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**CHATGPT FOR MICROSOFT WORD: A STEP-BY-STEP GUIDE**

[Deepanshu Bhalla](https://www.linkedin.com/in/deepanshubhalla) [Add Comment](https://www.listendata.com/2023/05/integrate-chatgpt-into-word.html#comment-form) [ChatGPT](https://www.listendata.com/search/label/ChatGPT), [MS Word](https://www.listendata.com/search/label/MS%20Word)

In this post we will cover how to integrate ChatGPT into Microsoft Word. ChatGPT can boost your productivity, and significantly improve your writing capabilities. Those who don't know ChatGPT, it is a state of the art language model which provides human like responses. It has gained huge popularity in recent months.



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**Benefits of using ChatGPT in MS Word**

ChatGPT can be used to improve your writing and generate content for you in Microsoft Word. See some of the ways you can use it in Word -

* Generate a tailored resume for the job based on the job description
* Generate content for blog posts or articles
* Summarise lengthy reports for you
* Provide suggestions for social media posts
* Create templates for emails and proposals
* Help non-native speakers in translating in other languages

**How to Use ChatGPT in Microsoft Word**

Integrating ChatGPT into MS Word has never been easier with the ChatGPT plugin (add-in). You can download the add-in using the link below. **It is absolutely free and and can run on all the versions of Office Desktop and Office 365. Also there are no prerequisites for using this add-in.**

[DOWNLOAD ADD-IN](https://github.com/deepanshu88/MSWord_ChatGPT/raw/main/ChatGPT_V3.dotm" \t "_blank)

**Get OpenAI API Key**

First you need to sign up by visiting OpenAI website using this link - [platform.openai.com](https://platform.openai.com/). By using your existing Google or Microsoft account you can do it easily. Last step is to get **secret API key** to use OpenAI API. Copy your API key for future reference. API Key looks like the text below

sk-xxxxxxxxx

**Steps to install add-in**

Microsoft blocks external add-in files and says the source of this file is untrusted. To make the file trusted, you need to follow the steps below.

1. Go to the folder where the **downloaded add-in** file is located.
2. **Right-click** the file and choose **Properties** from the menu.
3. At the bottom of the **General Tab**, select the **Unblock** checkbox under **security** option and then click **Ok**

To make the add-in to be available each time you launch MS Word, you can save it in the **Startup** folder. Follow the steps below.

* Go to **File** > **Options** > **Advanced**.
* Scroll down to **General** and click on **File Locations**.
* Click on **Startup** > **Modify** and then you have two options - Either you locate the folder where downloaded add-in file is stored. OR Instead of changing the Startup folder location, you can also paste the add-in in the existing Startup folder.  
  **It is recommended to use the latter option.** If you prefer first option, make sure to create a new folder and put the downloaded add-in file there and then navigate the location of Startup folder to this new folder. It is because if you use a folder for e.g. Download/Documents folder which may contain so many word files, it is likely MS Word would crash.

**How to use ChatGPT add-in**

Follow the steps below to use ChatGPT add-in for MS Word.

1. Open a new or existing MS Word document
2. Type the text you want to ask ChatGPT
3. Select the text you typed in the previous step
4. Click on **ChatGPT** Tab > **AI Writer**
5. Enter your API Key
6. Output will be generated and appeared in a few seconds
7. Output will be saved in a new word document in the same folder where your active word document is stored
8. File name of output file is **output\_mm-dd-yyyy\_hr-min-sec.docx**

If your active Word document is not saved in any location, it will prompt you to select the folder where you want to save the output file.

**Resume Builder**

You can generate resume with this add-in. It is important that you provide a clear and detailed prompt so that ChatGPT generates resume according to your requirements. Always be specific and try with multiple prompts for best outcome. See some of the examples below -

Write a professional resume for a [Profile Name]. I have [N] years of experience. My past titles and companies were [Title, Company Name]. Include bullet points.

Write a professional resume for a Data Scientist. I have 5 years of experience. My past titles and companies were Analyst, Barclays, Team Lead, JP Morgan. Include bullet points.

Write a resume for a [Profile Name] based on this job description. [Add Job Description Here]

**Email Writing**

You can ask ChatGPT Add-in to draft email for you. Whether you need to send a formal business email or a friendly message to a colleague or friend, ChatGPT can help you write a professional and well-drafted message. You just need to provide the purpose of email and some context and ChatGPT will generate a well-written email for you. You can also choose the tone of email.

