How to use **ChatGPT.com** and **Google Gemini** specifically for **Excel tasks**—formulas, data cleaning, analysis, automation, and more.

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# □ 1. Using ChatGPT.com for Excel

You can use ChatGPT (any model: 4o, 5.1, or Pro) to **generate formulas, clean data, analyze sheets, create VBA macros**, or help with dashboards.

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## A) Generate Excel Formulas

Just type your need in plain English:

### Example

**Prompt:**

*"In Excel, if column A has dates and column B has amounts, create a formula to sum all amounts for January."*

ChatGPT will output:

```
=SUMIFS(B:B, A:A, ">=1/1/2025", A:A, "<=1/31/2025")
```

You can ask for:

- VLOOKUP / XLOOKUP
- IF / IFS
- SUMIFS / COUNTIFS
- INDEX + MATCH
- TEXT formulas
- Date formulas
- Pivot-table logic

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## B) Upload Excel Files

On ChatGPT.com:

1. Click the **paperclip** icon.
2. Upload your `.xlsx` file.
3. Tell ChatGPT what to do:

**Examples:**

- "Clean this sheet and remove duplicates. Create a summary table."
- "Explain what this dataset means."
- "Find errors in formulas on Sheet2."
- "Generate a pivot-table summary."

ChatGPT will process the sheet and provide cleaned tables or formulas.

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## C) Create VBA Macros Automatically

Example prompt:

"Write a VBA macro that removes blank rows and formats the header row."

ChatGPT will produce ready-to-paste VBA script + instructions on how to use it.

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## D) Generate Charts & Dashboards

Because ChatGPT understands your data:

"Using this dataset, tell me which chart best fits and generate chart instructions."

It will give:

- Recommended chart type
- Exact Excel steps
- Example pivot table
- Insights

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## E) Convert Excel Data into a Presentation

Tell ChatGPT:

“Create a 10-slide summary of this Excel file for a management presentation.”

It will:

- Analyze your sheet
- Produce bullet points
- Suggest visuals
- Generate slide-ready markdown

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# 2. Using Google Gemini for Excel

Gemini also works well with spreadsheet tasks. You can use it in two ways:

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# A) Use Gemini directly (web interface)

You can upload your Excel file and ask:

- “Summarize this spreadsheet.”
- “Create Excel formulas for column C.”
- “Find anomalies in the data.”
- “Write an Apps Script to automate this Excel/Sheets task.”

Gemini will:

- Analyze data
- Generate formulas
- Spot errors
- Suggest charts

- Write automation code

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# B) Use Gemini inside Google Sheets (BEST feature)

### Google Sheets has a built-in feature called "Help me organize" or "Help me write" that uses Gemini.

### What you can do:

### 1. Generate formulas automatically

Type in any empty cell:

```
=GENM("extract the domain name from the email in A2")
```

Gemini will return a formula, e.g.:

```
=RIGHT(A2, LEN(A2) - FIND("@", A2))
```

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### 2. Generate full tables

Prompt example:

```
=GENM("Create a sales forecast table for the next 12 months")
```

Gemini will create columns, headers, sample values.

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### 3. Data cleanup

You can ask:

```
=GENM("clean names in column A, remove extra spaces, proper-case them")
```

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### 4. Analyze data

You can ask Gemini in plain language:

“Find trends in this dataset and explain them.”

It will produce insights like:

- items with highest growth
- outliers
- seasonality
- top/bottom performers

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### 5. Write Google Apps Script (automation)

Example:

“Write an Apps Script that copies yesterday’s sales data to Sheet2 at 9 AM every day.”

Gemini gives the full script + setup instructions.

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# □ When to use ChatGPT vs Gemini for Excel?

| Need | Best Tool |
|---|---|
| Complex formulas | **ChatGPT** |
| VBA macros (Excel desktop) | **ChatGPT** |
| Data insights & reports | **Both**, ChatGPT is more detailed |

# EXCEL AI PROMPT PACK (85 Prompts)

Organized into 5 categories:

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# 1 FORMULAS (30 Prompts)

Use these when you need formulas fast.

### Basic to Intermediate Formulas

1. *"Write a formula to extract the domain name from an email in A2."*
2. *"Create a formula to calculate age from a birthdate in A2."*
3. *"Give me a formula that returns the last word in a text cell."*
4. *"Provide a formula to extract only numbers from a cell."*
5. *"Create a formula that removes duplicates from a range."*

### Lookup & Search

6. *"Write an XLOOKUP formula to find price for product in A2 from table E:F."*
7. *"Give a formula that returns the 2nd largest amount in column C."*
8. *"Create a formula that finds the first non-blank cell in row 2."*
9. *"Build a formula to return the row number of a matching ID in column A."*
10. *"Make a formula to perform a wildcard lookup in Excel."*

