

Using Claude for Everyday Work

Course Outline — Table of Contents | Duration: 8 Hours

Module 1: Getting Started with Claude

- What Claude is and how it fits into daily work routines
- Navigating the Claude interface — chats, projects, and files
- Understanding what Claude can and cannot do
- Writing clear, effective prompts — the basics

Module 2: Claude for Email and Written Communication

- Drafting professional emails — requests, follow-ups, and replies
- Adjusting tone — formal, friendly, assertive, apologetic
- Summarizing long email threads and meeting notes
- Proofreading, rewriting, and improving clarity of existing drafts

Module 3: Claude for Documents and Reports

- Drafting reports, memos, and meeting minutes from rough notes
- Summarizing long documents and extracting key points
- Creating structured content — agendas, SOPs, checklists
- Generating Word and PDF outputs directly from Claude

Module 4: Claude for Data and Spreadsheets

- Asking Claude to explain or build Excel formulas
- Summarizing and interpreting data tables and reports
- Using Claude to clean, organize, and structure raw data
- Generating quick charts, summaries, and Excel files from data

Module 5: Claude for Presentations and Visual Content

- Structuring a presentation from a topic or set of notes
- Generating slide content, talking points, and speaker notes

- Creating simple diagrams, process flows, and visuals
- Refining tone and structure for client-facing decks

Module 6: Claude for Research and Decision Support

- Using Claude to research topics, vendors, or market information
- Comparing options and summarizing pros and cons
- Asking follow-up questions to dig deeper into a topic
- Verifying and cross-checking information responsibly

Module 7: Practical Application and Wrap-Up

- Hands-on practice — applying Claude to real work tasks
- Best practices for accuracy, privacy, and responsible use
- Building a personal workflow using Claude day-to-day
- Q&A and wrap-up