



COMPANION TOOLKIT

The Claude-in-Your-Tools Cheat Sheets

Chrome · Excel · PowerPoint — commands, patterns, and prompts

Keep this beside you and Claude stops being a place you visit — it becomes a capable pair of hands inside the browser, spreadsheet, and slide deck you already have open.

A free companion toolkit for

The Complete Claude AI Bible (7-in-1)

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— SECTION 01

How to Use This Toolkit

Book 3 of *The Complete Claude AI Bible* makes one quiet but powerful shift: Claude stops being a destination you travel to and becomes a presence woven through your working day. Instead of opening a separate window, copying your work in, getting an answer, and carrying it back, you simply talk to Claude inside the tool you're already in — the browser tab, the spreadsheet, the slide deck.

This cheat-sheet pack turns that idea into something you can act on now. It is a reference, not a story. Keep it open in a second window, or print it and lay it beside your keyboard.

Here is how the pieces fit together:

- ◆ **The three tool sections** (Chrome, Excel, PowerPoint) each give you what the tool can and can't do, the safety habit that keeps you in charge, and a cheat sheet of copy-ready prompts — each with a worked example.
- ◆ **The One-Page Quick Reference** is the page to glance at when you just need "which prompt do I paste?"
- ◆ **Choosing the Right Surface** answers Book 3's closing question: with Claude almost everywhere, which one do you reach for?
- ◆ **Cross-Tool Workflows** show the real magic: chaining tools so one task flows from research to analysis to presentation without re-typing anything.

A few conventions: **prompt blocks** are meant to be copied and adapted, with anything in [square brackets] a placeholder to replace. **Output blocks** show the kind of result to expect. **Callouts** flag what's worth slowing down for — Tips save time, Watch Outs keep you safe, and Key Ideas are principles to remember.

KEY IDEA

The whole point of "Claude everywhere" is to remove the friction of switching. Before you copy anything out of an app, ask one question first: is Claude available right here?

One note on plans and setup. These tools sit at different tiers — Claude in Excel arrives on Pro and above, Claude in PowerPoint on Max and above. Setup is an ordinary extension or add-in install. Book 3 walks through each step; this pack assumes you've got the tool open and ready to talk to.

— SECTION 02

Claude in Chrome — Your Browser Agent

You spend a large part of your day in a browser. Claude in Chrome is an extension that opens in a side panel beside the page you're on. It can see what you see — text, forms, buttons — and, with your permission, act on the page: clicking, typing, scrolling, and moving between tabs the way you would.

This is the first tool in Book 3 where Claude doesn't just advise — it does. That word *agent* matters: an agent is an AI that takes actions, not just produces text. You describe the outcome; it performs the clicks.

What it can and can't do

The everyday use is gentle: open the panel on a long article and ask it to summarize. Because the page is already shared context, there's no copying or pasting. The real power emerges when you ask it to act.

GREAT AT

- + Reading and summarizing the page you're on
- + Extracting details across several open tabs into one place
- + Filling repetitive forms and transferring details
- + Following multi-step processes that span pages
- + Repeating a routine you've recorded once

NOT THE RIGHT TOOL FOR

- Anything you'd hesitate to do yourself on an untrusted site
- Acting on instructions written in a web page you don't trust
- Approving payments or submissions you haven't read
- Replacing your own judgement on consequential clicks
- Working unattended on high-risk actions

WATCH OUT

Claude in Chrome can click and submit on real websites. Always read its proposed plan before you approve it — especially anything that submits, sends, or pays. Start with read-only tasks until you trust how it behaves, and never confirm an action you don't fully understand. The built-in "ask before acting" model proposes a plan and waits for your approval; high-risk steps always pause. Your own caution is the second layer of that safety.

How the safeguard works

For anything beyond simply reading a page, the pattern keeps you in charge:

- 1 **Claude proposes a plan** — it tells you what it intends to do before doing it.
- 2 **You approve the boundaries** — Claude acts only within what you allowed.
- 3 **High-risk actions always pause** — consequential steps stop for your explicit say-so.

