

Top 10 Free AI Tools Cheatsheet

What they do, where to find them, and when to use each one. Print it. Share it.

Tool	Where	What it does	Best for
ChatGPT	chat.openai.com	All-purpose AI assistant — writing, planning, research, problem-solving in plain conversation.	Resumes, emails, budgets, meal plans, explaining anything confusing.
Claude	claude.ai	Thoughtful assistant that handles long documents and careful writing especially well.	Reading contracts and long documents, longer writing projects, nuanced questions.
Google Gemini	gemini.google.com	Google's AI, built into Gmail, Docs, and Search.	People already living in Gmail and Google Docs — help is right where you work.
Perplexity	perplexity.ai	AI-powered search that gives a direct answer <i>with sources you can check</i> .	Research, fact-checking, current events, comparing options before buying.
Canva	canva.com	Design tool with AI for generating layouts, text, and images from a description.	Flyers, social posts, resumes, invitations, presentations — zero design skills needed.
Otter.ai	otter.ai	Records and transcribes conversations automatically, with speaker labels.	Meetings, classes, interviews, sermon notes — 300 free minutes per month.
Grammarly	grammarly.com	Checks and improves your writing everywhere you type.	Anyone who wants emails and applications to read clean and professional.
Suno	suno.com	Creates full songs — music and vocals — from a text description.	Birthday songs, event music, creative projects, getting kids excited about AI.
Microsoft Copilot	copilot.microsoft.com	Free AI chat from Microsoft, with image generation included.	Quick questions and free AI images; handy if you use Windows or Edge.
NotebookLM	notebooklm.google.com	Upload your documents and ask questions about <i>them</i> — it answers only from what you gave it.	Studying, summarizing reports, turning long PDFs into plain-English answers.

How to Pick (in 5 Seconds)

- **Need words?** ChatGPT or Claude.
- **Need a design?** Canva.
- **Need facts with receipts?** Perplexity.
- **Need notes from a meeting?** Otter.
- **Need answers from YOUR documents?** NotebookLM.

Golden rule for every tool: be specific, ask follow-ups, and never share passwords or Social Security numbers with any AI. Free tiers can change over time — but as of mid-2026, every tool on this page has a genuinely useful free plan.