

Before the workshop

Please complete this short check before class

Bring a laptop, charger, and your ChatGPT sign-in. The instructor demonstrates the desktop app; Work on the web can support the core upload exercise when your account has access.

- Sign in and confirm that you can choose Work.
- If you will use the desktop app, install or update it before class.
- Download and extract the student pack. Open copy-prompts.html and the two CSV files.
- Check that you have enough available usage for one small workbook and a revision.
- Think of one small task you would like to delegate. Use the supplied fictional sources if you prefer.

You do not need

Coding experience, knowledge of Excel formulas, a connected business inbox, a custom agent, or a specially configured local folder.

If Work is not available

Contact the instructor before class. Access can vary by plan, platform, rollout and organization settings. Do not buy a new plan just because your screen differs. A partner or prepared-example route is available for practicing review; generating your own file requires Work access.

Current guidance: <https://learn.chatgpt.com/docs/get-started-with-work>

Find your materials

Extract the ZIP before opening the files

Location in the student pack	Use it for
student-workbook.pdf	Type or write your practice notes
01-practice-files	Upload the July and August CSVs
copy-prompts.html	Copy the exact work order and follow-ups
02-take-home	Review template, setup and personal practice
03-completed-example	Open at the review segment or if your run is delayed

During the workshop

Ask questions as they arise. If the interface looks different, ask for help locating the equivalent control. Work at the shared checkpoints. The optional chart is for anyone who finishes early.

A simple recovery path

If a file will not open, try the matching HTML or PDF. If your run stalls, use the completed example and continue the review activity. If a connection fails during a demonstration, watch the provided rehearsal example. Save your prompt so you can repeat the task later.

Keep your own work safe

Use fictional or suitable non-sensitive material. Keep original files unchanged. Read requests for access or approval and understand what they permit before proceeding.