Apply the same link-and-trust instincts you use in everyday life: don't let the agent act on instructions from a page you don't trust, and treat read-only tasks as your safe starting ground.

Cheat sheet: copy-ready Chrome prompts

SUMMARISE THE CURRENT PAGE

● PROMPT

[edit the brackets](#)

Summarise this page in [5] bullet points. Focus on [the practical takeaways / the key facts / what I need to decide]. Flag anything that looks like a claim I should verify.

EXAMPLE

On a long policy article you ask: "Summarise this page in 5 bullets, focus on what changed and the dates it takes effect, and flag anything I should verify." Claude returns a tight summary and notes one figure worth double-checking — saving a ten-minute read.

EXTRACT PAGE CONTENT INTO A TABLE

● PROMPT

[edit the brackets](#)

Pull the [products / contacts / specifications] from this page into a table with columns for [name], [price], and [key detail]. Leave a cell blank if the page doesn't say.

EXAMPLE

On a directory page you ask: "Pull the contacts into a table with columns for name, role, and email; leave a cell blank if the page doesn't say." Claude assembles a clean table you can keep as an Artifact — no manual copying.

COMPARE SEVERAL OPEN TABS

● PROMPT

edit the brackets

Compare the [items] open in my tabs on [criteria A], [criteria B], and [criteria C], and put it in a table. Note which one wins on each criterion.

EXAMPLE

You're choosing an office chair with four product pages open in separate tabs. You ask: "Compare the chairs open in my tabs on price, weight capacity, warranty, and customer rating, and put it in a table." Claude reads across the tabs and builds the comparison. Ten minutes of squinting becomes one request — and because it only reads, it's risk-free.

WHAT YOU GET BACK

CHAIR	PRICE	WEIGHT CAP.	WARRANTY	RATING
A	\$249	130 kg	5 yrs	4.6
B	\$189	110 kg	2 yrs	4.3
C	\$215	120 kg	3 yrs	4.5

FILL A FORM (REVIEW BEFORE SUBMITTING)

● PROMPT

edit the brackets

Fill this form using these details: [name], [email], [the other fields]. Show me the completed form and your plan, but do NOT submit it until I confirm.

EXAMPLE

For a repetitive registration you ask: "Fill this form with [your details]; show me the completed form and your plan, but don't submit until I confirm." Claude enters everything and pauses. You glance over the fields, then approve. The typing is gone; the decision to submit stays yours.

RESEARCH WHILE BROWSING

● PROMPT[edit the brackets](#)

I'm researching **[topic]**. Read the open tabs, pull out the key facts on **[angle]**, and list any contradictions between sources. Don't change anything on the pages.

EXAMPLE

While comparing three articles you ask: "Read the open tabs, pull out the key claims about cost, and list any contradictions between sources." Claude assembles the points and flags where two sources disagree — turning scattered reading into one clear briefing.

TIP

Keep a clear personal rule for what you'll let Claude act on versus only read. A good default: read freely, but pause and inspect every step that submits, sends, or pays.

— SECTION 03

Claude in Excel — An Analyst in Your Spreadsheet

Spreadsheets are where a great deal of real work happens — and where many people feel least confident. Claude in Excel is an add-in that opens in a panel beside your workbook. It reads and understands your data, formulas, and the relationships between cells, and helps you work with them in plain language.

The leap is that it removes the wall between knowing what you want and knowing how to do it in Excel. You may not remember the formula for a weighted average, but you know the question you're trying to answer. You describe the goal; Claude produces the formula or table, often explaining what it did so you learn as you go.

The describe-the-outcome approach

The single habit that unlocks Claude in Excel is this: describe the outcome, not the mechanics. Don't reach for the function name you half-remember. Say what you want the sheet to show, and let Claude bridge the gap.

INSTEAD OF ASKING...	DESCRIBE THE OUTCOME
"Write a SUMIFS across these ranges"	"Show me total sales by region"
"Use VLOOKUP to match these IDs"	"Add the customer name next to each order"
"Make a pivot table"	"Build a summary of spend by category and month"
"Apply conditional formatting"	"Highlight the months that were above average"

Because Claude can see your sheet, your requests refer to the data directly — "What's the total in column D?", "Which months were above average?" — and the changes appear in the sheet, not a separate window you then reconcile.