### Date & Time

11. *"Formula to calculate working days between two dates (excluding weekends)."*
12. *"Formula to get month name from date in A2."*
13. *"Provide a formula that extracts year and month as YYYY-MM."*
14. *"Calculate rolling 30-day average for column B."*
15. *"Find the next business day after date in A2."*

### Math & Logic

16. *"Write an IFS() formula based on these conditions: <50 = Poor, 50–70 = Avg, >70 = Good."*
17. *"Formula to sum values in B:B when A:A contains the word 'online'."*
18. *"Formula to count unique values in column C."*
19. *"Formula to replace errors with blank (for C2)."*
20. *"Calculate % change between B2 and C2 with a safe division formula."*

### Advanced / Array

21. *“Dynamic array formula to split full name into first/last.”*
22. *“Formula to filter rows where Sales > 5000 and Region = ‘East’.”*
23. *“Create a formula to generate running total in column B.”*
24. *“Formula to pivot data without PivotTables: summarize by category.”*
25. *“Return most frequent text value in column A.”*

### Financial

26. *“Formula to calculate compound annual growth rate (CAGR).”*
27. *“Formula to calculate loan EMI for principal, interest and term.”*
28. *“Compute net profit margin from revenue and cost columns.”*
29. *“Calculate weighted average from ranges A2:A10 and B2:B10.”*
30. *“Formula to detect outliers using Z-score.”*

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## 2 DATA CLEANUP (20 Prompts)

31. *“Clean this data: remove extra spaces, proper-case names, fix inconsistent formats.”*
32. *“Standardize all dates in DD/MM/YYYY format.”*
33. *“Split the full names into first, middle, last.”*
34. *“Remove duplicate rows and explain what was removed.”*
35. *“Identify spelling inconsistencies in product names.”*
36. *“Cleanup phone numbers to a single standard format.”*
37. *“Fix broken formulas in this workbook.”*
38. *“Remove trailing spaces in all text columns.”*
39. *“Identify inconsistent categories and map them to standard labels.”*
40. *“Normalize text: remove special symbols and keep only alphanumerics.”*
41. *“Detect outliers and highlight suspicious rows.”*
42. *“Summarize missing data and suggest fixes.”*
43. *“Auto-clean addresses: split into street, city, state, zip.”*
44. *“Detect duplicate customer records even when names differ slightly.”*
45. *“Remove blank rows and compact the dataset.”*
46. *“Standardize currency values across the sheet.”*
47. *“Convert inconsistent yes/no fields into TRUE/FALSE.”*
48. *“Extract product codes from messy text.”*
49. *“Find corrupted rows or hidden non-printable characters.”*
50. *“Suggest a cleaned, standardized version of this dataset.”*

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## 3 ANALYSIS & INSIGHTS (20 Prompts)

51. *“Analyze this sheet and tell me the top 10 insights.”*

52. *“Summarize the key business trends from this dataset.”*
53. *“Which products are growing fastest month-over-month?”*
54. *“Identify regions that are underperforming and why.”*
55. *“Highlight anomalies and unusual data patterns.”*
56. *“Create a 1-page business summary for the CEO.”*
57. *“Make a pivot-table style summary for Sales by Month by Category.”*
58. *“Which factors correlate most strongly with revenue?”*
59. *“Forecast next 6 months’ sales using simple methods.”*
60. *“Cluster customers into 3 groups based on behavior.”*
61. *“Identify the most profitable customer segments.”*
62. *“Explain seasonality in monthly sales data.”*
63. *“Convert raw data into an executive summary table.”*
64. *“What are the biggest cost drivers in this dataset?”*
65. *“Create a Pareto chart summary (80/20 analysis).”*
66. *“Find duplicate transactions or fraud patterns.”*
67. *“Which SKUs contribute most to revenue volatility?”*
68. *“Provide descriptive statistics for all numeric columns.”*
69. *“Suggest KPIs to track based on this dataset.”*
70. *“Turn this sheet into a professional MIS report.”*

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# 4 DASHBOARDS & VISUALS (15 Prompts)

71. *“Design a dashboard layout based on this dataset.”*
72. *“Suggest the best charts for visualizing this data.”*
73. *“Create a KPI dashboard description (metrics + colors + layout).”*
74. *“Build a manager-friendly summary chart from the data.”*
75. *“Make an interactive dashboard concept using slicers.”*
76. *“Suggest 5 visuals to present sales vs. targets.”*
77. *“Create a monthly performance scoreboard format.”*
78. *“Recommend charts for variance analysis.”*
79. *“Turn this Excel data into a PowerPoint slide deck summary.”*
80. *“Create a visual comparison of YoY growth by category.”*
81. *“Produce a heatmap of region-wise sales performance.”*
82. *“Make a timeline chart for key milestones.”*
83. *“Suggest color coding for good/average/bad performance.”*
84. *“Build a pivot chart explanation for senior leadership.”*
85. *“Give me a dashboard-ready summary using only text and tables.”*