

EXCEL & DATA ANALYSIS WITH AI



Stop wrestling with formulas. Let AI do the Excel.

⌚ Duration: 2.5-3 hours

TODAY'S COMPREHENSIVE AGENDA

PART 1: Foundations

Data Crisis
AI Formula Formula
What AI Can Do

PART 2: Formulas & Functions

Plain-English Formulas
Formula Fixing
Advanced Functions

PART 3: Data Cleaning

Messy Data
Transformation
Standardisation

PART 4: Analysis

Insights & Summaries
Pivot Tables
Charts & Reports

PART 5: Advanced Workflows

Copilot in Excel
Multi-Sheet Analysis
Automation

PART 6: Practice

Common Mistakes
Business Scenarios
5 Exercises

PART 1

THE DATA PROBLEM

THE EXCEL & DATA TIME SINK

Average Professional:

7.2 hours

per week on spreadsheets & data

18%

of workday on data tasks

374 hours

per year

£11,220

annual cost at £30/hour

Reclaim HALF =

£5,610

saved per year

+

187 hours

back in your year

COMMON DATA PAIN POINTS

Formula Errors

=VLOOKUP says #N/A and you don't know why

Hours Per Report

Manual data crunching takes all morning

Messy Imports

CSV dumps with inconsistent formats

Chart Creation

Getting the right visual takes forever

Finding Insights

Staring at numbers with no clear story

Repetitive Tasks

Same formatting / cleaning every week

THE FUNDAMENTAL SHIFT

You don't need to know Excel better. You need to tell AI what you want — and let it do the Excel.

✗ BEFORE AI

Google 'how to write VLOOKUP'

Spend 20 mins on Stack Overflow

Try formula, get #N/A error

Ask colleague who 'knows Excel'

Eventually get it working — maybe

Can't remember how next time

✓ WITH AI

Type in plain English what you need

AI writes the exact formula

Copy and paste into your cell

Done in 30 seconds

AI explains what it does

Reuse the same prompt next time

WHAT AI CAN DO WITH YOUR EXCEL DATA

Write Formulas

Describe what you need in plain English. AI writes the exact formula — no syntax knowledge required.

Fix Formula Errors

Paste your broken formula. AI diagnoses #N/A, #REF!, #VALUE! and gives you the corrected version.

Clean Messy Data

Inconsistent formats, duplicates, blank rows, mixed cases — AI fixes it all in seconds.

Build Charts

Describe the chart you need. AI tells you exactly how to create it or builds the data range for you.

Find Insights

Paste your data and ask 'What stands out?' AI spots trends, anomalies, and key takeaways instantly.

Automate Reports

Describe your weekly report. AI creates a template with formulas you just refresh each time.

PART 2

FORMULAS & FUNCTIONS

THE FORMULA REQUEST FORMULA

"Write an Excel formula to [WHAT YOU WANT TO ACHIEVE].

My data:

- Column A has [DESCRIBE COLUMN A]
- Column B has [DESCRIBE COLUMN B]
- I want the result in Column C

If there are errors (like blanks), return [WHAT TO SHOW INSTEAD]."

WHAT	DATA	LOCATION	ERRORS	CONTEXT
Describe the outcome you want	Tell AI what your columns contain	Which cell/column goes the result	Handle blanks & edge cases	Any extra rules or conditions

12 FORMULA TYPES AI CAN WRITE FOR YOU

LOOKUP

Find data across tables

IF / IFS

Conditional logic

SUMIF

Add up rows meeting criteria

COUNTIF

Count based on conditions

VLOOKUP

Match & return values

INDEX/MATCH

Flexible lookup combos

XLOOKUP

Modern lookup with fallbacks

TEXT

Format dates, numbers as text

DATE/TIME

Date maths & calculations

PIVOT

Dynamic data summaries

ARRAY

Multi-cell calculations

NESTED IF

Complex logic chains

AI can write ALL of these — just describe what you need

REAL-WORLD FORMULA EXAMPLES

Tour Operator

Prompt: "Write an Excel formula that calculates total revenue per booking.

Column A = number of guests, Column B = price per person.

If column A is blank, show 0 not an error."

```
=IF(A2="",0,A2*B2)
```

Estate Agency

Prompt: "Write a formula to calculate commission on sales in column C.

