



Using ChatGPT for **Microsoft Word**



Why use ChatGPT

It makes writing easy and fun.



It improves your words and sentences



It helps you when you don't know what to write



It allows you to choose the tone—funny, formal, simple, or emotional



ChatGPT can turn simple ideas into great writing



ChatGPT can help make your **words clear, interesting, and easy to understand.**

Steps to Use ChatGPT for Writing:



Start with your own words

Write your ideas.
Don't worry
about mistakes.



Give clear instructions

Tell ChatGPT what you need.
"Make it simple."



Ask for an outline

Say: "Give me an outline for a speech."



Get an introduction

Say: "Write a simple introduction."



Change style or tone

Say: "Make it emotional." "Turn this into a poem."



Add examples or stories

Say: "Add a story or real-life example."



Ask for a conclusion

Write your ideas.
Don't worry
about mistakes.



Proofread your writing

Say: "Check grammar and spelling."



Summarise or paraphrase

Say: "Summarise in 5 points." "Say this in simpler words."

Tips for best results

Use simple prompts

Give clear and short instructions



Ask again if needed

If you don't like the reply, say "Try again" or "Make it better."



Be specific

Say exactly what you want—like "Make it clear" or "Add an exam-



Review the answer

Check grammar, tone, and clarity.



Mix styles

Try: "Make it funny and emotional" or "Simple but formal."



Make it sound like

Change words if needed so it feels personal and real.