PERFECT EXCEL CHATGPT PROMPTS
CHEAT SHEET

Scan Me

5 Step Prompt Recipe

1. Context | Role, Skill Level, Excel Version
Preferred

> I am an Excel beginner using Excel for Microsoft 365.

2. Task | Topic you want help with
Required

> I have a table in cells A2:D5 with the following columns: Product Sales, Country, and Units Sold. Which formula will list the products where sales are at least $10000 and Units Sold exceed 4000 for Canada?

3. Exemplar | Framework for the response
Preferred

> Use this structure in the response: Function, syntax, example formula, explanation.

4. Format | Text, Table, CSV, Code
Optional

> Create a sample dataset and reference it in the formula you provide so I can understand it in context.

5. Validation | Follow-up question to verify accuracy, efficiency, effectiveness
Optional

> Is this the most efficient formula for this task/is there a better way to do this/is there anything else I should know about this?

Bonus Tips

Save Time: Specify custom instructions (available from your profile pic) include:
- your role,
- version of Excel,
- level of ability,
- preferred solution e.g. use dynamic array functions where possible,
- provide the most efficient solution,
- preferred response format, etc.

This saves you having to enter this information with each prompt.

ChatGPT Inside Excel: use the LABS.GENERATIVEAI function to write prompts linked to cells in your Excel worksheet.

➜ Step-by-step video here: **bit.ly/excellabs**

Best Excel Uses

Prompt Example

Formula Writing
> Return the Excel formula to calculate the average Revenue per Unit Sold for the data stored in the Sales Table, ignoring zeros and avoiding errors.

Formula Explanations
> I am an Excel beginner. Provide a step-by-step explanation of this formula =XLOOKUP(G11,G6:G10,F6:F10,"Not Found",0)

Automation: Macros/VBA/Office Scripts
> Create concise and efficient VBA code to automatically refresh PivotTable1 in the sheet called 'Pivot' when the sheet called 'Data' is deselected, so it is no longer the active sheet.

Step-by-Step Guides
> Show me step-by-step how I prevent users from copying cells in Excel 2021.

Data Cleaning
> Split a list of names containing first, middle, and last names stored in Excel's cells A2 to A5 at the rightmost space, resulting in splitting the names into 2 columns - the first column containing the first and middle name and the second column containing only the last name.

Formula Troubleshooting
> This formula returns a #NAME! error in Microsoft Excel 2019: =XLOOKUP(A2, S2:S10, R2:R10) how do I fix it or is there a different formula I can use?

Power Pivot DAX Measures
> How do I write an Excel DAX measure that calculates the running total based on Months in the Date table, for Sales in the Revenue table? It should allow for some months to have no sales.
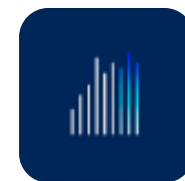
Power Query M Code - Generate
> How do I write a Power Query formula for the Delivery Status that checks if the Delivery Date is not blank and returns "Delivered", otherwise it returns nothing?

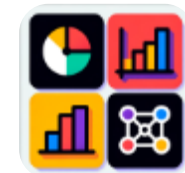**Analyse & Visualise Data** *(ChatGPT Plus)*
> Consolidate the data in the attached Excel files and identify patterns, trends and outliers and present in a series of charts.
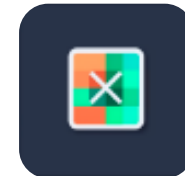
ChatGPT Plus Spreadsheet Plugins

AI Data Analyst
Dive into your data like never before. No code, no complex queries; just plain English.

Charts & Diagrams
Mermaid Diagrams, Schemes for Presentations, Analysis, research websites, pie charts.

Chat With Excel
Transform your spreadsheet interactions and analysis by conversing as if you were a friend.

Chat With Your Data
Conversational analysis over your databases and spreadsheets.

Data Interpreter
Analyze your data using a Python code interpreter in a secure execution environment

Access Google Sheet
Ask your Google Sheets questions & chat with excel.

Make A Sheet
Generate a csv file that can be directly imported into Google Sheets or Excel.

WORK 10x FASTER

CHECK OUT THE DEEP DIVE VIDEO
https://bit.ly/excel-chatgpt

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