Commission is 1.5% if sale is under £300k, 2% if over £300k."

```
=IF(C2<300000,C2*1.5%,C2*2%)
```

Holiday Lets

Prompt: "I want to flag bookings where the gap between checkout and next check-in is less than 2 days.

Column D = checkout date, Column E = next check-in date."

```
=IF((E2-D2)<2,"SHORT TURNAROUND","OK")
```

Accountancy

Prompt: "Write a SUMIF to total all invoices in column B where the client name in column A matches a name I type in cell F1."

```
=SUMIF(A:A,F1,B:B)
```

AI AS YOUR FORMULA ERROR FIXER

Never Google a formula error again. Paste it into AI and get the fix instantly.

#N/A

Value not found

VLOOKUP can't find a match. Check spelling, data type (number vs text), or use IFERROR to handle gracefully.

#REF!

Broken reference

A cell being referenced was deleted. AI rewrites the formula pointing to the correct cells.

#VALUE!

Wrong data type

Trying to do maths on text. AI identifies which cell has wrong data and gives you the fix.

#DIV/0!

Dividing by zero

Denominator is blank or zero. AI wraps formula in IF to handle empty cells.

#NAME?

Typo in formula

Function name misspelled or not recognised. AI corrects the syntax immediately.

#NUM!

Invalid number

Formula produces number too large/small. AI advises on the correct approach.

DEMO #1

►□ **INSERT DEMO VIDEO**

Writing a VLOOKUP and fixing #N/A error in under 2 minutes

PRACTICE #1: WRITE YOUR FIRST AI FORMULA

Think of a formula you often need at work

Describe it in plain English to AI:

e.g. "Write a formula to calculate 20% VAT on the value in column B"

Copy the formula AI gives you

Test it in a real or sample spreadsheet

If it gives an error — paste the error back into AI and ask it to fix

 7
minutes



Use the formula!
Be specific:
column names,
what to show
if blank.

ADVANCED FUNCTIONS — NO EXPERTISE NEEDED

These functions used to require Excel expertise. With AI, you just describe the outcome.

XLOOKUP

"Find a booking reference in column A and return the guest name from column F. If not found, show 'Not Found'."

```
=XLOOKUP(H2,A:A,F:F,"Not Found")
```

SUMPRODUCT

"Calculate total revenue where the property in column B is 'Loch View' and the month in column C is 'July'."

```
=SUMPRODUCT((B2:B100="Loch View")*(C2:C100="July")*D2:D100)
```

DYNAMIC ARRAY

"Give me a unique list of all client names from column A, sorted alphabetically, with no duplicates."

```
=SORT(UNIQUE(A2:A100))
```

PIVOT-STYLE

"Show me total sales by salesperson — each unique name in column D with their total from column E."

```
Use: SUMIF + UNIQUE or Pivot Table via AI prompt
```

PART 3

DATA CLEANING MASTERY

THE MESSY DATA PROBLEM

90% of time spent on data analysis is actually spent CLEANING the data. AI cuts this by 80%.

✗ Inconsistent Names

john smith / John Smith / JOHN SMITH
→ All mean the same person

✗ Mixed Date Formats

01/03/24, March 1st, 2024-03-01
→ Excel can't calculate across these

✗ Extra Spaces

" Inverness " ≠ "Inverness"
→ Breaks every lookup formula

✗ Numbers as Text

"£1,250" stored as text
→ SUM returns 0

✗ Merged Cells

Merged header rows
→ Pivot tables refuse to work

✗ Duplicate Records

Same booking entered twice
→ Revenue figures doubled

AI DATA CLEANING PROMPTS THAT WORK

Standardise Names

"I have a column of customer names with mixed capitalisation and extra spaces. Give me an Excel formula to clean column A so every name is in proper case with no leading/trailing spaces."

Fix Date Formats

"My date column has a mix of formats: some say '01/03/2024', others say 'March 1, 2024'. Give me a formula or step-by-step process to convert everything to DD/MM/YYYY format."

Remove Duplicates

"Explain the fastest way to find and remove duplicate rows in Excel where column B (booking reference) should be unique. Show me how to highlight duplicates first."

Convert Text to Numbers

"Column C has currency values stored as text like '£1,250.00'. They show left-aligned. Give me a formula to convert these to real numbers I can use in SUM formulas."

Bulk Clean Process

"I've just imported a CSV from our booking system. Give me a 5-step cleaning checklist I should always run before doing any analysis on imported data."

