Collaboration & AI Tools Cheatsheet

A quick reference guide to essential collaboration and AI-powered productivity tools, covering features, commands, and integrations to enhance teamwork and efficiency.

Communication & Meeting Platforms

Microsoft Teams

Key Features	Team channels, chat, video conferencing, file sharing, app integrations.
Commands (Chat)	`/mentions` - View all your mentions. `/saved` - View saved messages.
AI Integration	Intelligent search, meeting transcription, noise suppression.
Shortcuts	Ctrl+Shift+M - Mute/Unmute Ctrl+. - Search
Meetings	Schedule meetings, record meetings, share screen.
Integrations	Integrates with Microsoft 365 suite (Word, Excel, PowerPoint).

Zoom

Key Features	Video conferencing, screen sharing, breakout rooms, virtual backgrounds.
Commands (Chat)	`/help` - List of chat commands. `/me` - Display action in chat (e.g., `/me is coding`).
AI Integration	Automated meeting summaries, noise cancellation, virtual backgrounds.
Shortcuts	Alt+V - Start/Stop Video Alt+A - Mute/Unmute Audio
Meetings	Schedule meetings, record meetings, share screen.
Integrations	Integrates with Slack, Microsoft Teams, Google Calendar.

Slack

Key Features	Channels, direct messages, file sharing, app integrations, huddles.
Commands	`/remind` - Set reminders. `/mute` - Mute a channel.
AI Integration	AI-powered search, channel recommendations, message summaries.
Shortcuts	Ctrl+Shift+E - Switch team Ctrl+K - Quick Switcher
Channels	Create channels, join channels, use threads.
Integrations	Integrates with Google Drive, Trello, Zoom.

Project Management & Task Tracking

Asana

Key Features	Task management, project timelines, workflow automation, reporting.
Commands/Shortcuts	Tab+Q - Quick add task. Tab+P - Assign task
AI Integration	AI-powered task prioritization, workload management, intelligent suggestions.
Task Management	Create tasks, assign tasks, set due dates.
Project Timelines	Visualize project timelines, track progress.
Integrations	Integrates with Google Drive, Slack, Microsoft Teams.
Reporting	Create reports, track progress, and share.

Trello

Key Features	Kanban boards, lists, cards, checklists, automation.
Commands/Shortcuts	Q - Quick add card. C - Archive card
AI Integration	AI-powered card suggestions, smart search, automated workflows.
Kanban Boards	Create boards, add lists, add cards.
Lists and Cards	Manage lists and cards, add checklists.
Integrations	Integrates with Slack, Jira, Google Drive.
Automation	Automate workflows, set up rules.

Jira

Key Features	Issue tracking, agile boards, workflow automation, reporting.
Commands/Shortcuts	C - Create new issue. . - Open operations dialog
AI Integration	AI-driven insights, intelligent search, predictive analytics.
Issue Tracking	Create issues, assign issues, track issues.
Agile Boards	Manage agile boards, create sprints.
Integrations	Integrates with Confluence, Bitbucket, Slack.
Reporting	Create reports, track progress, and share.

Document Collaboration & AI Writing Assistants

Google Workspace

Key Features	Google Docs, Sheets, Slides, Drive for real-time collaboration and storage.
Google Docs Shortcuts	Ctrl+Alt+M - Insert comment. Ctrl+Shift+C - Check word count.
AI Integration	Smart Compose in Gmail, Explore feature in Docs, automated data insights in Sheets.
Collaboration	Real-time collaboration, comments, suggestions.
Storage	Store files in Google Drive, share files.
Integrations	Integrates with Google Calendar, Google Meet, Slack.

Microsoft 365

Key Features	Word, Excel, PowerPoint, OneDrive for document creation and collaboration.
Word Shortcuts	Ctrl+B - Bold. Ctrl+I - Italics.
AI Integration	Editor in Word, Ideas in PowerPoint, data analysis tools in Excel.
Collaboration	Real-time collaboration, comments, suggestions.
Storage	Store files in OneDrive, share files.
Integrations	Integrates with Microsoft Teams, Outlook, SharePoint.

Grammarly

Key Features	AI-powered writing assistant for grammar, spelling, and style checking.
Commands	Real-time suggestions, tone detection, plagiarism checks.
AI Integration	Advanced grammar checks, style suggestions, vocabulary enhancement.
Writing Assistance	Grammar checks, spelling checks, style checks.
Tone Detection	Detect the tone of your writing, make suggestions.
Integrations	Integrates with Google Docs, Microsoft Word, web browsers.

AI-Powered Brainstorming & Idea Generation

Miro

Key Features	Online whiteboard for brainstorming, visual collaboration, and strategic planning.
Commands/Shortcuts	Ctrl+C - Copy. Ctrl+V - Paste.
AI Integration	AI-assisted diagramming, smart drawing tools, automated sticky note clustering.
Brainstorming	Brainstorm ideas, collaborate visually.
Visual Collaboration	Collaborate visually, share ideas.
Integrations	Integrates with Slack, Microsoft Teams, Google Workspace.

Lucidchart

Key Features	Diagramming tool for creating flowcharts, mind maps, and organizational charts.
Commands/Shortcuts	Ctrl+Z - Undo. Ctrl+Y - Redo.
AI Integration	Automated diagram generation, smart shape alignment, data linking.
Diagramming	Create diagrams, flowcharts, mind maps.
Flowcharts	Create flowcharts, map processes.
Integrations	Integrates with Google Workspace, Microsoft Office, Atlassian.

MindMeister

Key Features	Online mind mapping tool for brainstorming and collaborative idea generation.
Commands/Shortcuts	Insert - Add a new topic Delete - Delete a topic.
AI Integration	AI-powered topic suggestions, automated mind map layouts, smart formatting.
Mind Mapping	Create mind maps, brainstorm ideas.
Idea Generation	Generate ideas, collaborate on mind maps.
Integrations	Integrates with Microsoft Teams, Google Workspace, Atlassian.

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