Write an email to manager about sick leave tomorrow. My Manager’s name is Dave. My name is Deep.

Write an email to colleague about personal leave tomorrow. My colleague’s name is Joe. My name is Deep. **Tone should be informal.**

It's also good to specify tone - formal / informal/ humorous.

**Summary Writing**

ChatGPT Add-in can be used to summarize lengthy word document for you. For example you have a long document and you are asked to create summary based on it. It may be time consuming and boring to read the whole text and then write summary.

Summarise the text below in bullet points - [PASTE TEXT HERE]

**How to Enable Conversation History?**

You can improve output by making ChatGPT remember previous conversation history. ChatGPT API does not recall previous conversations by default. It treats each API request as a new chat. This means that when it answers your current question, it does not remember your previous question.

To enhance ChatGPT experience we have a feature called "**Chat**" in the plug-in. See the demo video below. In this example, we asked ChatGPT to make a resume by giving it some details about the job and previous work experience. The resume was generated accordingly. To make the CV better, we asked ChatGPT to add internship experience. If you notice, it remembered the previous instructions and included only the internship experience while keeping the rest of the resume the same.

The **Reset** button starts a new Chat and removes prior conversation history. Use this button when you don't need chat history to generate output.

**How to style ChatGPT Output?**

You can style MS Word Document by adding the following lines to the end of the prompt you ask ChatGPT

* Highlight the headings in dark blue color.

Write a resume for a Software Engineer. Highlight the headings in dark blue color.

* Include bullet points.
* Please format the text to be italic.
* Text should be in red colour.

In the next section we will see the source code of this add-in. If you are not interested in knowing the source code, you can skip the next section. The add-in and VBA code serve the same purpose.

The benefit of using add-in is that it opens automatically every time you open a new word document. Whereas MS Word Macro file is specific to a particular word document. You have to open the same macro file each time to access ChatGPT. Also the add-in performs formatting in the word document.

**VBA Code to run ChatGPT in MS Word**

You can use the VBA Code below to run ChatGPT inside MS Word. Make sure to change API Key (highlighted in bold below)

Sub chatGPT()

Dim request As Object

Dim text As String, response As String, API As String, api\_key As String, DisplayText As String, error\_result As String

Dim startPos As Long, status\_code As Long

Dim prompt As String

Dim selectedText As Range

'API Info

API = "https://api.openai.com/v1/chat/completions"

'API Key

**api\_key = "sk-xxxxxxxxxxxxxxxxxxxxxxx"**

If api\_key = "" Then

MsgBox "Error: API key is blank!"

Exit Sub

End If

' Prompt the user to select text in the document

If Selection.Type <> wdSelectionIP Then

prompt = Trim(Selection.text)

Set selectedText = Selection.Range

Else

MsgBox "Please select some text before running this macro."

Exit Sub

End If

'Cleaning

text = Replace(prompt, Chr(34), Chr(39))

text = Replace(text, vbLf, "")

text = Replace(text, vbCr, "")

text = Replace(text, vbCrLf, "")

' Remove selection

Selection.Collapse

'Create an HTTP request object

Set request = CreateObject("MSXML2.XMLHTTP")

With request

.Open "POST", API, False

.setRequestHeader "Content-Type", "application/json"

.setRequestHeader "Authorization", "Bearer " & api\_key

.send "{""model"": ""gpt-3.5-turbo"", ""messages"": [{""content"":""" & text & """,""role"":""user""}]," \_

& """temperature"": 1, ""top\_p"": 0.7}"

status\_code = .Status

response = .responseText

End With

'Extract content

If status\_code = 200 Then

DisplayText = ExtractContent(response)

'Insert response text into Word document

selectedText.InsertAfter vbNewLine & DisplayText

Else

startPos = InStr(response, """message"": """) + Len("""message"": """)

endPos = InStr(startPos, response, """")

If startPos > Len("""message"": """) And endPos > startPos Then

DisplayText = Mid(response, startPos, endPos - startPos)

Else

DisplayText = ""

End If

'Insert error message into Word document

EDisplayText = "Error : " & DisplayText

selectedText.InsertAfter vbNewLine & EDisplayText

End If

'Clean up the object

Set request = Nothing

End Sub

Function ExtractContent(jsonString As String) As String

Dim startPos As Long

Dim endPos As Long

Dim Content As String

startPos = InStr(jsonString, """content"": """) + Len("""content"": """)

endPos = InStr(startPos, jsonString, "},") - 2

Content = Mid(jsonString, startPos, endPos - startPos)

Content = Trim(Replace(Content, "\""", Chr(34)))

Content = Replace(Content, vbCrLf, "")

Content = Replace(Content, vbLf, "")

Content = Replace(Content, vbCr, "")

Content = Replace(Content, "\n", vbCrLf)

If Right(Content, 1) = """" Then

Content = Left(Content, Len(Content) - 1)

End If

ExtractContent = Content

End Function

**How to use VBA code**

The following steps provide basic instructions for using VBA code in MS Word.

