

100 prompts for better work.

Twenty-five each for Copilot, Claude, ChatGPT and Grok —
written to what each one is actually good at.

● Copilot ● Claude ● ChatGPT ● Grok

ONE OF THE HUNDRED — COPILOT, EXCEL

“Find rows where the same customer name appears more
than once but the VAT number differs, and list them.”

For people who already have the tool

and still open a blank box and think, now what.



Before you start

How to use this pack

These are not magic words. They are instructions written the way you would brief a capable new colleague: specific task, specific output, specific constraint. Anything in [square brackets] is yours to fill in.

Why it is split by tool

The four assistants are genuinely different. Copilot can act on the actual file open in front of you. Claude holds long documents in its head and argues back. ChatGPT is the reliable generalist with strong data handling. Grok sees what people are saying right now. A prompt that plays to the wrong strength wastes your time.

One rule before you start

Do not paste client data, staff records, contracts under NDA or anything with personal details into a consumer AI account. Use your organisation's licensed version, or strip the identifying parts first. This takes ten seconds and has ended careers when skipped.

What is inside

Microsoft Copilot	Excel, Word, PowerPoint, Outlook, Teams and meetings	1-25
Claude	Documents and analysis, Writing, Spreadsheets and data logic, Slides and planning, Meetings and admin	26-50
ChatGPT	Excel and data, Word and documents, PowerPoint, Email and comms, Research and admin	51-75
Grok	Market and real-time, Competitors and business development, Content and social, Fast office use	76-100



Microsoft Copilot

Sits inside Office and acts on the file in front of you.

Copilot's advantage is context: it already has the workbook, the thread, the recording. Ask it about your data, not about the world.

EXCEL

- 1 Look at this sales table and tell me the three regions with the largest month-over-month decline, and what the common factor between them appears to be.
- 2 Add a column flagging any invoice more than 60 days old, and conditionally format anything past 90 days in red.
- 3 Build a PivotTable summarising revenue by product line and quarter, then chart it as a stacked column.
- 4 Explain what this formula does in plain English, then rewrite it so it is easier to maintain: [paste formula]
- 5 Find rows where the same customer name appears more than once but the VAT number differs, and list them.
- 6 Forecast the next two quarters from this monthly revenue column, and state the assumptions the forecast depends on.

WORD

- 7 Summarise this contract into a one-page brief covering payment terms, termination rights, liability caps, and anything non-standard.
- 8 Rewrite this policy at a plain-English reading level without changing a single obligation or deadline.
- 9 Compare this version against the previous draft and list every substantive change, ignoring formatting.
- 10 Turn these meeting notes into formal minutes with attendees, decisions, and an owner and date for each action.
- 11 Draft a two-page scope of work from this email thread, and mark anything the client has not actually confirmed.

POWERPOINT

- 12 Turn this report into a 10-slide deck for a board audience: one message per slide, no slide over 30 words.

- 13 Review this deck and tell me which slides repeat the same point, and which slide I should open with.
- 14 Add speaker notes to each slide that I could read aloud in 30 seconds.
- 15 Rewrite every slide title as a statement rather than a label, so “Q3 Results” becomes the actual finding.

OUTLOOK

- 16 Summarise every unread email from [client] this week and list only the items that need a reply from me.
- 17 Draft a reply declining this request, keeping the relationship warm and offering one alternative.
- 18 Find the email where we agreed the delivery date for [project], and quote it back to me with the date it was sent.
- 19 Write a follow-up on this thread. Six days, no response. Short, no guilt, easy to answer.
- 20 Go through my sent items from last week and list the commitments I made, with their deadlines.

TEAMS AND MEETINGS

- 21 Summarise this meeting recording into decisions made, open questions, and actions with owners.
- 22 I missed the first 20 minutes. Catch me up on what was decided before I joined.
- 23 List every objection raised in this call, and who raised it.
- 24 From this channel's last month of messages, list problems people have mentioned more than twice.
- 25 Draft the recap message I should post in the channel after this meeting.



Claude

Long documents, careful reasoning, and writing that sounds like you.

Claude will hold a hundred pages at once and tell you what is wrong with them. Use it when the thinking matters more than the speed.

DOCUMENTS AND ANALYSIS

- 26 Here are five supplier quotations. Build a comparison table on the dimensions that actually differ, and tell me which differences are material and which are noise.
- 27 Read this tender document and list every mandatory submission requirement with its page reference. Flag anything we would likely fail.
- 28 I am about to paste a long report. Before summarising it, tell me what kind of document it is and what the author is trying to get me to do.
- 29 Find the internal contradictions in this policy: places where two clauses cannot both be followed.
- 30 Here is a description of my dataset. Name three analyses that would change a decision, and three that would only look impressive.
- 31 Critique this business case as the CFO who has to approve it. Be specific about what you would push back on.
- 32 Read these 30 support tickets and tell me the three underlying causes, not the 30 symptoms.

WRITING

- 33 Draft this email in my voice. Here are three emails I have written before — match the rhythm, not just the vocabulary.
- 34 Write the hard version of this message: the one that says what I actually mean, without being rude.
- 35 Cut this 900-word update to 250 words without losing a single commitment or date.
- 36 Write three openings for this proposal, each with a different angle, and tell me which audience each one suits.
- 37 Turn this rambling voice-note transcript into a structured brief.
- 38 Rewrite this so someone skimming on a phone gets the point in the first two lines.

SPREADSHEETS AND DATA LOGIC

- 39 I need a formula that [describe the outcome in words]. Give me the formula, explain each part, and tell me what would break it.
- 40 My lookup returns errors on some rows. Here are five sample rows — diagnose it.
- 41 Design the column structure for a tracker that has to answer these four questions: [list]. Do not add columns nobody will fill in.
- 42 Here is a messy export. Write the steps to clean it in Excel with no macros, for someone non-technical to follow.