KEY IDEA

Claude in Excel works to preserve your formulas and dependencies rather than overwrite living formulas with static numbers. That's what lets it clean and extend a real working spreadsheet without quietly dismantling the logic underneath. You remain the analyst.

Cheat sheet: copy-ready Excel prompts

FORMULAS — WRITTEN AND EXPLAINED

● PROMPT

[edit the brackets](#)

Add a column that calculates [the difference between budget and actual / a running total / a weighted average of column X]. Then explain in one sentence what the formula does.

ANALYSIS — ANSWERING QUESTIONS ABOUT THE DATA

● PROMPT

[edit the brackets](#)

Looking at this data: what's the [total / average] for [column], which [rows] are [above average / outliers], and what trend do you see over [time period]?

DATA CLEANING — TAMING A MESSY EXPORT

● PROMPT

[edit the brackets](#)

Standardise the [region] names into consistent labels, then fill or flag the blank [amount] cells. Show me what you changed before applying it.

BUILDING A SUMMARY OR REPORT TABLE

● PROMPT

[edit the brackets](#)

Create a summary table of [total sales] by [region] and by [month], formatted so I can drop it straight into a report.

ASKING CLAUDE TO CHECK ITS OWN WORK

● PROMPT

[edit the brackets](#)

Explain what this formula does and confirm it matches what I asked for: [paste or reference the cell].

A worked example: from messy export to monthly summary

Imagine you've exported a year of sales — hundreds of rows with date, region, product, and amount, but with inconsistent region names ("N.E.," "Northeast," "north east") and a few blanks. On your own, tidying this would be a tedious afternoon. With Claude in Excel, you work through it in conversation:

- ◆ "Standardise the region names into consistent labels."
- ◆ "Fill or flag the blank amounts."
- ◆ "Create a summary table of total sales by region and by month."

WHAT YOU GET BACK

REGION	JAN	FEB	MAR	...	TOTAL
Northeast	12,400	11,900	13,200	...	152,300
Southwest	9,800	10,500	10,100	...	121,700
Midwest	8,200	8,600	9,050	...	104,900

Step by step, the mess becomes a clean dataset and a clear summary you can drop into a report. Notice the rhythm: you direct, Claude executes, and the spreadsheet improves in steps you can see and check — the same generate-and-refine loop you know from Artifacts, now on your real data.

TIP

On important work, test on a small sample first. Before letting Claude clean a 5,000-row file, ask it to "do this for the first 20 rows so I can check, then apply it to the rest." Keep a copy of the original before any big change. The verification principle applies with particular force to numbers — a small error in a figure misleads in ways a wordy mistake never would. Sanity-check the totals, spot-check a calculation, and ask Claude to explain any formula you'll rely on.

— SECTION 04

Claude in PowerPoint — On-Brand Slides from a Conversation

A slide deck is one of the most common — and most dreaded — deliverables in working life. The content is often the easy part; the hours disappear into layout, alignment, and keeping everything on-brand. Claude in PowerPoint takes on exactly that burden. It builds and edits slides directly inside PowerPoint, and — unlike generic slide generators — it reads your own template so the decks already match your fonts, colors, and layouts.

That template-reading is the whole difference. Most automated slide makers produce generic decks you then have to restyle. Claude instead reads your slide master, layouts, fonts, and colors, and follows them — giving you a deck you can refine, not one you must rebuild. That's where most of the time-savings come from.

Two ways to start

- ◆ **From an outline or notes** — give Claude your content ("build a six-slide update from these notes") and it lays it out across slides in your template.
- ◆ **From an existing deck** — ask Claude to improve, restructure, or extend a presentation you already have, tightening and tidying as it goes.

Cheat sheet: copy-ready PowerPoint prompts

OUTLINE → DECK

● PROMPT

[edit the brackets](#)

Build a [five]-slide [project update]: a title slide, [where we are], [what's next], [risks], and a summary — from these notes: [paste notes]. Use my template's fonts and colours.