1. Press **Alt+F11** to open the VBA editor.
2. Click **Insert > Module**to create a new module.
3. In the module, paste the VBA code.
4. Replace API Key in **api\_key** with your actual API key.
5. Close the VBA editor.
6. Run the macro by pressing **Alt+F8** and then select **ChatGPT** and hit RUN button.

If you want to use **ChatGPT-4**, you can replace **gpt-3.5-turbo** with **gpt-4** in the above VBA code.

**How to fine tune ChatGPT Output**

In the above add-in/VBA code, you will come across a temperature parameter. It ranges from 0 to 2. Increasing the value, such as 1.2, will result in a more random output, whereas decreasing the value, like 0.2, will yield a more focused output.

**Steps for troubleshooting errors**

The error **The model: gpt-4 does not exist** means you don't have access to GPT-4 API. You must join the [waitlist](https://openai.com/waitlist/gpt-4-api) to access it. Your subscription to **ChatGPT Plus** (paid version of ChatGPT) does not guarantee automatic access to the GPT-4 API, regardless of whether you have it or not.

If you either mistakenly choose GPT-4 instead of GPT-3.5 or entered incorrect API Key, you can correct it by clicking the **Update Key** button to specify the correct Model Type and API Key. Once done, you can check it by clicking on the **Check Key** button.

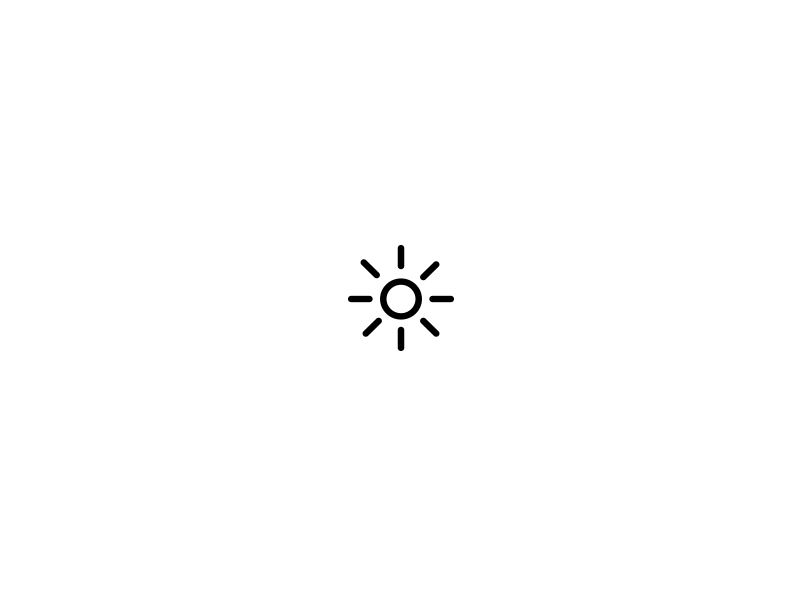
Sometimes, the ChatGPT API acts strangely and starts producing errors. If the add-in was working fine for you before but is now returning errors, I suggest trying again a few more times. If the issue persists, please report it.

Refer the detailed guide about how to run ChatGPT in MS Excel and PowerPoint  
[ChatGPT Plugin for MS Excel](https://www.listendata.com/2023/03/how-to-run-chatgpt-inside-excel.html)  
[ChatGPT Plugin for MS PowerPoint](https://www.listendata.com/2023/05/integrate-chatgpt-into-powerpoint.html).

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**About Author:**  


Deepanshu founded ListenData with a simple objective - Make analytics easy to understand and follow. He has over 10 years of experience in data science. During his tenure, he has worked with global clients in various domains like Banking, Insurance, Private Equity, Telecom and Human Resource.

*While I love having friends who agree, I only learn from those who don't  
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