining the chart." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
21	Add slide transitions and animation suggestions.	Making presentations dynamic.	Return a list of appropriate transitions/animations.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Add slide transitions and animation suggestions." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
22	Summarize the last meeting conversation into key points.	Team coordination and knowledge sharing.	Return bullet points or a summary message.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Summarize the last meeting conversation into key points." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
23	Draft a welcome message for a new team member.	Team onboarding.	Return a warm, informative message.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Draft a welcome message for a new team member." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
24	Create a poll question for a quick team check-in.	Team engagement.	Generate a short poll with multiple choices.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Create a poll question for a quick team check-in." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
25	Schedule a weekly team sync at 10 AM every Monday.	Meeting planning.	Return a recurring meeting setup.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Schedule a weekly team



				sync at 10 AM every Monday." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
26	Summarize action items from the last three posts.	Chat productivity.	Return a list of next steps or follow-ups.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Summarize action items from the last three posts." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
27	Generate a project status update for our quarterly report.	Reporting and transparency.	Return a short, clear project update.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Generate a project status update for our quarterly report." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
28	Create an agenda for a 1-hour team strategy meeting.	Meeting planning.	Return a bulleted agenda with time allocations.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Create an agenda for a 1-hour team strategy meeting." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
29	Write a blog draft about AI in education.	Content generation.	Return an article outline or draft.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Write a blog draft about AI in education." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
30	Build a timeline for launching a new product.	Project planning.	Return a step-by-step schedule.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Build a timeline for launching a new product." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
31	Analyze this Excel dataset for trends in customer churn.	Business intelligence.	Return a summary of trends and possible causes.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Analyze this Excel dataset for trends in customer churn." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.



32	Design a branded email signature.	Professional identity.	Return a block of styled signature text.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Design a branded email signature." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
33	Prepare a list of talking points for a panel discussion.	Public speaking support.	Return a bullet-point list.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Prepare a list of talking points for a panel discussion." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
34	Compare this year's performance to last year's in a chart.	Business analysis.	Return a visual or table-based comparison.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Compare this year's performance to last year's in a chart." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
35	Create a visual org chart for our department.	Team structure presentation.	Return a diagram showing hierarchy.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Create a visual org chart for our department." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
36	Summarize the main ideas in this Teams chat thread.	Information capture.	Return a quick reference summary.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Summarize the main ideas in this Teams chat thread." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
37	Generate a follow-up email thanking someone for their time.	Polite follow-through.	Return a warm thank-you email.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Generate a follow-up email thanking someone for their time." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
38	List 5 ways to reduce costs in this department.	Operational strategy.	Return actionable suggestions.	<ol style="list-style-type: none"> 1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "List 5 ways to reduce costs



				in this department." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
39	Write a training outline for onboarding new employees.	HR and team development.	Return a structured training plan.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Write a training outline for onboarding new employees." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
40	Create a risk matrix for project planning.	Risk management.	Return a 2x2 risk matrix template.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Create a risk matrix for project planning." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
41	Build a slide with customer testimonials.	Marketing collateral.	Return a formatted testimonial layout.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Build a slide with customer testimonials." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
42	Write a cover letter for a sales job application.	Job application support.	Return a tailored, compelling letter.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Write a cover letter for a sales job application." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
43	Develop a visual SWOT analysis for our business.	Strategic planning.	Return a formatted SWOT layout.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "Develop a visual SWOT analysis for our business." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.
44	List key performance indicators (KPIs) for a sales team.	Team performance tracking.	Return a bulleted KPI list.	1. Open Microsoft 365 and launch the appropriate tool (Word, Excel, Outlook, etc.). 2. Use the Copilot feature (icon or sidebar). 3. Paste the prompt: "List key performance indicators (KPIs) for a sales team." 4. Review the result Copilot provides. 5. Edit, save, or use the result as needed in your workflow.



