

5 Claude skills that do your documents

Open a new chat in Claude, paste the line, and for #3 to #5 attach your file first. These are templates. The magic is your information going in and a finished document coming out.

1. The pitch deck (.pptx)

Your rough points become real, editable slides. Swap my bullets for yours.

```
Turn these into a clean 6-slide pitch deck as a .pptx file:  
Problem: founders waste hours building documents by hand.  
Solution: Claude builds them in one line.  
Market: every small business and solo founder.  
Traction: 10,000 users in 6 months.  
Team: two ex-operators who lived the problem.  
Ask: raising 500k to grow the team.  
Keep it visual, one idea per slide, short headlines.
```

2. The investor update (.docx)

Five bullets in, a clean formatted Word doc out.

```
Write my monthly investor update as a Word doc (.docx) from these  
bullets. Use clear section headings and a confident, plain tone.  
- Revenue up 22% month over month  
- Signed 3 enterprise pilots  
- Hired our first designer  
- 14 months of runway left  
- Main risk is churn, and here is what we are doing about it
```

3. The spreadsheet fixer (.xlsx)

Attach a messy CSV or Excel file, then paste this.

```
Clean this up into a proper spreadsheet (.xlsx).  
Fix the columns, remove blank rows, make formatting consistent,  
and add a totals row with real formulas (not typed-in numbers).  
Then give me a one-line summary of what the numbers say.
```

4. The contract reader (.pdf)

Attach the PDF, then paste this. For orientation, not legal advice.

```
Read this contract and give me:  
1. A 5-bullet plain-English summary of what I am agreeing to.  
2. The single riskiest clause for me, quoted, with why.  
3. Any auto-renewal, price increase, or termination terms.  
Keep it simple. I am not a lawyer.
```

5. The form filler (.pdf)

Attach a fillable PDF, give it your details.

Fill out this PDF form for me using these details, ready to sign:

- Full name: [your name]
- Company: [your company]
- Email: [your email]
- Date: today
- For anything else it asks, use what you can and flag the rest.

Five lines, one app, no new hires. More at vascoyaps.com/resources · @VascoYaps