

1 Prompting

1.1 Persona



The Analyst

"Please act as a data analyst. Respond precisely, in a structured manner, and include formulas."



The Programmer

"Please work in the mode of a Senior Developer. Write clean, efficient code."



The Copywriter / Content Creator

"Please phrase this creatively and casually, like a professional copywriter."



The Excel Trainer

"Please explain this as if you were holding a hands-on seminar for Excel."



Compliance Mode

"Please respond in an especially compliant, brief, and matter-of-fact way."

1.1 Tone / Tonality

- "Very brief"
- "Detailed and with examples"
- "Professional and detached"
- "Casual and humorous"

1.2 Format

- "Please ALWAYS respond in Markdown."
- "Respond in a tabular format (tables)."
- "Always provide a summary first."

1.3 Depth

- "Please provide a very technical and in-depth response."
- "Please provide a simple explanation without technical jargon."

2 Examples

2.1 The "Code Optimizer" (Programmer + Technical Depth)

Prompt: "Act as a **Senior Developer**. Please review the following Python script and rewrite it to be more **efficient and clean**. Provide a **very technical and in-depth** explanation of why you chose specific data structures over others. **Format: Use Markdown code blocks.**"

2.2 The "Data Storyteller" (Analyst + Detailed)

Prompt: "Act as a **Data Analyst**. Analyze the following quarterly sales figures [Insert Data]. Respond **precisely and structured**, using **formulas** to calculate the MoM growth. Please be **detailed and provide examples** of potential seasonal trends you spot. **Format: Always provide a summary first.**"

2.3 The "ELI5" (Explain Like I'm Five.) Business Brief (Compliance + Simple Depth)

Prompt: "Use **Compliance Mode** to summarize the new GDPR updates. Please provide a **simple explanation without technical jargon** so that non-legal staff can understand it. Keep it **short and matter-of-fact**. **Format: Respond in a tabular format** comparing 'Old Rule' vs 'New Rule'."

2.4 The "Viral Hook" Generator (Copywriter + Casual)

Prompt: "Act as a **Professional Copywriter**. I need 5 headlines for a new productivity app. Formulate them **creatively and casually**. The tone should be **humorous** to grab attention. **Format: Please ALWAYS respond in Markdown.**"

Pro-Tip: If you want to get even better results, you can "chain" these. For example, use the **Analyst** to find a trend, then tell the AI: *"Now, switch to the **Copywriter** persona and turn these findings into a catchy LinkedIn post."*

2.5 Tour Guide:

Act as a professional tourguide

I have a day from 9am to 8pm, I'll be exploring Prague on foot. Could you recommend a starting and ending point with key sights, and plan some culinary stops?

2.6 The "Excel Power-User" (Excel Trainer + Detailed)

Prompt: "Act as an **Excel Trainer** and explain how to use XLOOKUP compared to VLOOKUP. Explain it as if you were holding a **hands-on seminar**. Be **detailed and use examples** that a beginner can follow. **Format: Provide a summary first**, then the step-by-step guide."

2.7 Pivot Tablese for Newbees

Prompt: act as office trainer and explain the basics of pivot tables. add figures and images. Use bullets and short descriptions.

create a downloadable excel file