

Claude 101: Beginner's Cheat Sheet

Your Quick-Reference Guide to Getting Started with Claude AI

01

The 3-Part Prompt Formula

Generic prompts get generic results. The secret is structure: Role + Task + Context. Tell Claude who to be, what to do, and what details it needs to do it well.

QUICK TIPS

- Role: "You are a content strategist for a creator brand..."
- Task: "Write 5 Instagram captions for a reel about AI tools..."
- Context: "Targeting busy entrepreneurs, conversational tone, end with a CTA"

02

5 Essential Claude Commands (No Setup Needed)

These work at claude.ai right now — no API key, no install required. Want to go deeper? Anthropic Academy (anthropic.skilljar.com) offers free official courses — including a dedicated Claude 101 and Claude Code 101 track — that walk you through every capability step by step.

QUICK TIPS

1. Write a draft → "Write a 500-word blog post about [topic] for beginners"
2. Summarize → "Give me the 5 key takeaways from this" (paste text)
3. Rewrite → "Rewrite this to sound more conversational and confident"
4. Explain → "Explain [concept] step-by-step like I'm completely new to this"
5. Build a system → "I do [task] manually every week. Design an automated version"

03

Workflow 1: Content Writing

Use Claude to write first drafts of blog posts, captions, email newsletters, and video scripts. Always give it your brand voice, target audience, and the specific result you want.

QUICK TIPS

- Paste in 3 examples of your existing content and say "match this tone"
- Ask for multiple versions — "give me 3 variations of this caption"

04

Workflow 2: Summarizing Documents

Paste any long article, report, or transcript into Claude and ask it to extract the most important points. This is one of the fastest wins for researchers and busy creators.

💡 QUICK TIPS

- Try: "Summarize this in bullet points, keep it under 200 words"
- Or: "What are the 3 most actionable takeaways from this for a creator?"

05

Workflow 3: Building a System

Describe a repetitive task you do manually — weekly reports, content repurposing, email responses — and ask Claude to design an automated version. This is where Claude Code and Antigravity IDE take over.

💡 QUICK TIPS

- Start with: "Here's what I do every [day/week]: [describe it]. Help me automate this with Claude Code"
- Take the free Claude Code 101 course at anthropic.skilljar.com to level up your skills
- Grab the full Claude Code setup guide at blog.digicuratoragency.com

Ready to go deeper?

This cheat sheet is just the start. In Vibe Coding Mastery, you get the full system — skills, workflows, and step-by-step tutorials for building with Claude Code.

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