The Future Begins Now:

AI Tools Cheat Sheet

This cheat sheet helps you quickly match the right AI tool to the task and program you're using. It shows which tools work best in Excel, Word, PowerPoint, and other platforms. Copilot is ideal for productivity, Claude for deep analysis and coding, and ChatGPT for flexible writing and data tasks. Designer handles visuals like flyers and logos. Specialized tools cover video, voice, and legal workflows. Use this guide to choose smarter and work faster.

Office Productivity

🧠 AI Tool	🔧 Type	📍 Best Used In / With	✅ What It's Great For
Microsoft Copilot	Embedded Productivity AI	Excel, Word, PowerPoint, Outlook, Teams, Edge, Windows	Formulas, summaries, charts, emails, slides, meeting recaps
Claude (Anthropic)	Conversational Reasoning AI	Claude.ai, Claude Code CLI, API, PDF/doc review	Deep analysis, writing, coding, contract review, long context
GitHub Copilot	Code Assistant AI	Visual Studio Code, GitHub	Inline code suggestions, debugging, refactoring
ChatGPT (OpenAI)	Versatile Generative AI	Web app, Code Interpreter, Plugins, Custom GPTs	Writing, brainstorming, data analysis, web search
Copilot Studio	Agentic / Workflow AI	Microsoft 365, Power Platform	Building chatbots, automating workflows, internal tools
Claude Code CLI	Developer CLI Tool	Terminal / Command Line	Code explanation, session resume, refactoring
Microsoft Designer	Generative Image AI	Web app, PowerPoint, Canva	Flyers, logos, social media visuals, branded marketing assets
Runway ML / Pika	Generative Video AI	Web apps	AI-generated videos, avatars, product demos
ElevenLabs / PlayHT	Generative Audio AI	Web apps, voiceover tools	Voice cloning, narration, audio branding
Perplexity / Copilot Search	Retrieval-Augmented AI	Web, Edge, Copilot	Cited search, research, comparisons
Harvey AI / Spellbook	Legal AI	Contract platforms, PDF review	Legal analysis, compliance, contract drafting
Khanmigo / Claude	Adaptive Learning AI	Education platforms, Claude.ai	Tutoring, concept explanation, interactive learning
Jasper / Firefly	Creative Marketing AI	Canva, Adobe, Designer	Campaigns, branding, ad copy, visual storytelling

Personal Productivity

🧠 AI Tool	🔧 Type	📍 Best Used In / With	✅ What It's Great For
ChatGPT (OpenAI)	Versatile Generative AI	Web app, mobile, plugins	Meal planning, travel tips, journaling prompts
Perplexity AI	Search & Research AI	Web app, iOS/Android	Quick answers, cited search for hobbies & interests
Replika	Companion AI	Mobile app, web	Mental wellness, daily reflection, conversational support
Headspace AI Coach	Mindfulness AI	Mobile app	Guided meditation, stress tracking, wellness routines
MyFitnessPal + AI	Health & Nutrition AI	Mobile app, wearables	Meal suggestions, calorie tracking, fitness guidance
Sleep.ai	Health AI	Mobile app, smart devices	Sleep pattern insights, bedtime coaching
Character.ai	Creative / Roleplay AI	Web app, mobile	Storytelling, roleplay, creative conversations
MidJourney	Generative Image AI	Discord, web	Creating personal art, vision boards, hobby visuals
Scribe AI (Personal)	Journaling & Memory AI	Mobile app, web	Daily journaling, memory recall, life archiving

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