

Using ChatGPT for **Microsoft Word**



Why use ChatGPT

It makes writing
easy
and fun.



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



It improves your
words and sen-
tences



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



ChatGPT can turn simple ideas into great writing



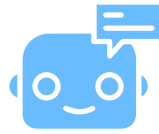
ChatGPT can help make your **words clear, interesting, and easy to understand.**

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.

