

AI Tools Field Guide Not affiliated with OpenAI, Google, xAI or Anthropic; your organization's rules come first.

xAI

The one that hands back a real file, and the one that runs the same job every Monday without you.

What it does that the others do not

Skills that write files.

Ask for a Word document, a PowerPoint, a spreadsheet or a PDF and download it. Treat it as a first draft.



Presentations

Create, read, and edit PowerPoint presentations (.pptx)

Automations.

Write the instructions once, add a trigger, and it runs hourly, daily, weekly or monthly and keeps each result.

New Automation



My Automation

Expert mode.

Fast is for quick answers. Expert thinks hard and is the right choice for analysis and planning. Auto decides for you.



Expert

Thinks hard · Grok 4.5

Projects and your own skills.

A project keeps a job's files and instructions together. Skill Creator builds a new skill by conversation, no code.



Word Documents

Create, read, and edit Word documents (.docx)

Also inside

- **Files in the chat:** attach documents and ask about them.
- **Each automation run is saved** to read later.

- **Project chats start in Expert** already.
- **Web search with sources** for public facts.

Try this first

"Use the Presentations skill. Build a five-slide brief from the attached point paper: title, background, three options, recommendation. Plain layout, no pictures."

Know before you go

Files take minutes. A three-slide deck took us over 25. Start it, then do other work.

Sharing a project has a control, but finding people did not work for us yet.

Do not park on Expert. The careful tier is shared capacity.

Public tools take public material. A work account may take more, within its rules. Nothing classified, ever.



Scan to read the guide

One-page playbooks and lessons with screenshots: sean.theinformed.org/ai-tools

An independent site to help people learn what generative AI is and how to use AI tools well. It is not official guidance from any organization. Platform, vendor, and policy facts change quickly, so follow your own organization's rules and verify anything you rely on. Use at your own risk.

sean.theinformed.org/ai-tools/ Grok flyer