

16 Ways to Use Claude

A Practical Guide with Prompt Examples for Professionals and SMEs

Coursesinc AI Academy

Practical AI Skills for Everyday Work

This free guide contains 16 ways to use Claude to help office workers, managers, HR professionals and SME owners improve productivity, communicate better and save time at work.

1. Ask (Chat)

What it does:

General conversations, brainstorming, explanations, and writing assistance.

Example Prompt:

Explain the concept of emotional intelligence as if I am a beginner and provide three practical examples.

2. Render (Artifacts)

What it does:

Creates reports, tables, documents, diagrams, and structured outputs.

Example Prompt:

Create a project plan in table format for launching a new product over the next six months.

3. Stack (Plugins)

What it does:

Works with external applications and services.

Example Prompt:

Review my uploaded spreadsheet and summarize the key trends and insights.

4. Trigger (Skills)

What it does:

Creates reusable workflows and templates.

Example Prompt:

Create a reusable workflow that turns meeting notes into action items and follow-up emails.

5. Research (Web Search)

What it does:

Searches the internet and summarizes information.

Example Prompt:

Research the latest trends in remote work and summarize the top five findings.

6. Browse (Claude in Chrome)

What it does:

Reads and analyzes websites and webpages.

Example Prompt:

Analyze this website and identify three strengths and three areas for improvement.

7. Build (Cowork)

What it does:

Collaborates on large or complex projects.

Example Prompt:

Help me create a six-month business plan for a startup company.

8. Reason (Extended Thinking)

What it does:

Performs deeper analysis and complex reasoning.

Example Prompt:

Compare the advantages and disadvantages of working remotely versus working in an office.

9. Click (Computer Use)

What it does:

Guides users through software and digital tasks.

Example Prompt:

Provide step-by-step instructions for creating a pivot table in Excel.

10. Ship (Claude Code)

What it does:

Writes and explains computer code.

Example Prompt:

Write a Python script that reads a CSV file and calculates the average value in each column.

11. Speed (Sonnet 4.6)

What it does:

Provides quick responses and fast content generation.

Example Prompt:

Summarize this 10-page document into five key takeaways.

12. Slides (Gamma in Claude)

What it does:

Creates presentations and slide decks.

Example Prompt:

Create a seven-slide presentation explaining the basics of project management.

13. Mockup (Claude Design)

What it does:

Creates designs, layouts, and wireframes.

Example Prompt:

Design a homepage layout for an online bookstore.

14. Persist (Projects)

What it does:

Remembers project context and maintains continuity.

Example Prompt:

Remember that I am planning a home renovation project and continue using the same assumptions in future discussions.

15. Automate (Scheduled Tasks)

What it does:

Schedules recurring tasks and reminders.

Example Prompt:

Every Friday, prepare a summary of the most important technology news from the week.

16. Connect (Connectors)

What it does:

Accesses information from connected systems and files.

Example Prompt:

Review all documents in my folder and provide a consolidated summary of the key points.

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