**document-creation-prompts**

*Document creation prompts for: Create a Comprehensive learning summary of Atlassian's Rovo product, with links to videos and other tutorials.*

Created on 9/14/2025 by communications

\*\*Document Structure Prompt:\*\* To create a comprehensive learning summary of Atlassian's Rovo product, follow this structured outline:

1. \*\*Title Page\*\* - Title: "Comprehensive Learning Summary of Atlassian's Rovo Product" - Subtitle (optional): "An In-Depth Overview and Resource Guide" - Author Name - Date

2. \*\*Table of Contents\*\* - List all sections and subsections with page numbers.

3. \*\*Introduction\*\* - Brief overview of Atlassian's Rovo product. - Purpose of the summary and what readers can expect to learn.

4. \*\*Product Overview\*\* - Description of Rovo. - Key features and functionalities. - Target audience and use cases.

5. \*\*Getting Started\*\* - Installation and setup instructions. - Initial configuration steps.

6. \*\*Tutorials and Resources\*\* - Curated list of video tutorials (include links). - Links to written documentation or guides. - Community forums and support resources.

7. \*\*Best Practices\*\* - Tips for effective use of Rovo. - Common pitfalls to avoid.

8. \*\*Case Studies\*\* (if applicable) - Examples of organizations successfully using Rovo. - Summary of benefits realized.

9. \*\*Conclusion\*\* - Recap of the main points discussed. - Encouragement to explore Rovo further.

10. \*\*References\*\* - List of sources used for information, including links to tutorials and videos.

Ensure that each section is clearly marked and that the content flows logically from one section to the next.

---

\*\*Document Formatting Prompt:\*\* For formatting your document in MS Word, follow these specifications:

1. \*\*Font\*\*: Use "Aptos" as the primary font throughout the document. If Aptos is not available, use a similar sans-serif font such as Arial or Helvetica.

2. \*\*Font Size\*\*: - Title: 24 pt, bold - Subtitle: 20 pt, italic (optional) - Headings (H1): 18 pt, bold - Subheadings (H2): 16 pt, bold - Body text: 12 pt

3. \*\*Margins\*\*: Set all margins (top, bottom, left, right) to 1 inch.

4. \*\*Line Spacing\*\*: Use 1.5 line spacing for the body text and single spacing for headings.

5. \*\*Paragraph Formatting\*\*: - First line indent of 0.5 inches for each paragraph. - Use bullet points or numbered lists where appropriate for easy readability.

6. \*\*Page Numbers\*\*: Insert page numbers in the footer, centered.

7. \*\*Hyperlinks\*\*: Ensure that all links to videos and tutorials are hyperlinked in blue and underlined.

8. \*\*Header/Footer\*\*: Add a header with the document title and a footer with the page number.

9. \*\*Tables and Images\*\*: If using tables or images, ensure they are centered and labeled appropriately.

---

\*\*Content Creation Prompt:\*\* To write quality content for your comprehensive learning summary, adhere to the following guidelines:

1. \*\*Research\*\*: Gather information from credible sources, including Atlassian's official website, user documentation, and reliable tech blogs. Ensure the information is current and relevant.

2. \*\*Clarity and Conciseness\*\*: Write in clear, concise language. Avoid jargon unless it's explained, and aim for a professional tone suitable for an audience familiar with software products.

3. \*\*Structure Your Writing\*\*: Use the structure outlined in the Document Structure Prompt. Start each section with a clear topic sentence that summarizes the main point.

4. \*\*Engagement\*\*: Incorporate examples, anecdotes, or scenarios where Rovo is applied in real-world settings to enhance relatability and engagement.

5. \*\*Use Visuals\*\*: Where applicable, complement your text with visuals (charts, screenshots) to illustrate points. Ensure they are relevant and add value to the content.

6. \*\*Citations\*\*: Properly cite any external resources you reference. Use a consistent citation style (e.g., APA or MLA) and include a reference list at the end.

7. \*\*Review and Revise\*\*: After drafting your content, review it for coherence, grammatical accuracy, and adherence to the document's purpose. Consider seeking feedback from peers or subject matter experts.

By following these prompts, you will create a well-organized, professionally formatted, and informative document that effectively summarizes Atlassian's Rovo product.