SLIDES AND PLANNING

- 43 I have 40 minutes and this material. Give me a slide-by-slide running order with timings.
- 44 Which single slide decides whether this deck works? Write that slide.
- 45 Turn this project into a week-by-week plan with the dependencies made explicit.
- 46 Here is my plan. Tell me the three ways it most likely fails, and the early warning sign of each.

MEETINGS AND ADMIN

- 47 Write a one-page prep sheet for this meeting: who is in the room, what each of them wants, and the two questions I should ask.
- 48 Convert these notes into a decision log: decision, who made it, date, and what it supersedes.
- 49 Draft an agenda for a meeting whose only purpose is to close out [issue] in 30 minutes.
- 50 I have 200 emails and three hours. Give me a triage rule set for what to answer, delegate, delete and defer.



ChatGPT

The dependable generalist, strongest on data and first drafts.

Best when you want something built quickly and are happy to edit: formulas, templates, outlines, dummy data, first passes.

EXCEL AND DATA

- 51 Here is my spreadsheet. Build a formula to [task], then show me a different approach so I can choose.
- 52 Write a Power Query step list to merge these three monthly exports into one table.
- 53 I will upload a CSV. Clean it, chart the trend, and tell me what stands out.
- 54 Generate 200 rows of realistic dummy data matching this schema so I can test my template.
- 55 Convert this messy date column to one consistent format, and tell me how many rows were ambiguous.
- 56 Give me the Excel formula and the Google Sheets equivalent for [task].

WORD AND DOCUMENTS

- 57 Draft an SOP for [process] with numbered steps, decision points, and an owner for each step.
- 58 Write three versions of this paragraph: formal, plain, and blunt.
- 59 Turn this procedure into a checklist that fits on one page.
- 60 Convert this into a reusable template with placeholders my team can fill in.
- 61 Proofread this for the errors spellcheck misses: wrong word, wrong number, wrong name.

POWERPOINT

- 62 Outline a 12-slide deck on [topic] with a one-line message per slide.
- 63 Suggest the right chart type for each of these five data points, and say why.
- 64 Write the script for a five-minute and a fifteen-minute version of this deck.
- 65 Give me an analogy that makes [technical concept] land with a non-technical audience.

EMAIL AND COMMS

- 66 Write a chasing email for an overdue invoice. Firm, not hostile, third attempt.
- 67 Draft an apology for [mistake] that takes responsibility without over-explaining.
- 68 Write the internal version and the client version of this same update.
- 69 Turn this long thread into a single summary I can forward to my manager.
- 70 Write a meeting request that makes it obvious why 20 minutes is worth it.

RESEARCH AND ADMIN

- 71 Compare these three tools on the criteria that matter for a five-person team, and tell me which one I would regret.
- 72 Draft ten interview questions for [role] that cannot be answered with rehearsed answers.
- 73 Build a simple RACI for this project.
- 74 Write a one-page onboarding note for someone joining this project in week six.
- 75 Turn this budget into a short narrative explaining where the money actually goes.

Grok

Live signal. What people are saying right now, not last year.

Use it for the present tense: sentiment, incidents, competitor noise, and the language real practitioners use. Verify anything you would act on.

MARKET AND REAL-TIME

- 76 What are people saying about [vendor or product] in the last 30 days? Separate genuine complaints from marketing.
- 77 Has anything happened with [company] this week that would change a procurement decision?
- 78 Find recent threads where people compare [tool A] and [tool B] in real use, not in reviews.
- 79 What is current sentiment among [industry] practitioners about [trend]? Quote actual posts.
- 80 Summarise the last 48 hours on [topic], and separate confirmed from rumour.
- 81 Who are the most-cited practitioners posting about [niche] right now?
- 82 Is there an outage, recall or incident affecting [product] that I should know before tomorrow's meeting?

COMPETITORS AND BUSINESS DEVELOPMENT

- 83 What is [competitor] publicly claiming this quarter, and what are customers saying in response?
- 84 What complaints come up most often about [category of service]? The recurring ones, not the one-offs.
- 85 What roles is [company] hiring for, and what does that suggest about where they are investing?
- 86 Find companies in [region or industry] publicly talking about [problem I solve].
- 87 What language do practitioners actually use for [problem]? Their words, not marketing words.

CONTENT AND SOCIAL

- 88 Here is my post draft. Tell me the strongest and the weakest line, and why.
- 89 What questions do people repeatedly ask about [topic]? Rank them by frequency.
- 90 Turn this long post into a thread that does not feel like a thread.

- 91 What is the counter-argument a smart person would make to this post?
- 92 Find posts about [topic] that earned engagement without being clickbait, and tell me what they had in common.

FAST OFFICE USE

- 93 Give me the 60-second version of [topic]. I am walking into a meeting about it.
- 94 I am about to meet [company]. What should I know that is not on their website?
- 95 Fact-check these three claims from a supplier's pitch deck.
- 96 What has changed about [regulation or standard] in the last year?
- 97 Three arguments for and three against [decision]. Strongest versions only.
- 98 What is the dumbest thing about how most people do [process]? Be specific.
- 99 Play the sceptic. I am about to spend [amount] on [thing]. Talk me out of it.
- 100 What am I not asking about [topic] that I should be?



Found one that saved you an hour?

That is the whole point of this pack. If a prompt here changed how a task goes, tell me which one — it shapes what goes into the next version.

Ops with Ai builds narrow AI agents that fix one specific operational bottleneck: document-heavy workflows, WhatsApp-based processes, warehouse stock, receivables. Not a platform. One problem, solved properly.

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