SPEAKER NOTES

● PROMPT

[copy & send](#)

Add speaker notes to each slide — a few natural sentences I can say out loud that expand on the bullets without just reading them.

TIGHTENING SLIDES

● PROMPT

edit the brackets

This slide is too dense. Shorten the bullets to **[no more than six words each]**, keep only the **[three]** strongest points, and move the detail into the speaker notes.

SUGGESTING VISUALS AND LAYOUT

● PROMPT

edit the brackets

Suggest a clearer layout for this slide and where a chart, icon, or image would help. Make slide **[three]** a two-column layout.

RESTRUCTURING AN EXISTING DECK

● PROMPT

copy & send

Review this deck for flow. Reorder the slides into a logical story, flag any that repeat each other, and tell me which slide is missing a clear takeaway.

A worked example: an on-brand project update

You need a short update deck for a project meeting. You open PowerPoint with your company template and tell Claude: *"Build a five-slide project update — a title slide, where we are, what's next, risks, and a summary — from these notes,"* and paste your notes.

Claude produces the five slides, laid out in your fonts and colors. Then you refine in conversation:

- ◆ "Make slide three a two-column layout."
- ◆ "Shorten the bullets on the risks slide."
- ◆ "Add a closing slide with next steps and owners."

In a few minutes you have a finished, on-brand deck that began as a paragraph of notes — minutes instead of an afternoon.

NOTE

Claude in PowerPoint also shares context with Claude in Excel. Analysis you did in a spreadsheet can carry into your slides without re-typing the numbers — see the Cross-Tool Workflows section below.

— SECTION 05

One-Page Quick Reference

When you just need "which surface, and what do I paste?", this is the page.

TASK	SURFACE	EXAMPLE PROMPT
Summarise a long article	Chrome	"Summarise this page in 5 bullets; flag claims to verify."
Compare options across tabs	Chrome	"Compare the items in my tabs on price, X, and Y in a table."
Pull data off a web page	Chrome	"Pull the [items] on this page into a table with columns for..."
Fill a repetitive web form	Chrome	"Fill this form with [details]; show me your plan before submitting."
Research across sources	Chrome	"Read my open tabs, pull key facts on [angle], list contradictions."
Clean a messy dataset	Excel	"Standardise the [column] labels and flag blank cells; show changes first."
Write or explain a formula	Excel	"Add a column that calculates [X], then explain the formula."
Analyse numbers (totals, trends)	Excel	"What's the total, the outliers, and the trend in this data?"
Build a summary table	Excel	"Summarise [metric] by [category] and [month] for a report."
Sanity-check an analysis	Excel	"Explain this formula and confirm it matches what I asked."
Build a deck from notes	PowerPoint	"Build a 5-slide update from these notes in my template."
Tighten a wordy slide	PowerPoint	"Shorten these bullets to 6 words; move detail to speaker notes."
Add speaker notes	PowerPoint	"Add natural speaker notes that expand on each slide's bullets."
Present existing analysis	PowerPoint	"Turn this analysis into a short deck for the team."

— SECTION 06

Choosing the Right Surface

With Claude available almost everywhere — web, desktop, mobile, browser, Office apps, and team chat like Slack — the question is no longer "can Claude help here?" but "which Claude should I reach for?" Book 3's answer is refreshingly simple.

KEY IDEA

Go to the work; don't make the work come to you. Whatever app you're already in, ask whether Claude is available there before you copy anything out. The best surface is almost always the one already open in front of you.

A simple guide

IF THE TASK LIVES IN...	REACH FOR...	BECAUSE...
A web page or several browser tabs	Claude in Chrome	The page is already shared context — no copy/paste.
A spreadsheet of numbers	Claude in Excel	It edits in the live sheet and keeps your formulas intact.
A slide deck	Claude in PowerPoint	It reads your template so the deck is already on-brand.
A team conversation	Claude in Slack	Help arrives where the team's work already happens.
Focused work at your desk	Desktop app	Faster, always within reach — and the gateway to Cowork.
Someone else's computer / zero setup	Web app	Nothing to install; works anywhere and stays current.
A moment away from your desk	Mobile app	Capture the idea, photo, or question before it slips away.

