

Prompt Library: Real ChatGPT Examples for Everyday Business IT Support

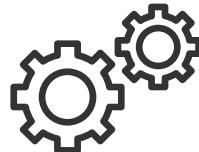
Created by GO Technology Group – AI Implementation Partner for Businesses

ChatGPT can help your team solve everyday tech issues, write faster, and reduce support tickets. This prompt library includes practical examples you can copy and customize.

Everyday IT Problems ChatGPT Can Help Solve

Frustrated by everyday tech interruptions? These are the types of questions ChatGPT can answer instantly:

- “Why isn’t my printer working?”
- “How do I reset my Outlook email signature?”
- “What’s the shortcut to insert a table in Word?”
- “Where’s our company VPN setup guide?”
- “How do I connect to Wi-Fi on my Windows laptop?”



Try These Prompts with ChatGPT

Copy and paste any of these into ChatGPT. Adjust details to fit your workplace.

A. Troubleshooting & Tech Help

“My printer isn’t working. Walk me through troubleshooting.”
“Fix my screen resolution after docking or undocking my laptop.”
“How do I map a network drive on Windows 11?”

B. Microsoft 365 & Software Help

“How do I create a recurring meeting in Outlook?”
“Shortcut to insert a table in Microsoft Word?”
“Split this text into columns in Excel.”



C. Writing & Communication Support

“Rewrite this message to sound more confident: [paste message]”
“Summarize these meeting notes into 3 bullet points: [paste notes]”
“Write a quick status update for our internal newsletter.”

How to Get Better Results from ChatGPT

Use these simple strategies to improve the output:



1. Add a role:

“Act as an IT support rep helping a remote employee...”

2. Be specific:

“Walk me through setting up an HP printer on Windows 11 for a new user.”

3. Use follow-ups:

“Can you simplify that?” or “Make it more concise.”

Where AI Delivers Value for Your Team

Businesses are using ChatGPT to:



- Reduce repetitive IT tickets
- Speed up employee onboarding
- Draft clearer internal communications
- Assist with documentation and FAQs
- Save time during meetings and reporting



Bring AI into Your Workflow

GO Technology Group helps businesses securely adopt ChatGPT for support, communication, and automation.

Need help getting started?
Contact our team for a free AI-readiness consultation.

Chicago's Proactive IT and AI Consulting Partner

(888) 445-0029 info@gochicagoit.com www.gochicagoit.com