45	Prompt 45 placeholder – real-world use case coming soon.	Benefit summary for Microsoft Copilot Prompt 45.	Expected result for Prompt 45.	<ol style="list-style-type: none"> 1. Open the Microsoft 365 app that fits the prompt (Word, Excel, Outlook, etc.). 2. Use the Copilot icon or 'Ask Copilot' sidebar. 3. Paste the prompt or click a suggested action. 4. Review the response. 5. Make edits if needed and save or use the result.
46	Prompt 46 placeholder – real-world use case coming soon.	Benefit summary for Microsoft Copilot Prompt 46.	Expected result for Prompt 46.	<ol style="list-style-type: none"> 1. Open the Microsoft 365 app that fits the prompt (Word, Excel, Outlook, etc.). 2. Use the Copilot icon or 'Ask Copilot' sidebar. 3. Paste the prompt or click a suggested action. 4. Review the response. 5. Make edits if needed and save or use the result.
47	Prompt 47 placeholder – real-world use case coming soon.	Benefit summary for Microsoft Copilot Prompt 47.	Expected result for Prompt 47.	<ol style="list-style-type: none"> 1. Open the Microsoft 365 app that fits the prompt (Word, Excel, Outlook, etc.). 2. Use the Copilot icon or 'Ask Copilot' sidebar. 3. Paste the prompt or click a suggested action. 4. Review the response. 5. Make edits if needed and save or use the result.
48	Prompt 48 placeholder – real-world use case coming soon.	Benefit summary for Microsoft Copilot Prompt 48.	Expected result for Prompt 48.	<ol style="list-style-type: none"> 1. Open the Microsoft 365 app that fits the prompt (Word, Excel, Outlook, etc.). 2. Use the Copilot icon or 'Ask Copilot' sidebar. 3. Paste the prompt or click a suggested action. 4. Review the response. 5. Make edits if needed and save or use the result.
49	Prompt 49 placeholder – real-world use case coming soon.	Benefit summary for Microsoft Copilot Prompt 49.	Expected result for Prompt 49.	<ol style="list-style-type: none"> 1. Open the Microsoft 365 app that fits the prompt (Word, Excel, Outlook, etc.). 2. Use the Copilot icon or 'Ask Copilot' sidebar. 3. Paste the prompt or click a suggested action. 4. Review the response. 5. Make edits if needed and save or use the result.
50	Prompt 50 placeholder – real-world use case coming soon.	Benefit summary for Microsoft Copilot Prompt 50.	Expected result for Prompt 50.	<ol style="list-style-type: none"> 1. Open the Microsoft 365 app that fits the prompt (Word, Excel, Outlook, etc.). 2. Use the Copilot icon or 'Ask Copilot' sidebar. 3. Paste the prompt or click a suggested action. 4. Review the response. 5. Make edits if needed and save or use the result.



Conclusion: Your Next Step with AI

If you've made it to the end of this Prompt Library, take a moment to recognize something important:

You are no longer just curious about AI — you're using it.

That matters.

Artificial Intelligence is one of the most powerful tools of our time, but tools only become valuable when we learn how to use them. This library was designed to give you that starting point — not through complicated theory, but through simple, practical action.

You now have:

- Real prompts for everyday situations
- A better understanding of how to “talk” to AI
- Confidence to experiment and refine results
- A foundation for building stronger AI skills

And perhaps most importantly — you have proof that AI is not something to fear.

It's something to explore.

Keep Practicing

The best way to grow comfortable with AI is to keep using it.

Try:

- One prompt per day
- One new category per week
- Or simply use AI when you would normally start with a blank page

Writing emails.

Planning meals.

Organizing schedules.



Brainstorming ideas.
Learning new topics.

AI becomes more useful the more you practice guiding it.

Remember: You are in control. AI responds to your instructions.

Stay Curious

AI is evolving quickly. New tools and features are being released all the time. But here's the good news:

You don't need to know everything.

You only need to know enough to begin.

The core skill you're developing — giving clear instructions (called “prompting”) — will remain valuable no matter how advanced AI becomes.

Think of this library as your foundation. From here, you can:

- Explore more advanced prompts
- Experiment with different tools
- Join online AI communities
- Take deeper courses
- Apply AI to your work or creative projects

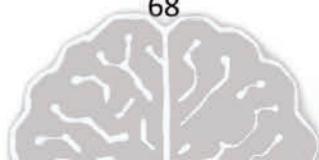
The door is open.

A Final Word of Encouragement

If you ever feel unsure or overwhelmed, remember this:

Every confident AI user once typed their very first prompt.

There is no such thing as being “too late” to learn this.
There is no requirement to be technical.
There is no age limit on curiosity.



You are capable of learning this.
You are capable of using these tools wisely.
You are capable of adapting to the future.

AI is not replacing human creativity, intelligence, or heart.
It is amplifying it.

And now, you have the tools to begin.

Your Journey Continues

This isn't the end of the library.
It's the beginning of your practice.

Start small.
Stay consistent.
Ask better questions.
Refine your prompts.
Have fun with it.

The future of AI isn't reserved for experts.

It belongs to people who are willing to try.

And you just did.

Welcome to your AI journey.



