Skills in Claude Code: where they live, how to install a plugin, how to check

Claude Code uses skills too: a folder with a **SKILL.md** file that Claude reads when a task calls for it. Riverbend Florist is a made-up shop.

Where skills live

Project skills
`.claude/skills` inside a project. Anyone working in that folder gets them.

Personal skills
`~/.claude/skills` in your home folder, for every project. On Windows: `C:\Users\<you>\.claude\skills`.

Plugin skills
Installed from a marketplace and named after the plugin first, like `document-skills:xlsx`.

Install Anthropic's document skills

1. Type `claude` and press **Enter** to start Claude Code in your project folder.
2. Run `/plugin marketplace add anthropics/skills`. It is added as **anthropic-agent-skills**.
3. Run `/plugin install document-skills@anthropic-agent-skills`.
4. Read **Plugin details** and **Will install**, then pick **Install for you (user scope)** for every project on this computer.
5. Run `/reload-plugins` so it works without a restart.

Check it worked

- `/plugin`, then the **Installed** tab: **document-skills**, enabled.
- `/skills`: **docx**, **pdf**, **pptx** and **xlsx** appear, locked on by the plugin, next to your project skills.
- To remove a plugin, open `/plugin`, go to **Installed** and uninstall it there.

Use it

```
Make this week's [REPORT NAME] from [FILE NAME]
as an Excel file.
```

Don't name a skill. Claude asks before it creates a file and before it runs a command: read each request, then pick **1. Yes**.

Remember: The description in each SKILL.md tells Claude when to use it. Plugins can run code, so only install them from people you trust.

Practice it free: Install Skills in Claude Code: the Skills Folder and a Plugin Marketplace at learn.ynteractive.com/modules/claude-skills-code. This sheet: learn.ynteractive.com/content/cheat-sheets/claude-skills-code. Riverbend Florist is a made-up business from the lesson. By Robert Breen, October 20, 2026.