

# Claude in Docs, Sheets and Slides: 15 prompts for a small business

Copy these into the Claude sidebar (Extensions > Claude > Open Claude). Each one works on the file you have open. Leave Ask before edits on, and check Version history after.

## WHAT THIS ADDS

Short, specific asks work best: say what to change, what to keep, and where. Claude only sees the file it is opened in, so paste or upload anything else it needs.

## Google Docs

1. Turn my notes in this doc into a clean table with columns for date, task, owner and status.
2. Rewrite the intro to be shorter and friendlier. Keep all formatting and headings.
3. Cut this proposal to one page without removing prices or dates.
4. Fix heading levels and numbered lists so they are consistent all the way through.
5. List every date, price and deadline in this contract, with the section it appears in. Do not edit anything.

## Google Sheets

1. Explain how the total in this sheet is calculated, step by step. Do not edit anything.
2. Find any broken formulas (`#REF!`, `#DIV/O!`, `#N/A`), tell me why, then fix them.
3. Make the dates and phone numbers in column B all the same format.
4. Add a monthly summary table: revenue, costs and profit per month, using the data in this sheet.
5. Build a simple price sensitivity table showing profit if prices go up or down 5%, 10% and 15%.

## Google Slides

1. Draft slides from the speaker notes in this deck, using the existing theme and layouts.
2. Split any slide with more than 40 words into two slides.
3. Make every slide title the same style and under eight words.
4. Add a chart slide from the numbers on slide 3.
5. Restyle this deck to match the colours and fonts on the first slide.

### DO THIS

Pick one prompt for a file you use every week, run it with Ask before edits on, and review the change in File > Version history.

## What Fynl.io is

One portal a small business runs itself on, instead of five subscriptions that do not talk to each other.

- A CRM and pipeline that shows every lead and where it stopped
- A calendar clients can book straight into
- Quotes, contracts and invoices, with deposits taken up front
- A website and form builder, so the enquiry lands in the same place
- Your Gmail connected, so the whole thread sits on the contact
- Automations for the follow-up you keep forgetting to send

The AI runs on **your own Claude or ChatGPT key** — no markup on it. No SMS or phone calls yet. \$49/month per business, \$149 Agency, and we move your contacts over for you.

If your quotes, proposals and price lists live in Google Docs and Sheets, Fynl.io keeps the leads, quotes and invoices they turn into in one place, and its AI runs on your own Claude or ChatGPT key with no markup.

## Sources

- Use Claude in Google Docs, Sheets, and Slides (Claude Help Center) — <https://support.claude.com/en/articles/16951679-use-claude-in-google-docs-sheets-and-slides>
- Claude for Google Workspace (claude.com) — <https://claude.com/claude-for-google-workspace>
- Claude listing (Google Workspace Marketplace) — <https://workspace.google.com/marketplace/app/claude/12459801340>
- Claude gets Google Docs, Sheets, and Slides integration (9to5Google, Oct 6, 2026) — <https://9to5google.com/2026/10/06/claude-google-docs-sheet-slides/>