FREE CHEAT SHEET · AGENTIC EDGE LAB

The Claude Cheat Sheet

The main parts of Claude in plain English, and when to use each one.

LAB

UPDATED OCTOBER 2026

THE MAP *What each part does, and when to reach for it*

Chat
Ask, write, think a problem through, or hand Claude a file to read.

USE IT WHEN you need an answer, a draft or a second opinion.

Projects
A home for one job: its files, standing instructions and chats, with its own memory.

USE IT WHEN you keep coming back to the same work.

Claude Docs
A living document you and Claude write together. Edit it yourself, or @Claude in a comment.

USE IT WHEN the words need to live on or be shared.

Claude Slides
Claude drafts a deck you can edit, present or download.

USE IT WHEN you need a clear deck, fast.

Claude Design
Mockups, one-pagers, posters and prototypes on a canvas, right inside your chat.

USE IT WHEN you'll judge the result by looking at it.

Claude Cowork
Hand Claude a multi-step task on your files and apps. In newer versions it's simply part of Claude.

USE IT WHEN a job means lots of files or lots of steps.

Claude Code
Builds, fixes and runs software (pages, scripts, small tools) and checks its own work.

USE IT WHEN you want something that runs, not just text.

Claude for Excel
Claude in a side panel in Excel: explains how a workbook works, finds errors, builds and updates.

USE IT WHEN the work lives in an Excel workbook.

Claude Motion NEW BETA
Turns your own text, charts and images into a short animated explainer you download as an MP4.

USE IT WHEN a still slide won't land the point.

Claude Dashboards NEW BETA
A live dashboard from data you connect, like Salesforce or BigQuery. Click any number to see its source.

USE IT WHEN your team keeps asking for the same numbers.

PLAN CHECK Docs, Slides and Design work on every plan, Free included. Cowork, Claude Code, Claude for Excel and Dashboards need a paid plan. Motion is Team and Enterprise only, for now.

SETTINGS WORTH KNOWING

1. **Effort** (model menu, next to Send) On the latest models, thinking is always on. Turn Effort up for hard jobs.
2. **Memory** (Settings > Memory) See, edit or switch off what Claude remembers.
3. **Instructions for Claude** (in Settings) Tell Claude once who you are and how you like answers.
4. **Connectors** (Customize > Connectors) Link your email, calendar and drive so Claude can use them.
5. **Model training** (Settings > Privacy) Decide if your chats help train models. Check it; don't assume it's off.

COPY-PASTE STARTERS

> /docs Turn my notes below into a one-page plan. Ask me 3 questions first.

> Make a 6-slide deck from this document for a 10-minute talk. One idea per slide.

> Before you start, tell me your plan and what you need from me. Wait for my OK.

> Here's my rough draft. Make it clearer and shorter, in my voice.

PRO TIP *Start every big job in a Project, so its files, instructions and chats stay together.*

MORE, FREE

Cheat sheets, the 38-prompt pack and plain-English AI notes at agenticedgelab.ai/ai

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