Two surfaces worth a closer look

Desktop vs. web. Conversations sync across web, desktop, and mobile, so you needn't choose only one. Use the desktop app as your daily home base — quicker to open and the launchpad for Cowork, the agent Book 4 unlocks. Keep the web app for when you're on another computer or want zero setup.

Mobile's special role is capture. The phone is always with you, making it the natural front door to your whole Claude system. Speak a long idea using voice; photograph a form, sign, or page and ask about it on the spot. Because conversations sync, anything you start on mobile is waiting on your desktop. The rhythm to build: capture on mobile, develop on desktop. The phone removes the excuse of "I'll do it later"; the desktop gives you room to do it well.

— SECTION 07

Cross-Tool Workflows

The biggest payoff of "Claude everywhere" isn't help in each app — it's help that follows you between them. Here are three workflows that chain tools so one task flows end to end without copying work by hand.

Workflow 1 — Research in Chrome → analyse in Excel → present in PowerPoint

- ◆ **Chrome.** Comparing vendors, with several quote pages open, ask: "Compare the vendors in my tabs on price, lead time, and rating in a table." Claude builds it; you keep it as an Artifact.
- ◆ **Excel.** Drop the figures in and ask: "Calculate the three-year cost for each vendor, rank them, and flag the best value." Claude writes the formulas and keeps them live.
- ◆ **PowerPoint.** Open your template: "Turn this analysis into a short on-brand deck — title, ranking, recommendation." Thanks to shared context, Claude already knows the numbers, so the slides reflect the real analysis rather than figures you re-typed.

A task that once meant scattered tabs, a spreadsheet, and an afternoon of slides becomes one flowing path.

Workflow 2 — The monthly report (Excel → PowerPoint, repeatable)

This is the connected routine at the heart of Book 3's final project.

- ◆ **Excel.** Open the month's raw export and ask Claude to "clean the region names and blanks, then build a summary of total sales by region and by month." Refine until it tells the story you want.
- ◆ **PowerPoint.** Open your template: "Turn this analysis into a short deck for the team — title, key findings, summary." Shared context carries the numbers across; no re-typing.
- ◆ **Make it repeatable.** Note how you did it. Next month, you run the same path in minutes. A report that once spanned a morning and an afternoon collapses into one smooth, repeatable flow.

TIP

Pair this with the scheduling you'll meet in Book 4 so a recurring report can largely prepare itself.

Workflow 3 — Capture on mobile → develop on desktop → share in Slack

- ◆ **Mobile.** An idea strikes on the commute — or you photograph a printed report. You speak or snap it into Claude on your phone.

- ◆ **Desktop.** At your home base the conversation is already waiting (it synced). You develop the raw input into a finished draft — an analysis, a one-pager, a proposal.
- ◆ **Slack.** When it's ready, bring Claude into your team's chat: "summarise this into three bullets for the channel" or "draft an announcement from this."

Capture kept the idea from slipping away; the desktop gave it depth; the team chat shared it where it mattered.

— SECTION 08

Your Next Step

You've now placed Claude everywhere you work — browser, spreadsheet, slide deck — and you know how to choose among them by going to where the work already lives. That's where Claude stops being a place you visit and becomes a presence woven through your day.

But notice what's been true even at its most powerful: you have always been the one acting, step by step. Claude has assisted; you've directed every click.

Book 4 changes that. It introduces Cowork — the desktop agent that doesn't just help inside your apps but works with your real files and runs whole multi-step tasks on its own, handing you finished results. Having given Claude reach across all your tools, you'll now give it autonomy. The desktop app you settled on as your home base becomes the launchpad.

KEY IDEA

The fastest way to be ready for Book 4 is to make the desktop app your daily home base now — so you're already standing at the door when the agent capabilities arrive.

Keep this pack beside you, run one real cross-app workflow this week, and head to the hub for the rest of *The Complete Claude AI Bible* toolkit. Claude is no longer something you go to. It's right here, in the tool you already have open.