DEMO #2

►□ **INSERT DEMO VIDEO**

Cleaning a messy CSV import — names, dates, currency — in under 5 minutes

PRACTICE #2: CLEAN A REAL DATASET

Find or create a small messy dataset (even 10 rows is fine)

Examples of mess to include:

- Mixed case names (john smith / JOHN SMITH)
- Currency as text (£1,200 instead of 1200)
- Inconsistent date formats

Ask AI: 'Give me Excel formulas to clean this data'

Apply the fixes and compare before vs after

□ 8

minutes



If you don't have real data, ask AI to create a sample messy dataset for you to practise on!

DATA TRANSFORMATION WITH AI

Split One Column into Many

Full name → First Name + Last Name
Address → Street, Town, Postcode

Prompt: 'Split column A (full address) into separate columns for street, town and postcode'

Combine Multiple Columns

First name + Last name → Full name
Date + Time → Single datetime stamp

Prompt: 'Combine columns A and B into one column with a space between them'

Extract Specific Data

Extract year from date
Extract domain from email address
Extract numbers from mixed text

Prompt: 'Extract just the year from dates in column C'

Categorise / Bucket Data

Sales amounts → High / Medium / Low
Ages → Age bands
Dates → Quarter

Prompt: 'Create a formula to categorise values in column D: under £500 = Low, £500-£2000 = Medium, over £2000 = High'



QUESTION TIME

Any questions before we continue?

PART 4

ANALYSIS & INSIGHTS

TURNING NUMBERS INTO INSIGHTS WITH AI

The biggest time sink isn't making the spreadsheet — it's figuring out what it means. AI does this in seconds.

Spot Trends

Paste your monthly data and ask: 'What trends or patterns do you see in this data? What is growing, declining, or unusual?'

Identify Anomalies

Ask: 'Look at this dataset and identify any values that seem unusual, outliers, or unexpected compared to the rest.'

Summarise Large Data

Ask: 'Summarise this spreadsheet in 5 bullet points. What are the most important things I need to know?'

Compare Periods

Ask: 'Compare Month 1 vs Month 2 data. What has improved, what has declined, and what is the biggest change?'

Prioritise Action

Ask: 'Based on this sales data, which 3 clients should I focus on and why? Which are at risk of churning?'

Create KPI Summary

Ask: 'From this data, create a one-paragraph executive summary I can send to my manager highlighting the key numbers.'

PIVOT TABLES — AI MAKES THEM EFFORTLESS

Pivot tables are the most powerful Excel feature. Most people avoid them because they seem complex. AI solves this.

WHAT TO ASK AI

Build from scratch:

"I have columns: Date, Client, Service, Amount, Salesperson. Create a pivot table showing total Amount by Salesperson for each month."

Interpret results:

"My pivot table shows these numbers: [paste values]. What does this tell me about my business performance?"

Add calculated field:

"Add a calculated field to my pivot table that shows profit margin as a percentage."

Troubleshoot:

"My pivot table isn't grouping dates by month — it's showing every individual date. How do I fix this?"

INDUSTRY EXAMPLES

Tour Operator

Bookings by month × activity type
Revenue per guide
Average party size by source

Holiday Lets

Occupancy % by property × month
Revenue by cleaning team
Average nightly rate trend

Estate Agency

Properties sold by month × type
Average days on market
Commission per negotiator

Accountancy

Invoices by client × service type
Aging report (30/60/90 days)
Revenue per partner

CHARTS & VISUALISATION WITH AI

The right chart tells the story instantly. AI tells you which chart to use and how to build it.

Line Chart

Show trends over time

Prompt: 'I have monthly revenue for 12 months. What chart type should I use and how do I set it up to show the trend clearly?'

Bar Chart

Compare categories

Prompt: 'I want to compare sales by property. Which bar chart works best — clustered, stacked, or 100% stacked?'

Pie Chart

Show proportions

Prompt: 'Show me how to create a pie chart of revenue by activity type, with percentages shown on each segment.'

Scatter Plot

Show relationships

Prompt: 'I want to see if there is a relationship between temperature and booking volume. How do I create this scatter chart?'

Dashboard

Combine multiple charts

Prompt: 'Describe the layout of a one-page Excel dashboard for a holiday let business showing occupancy, revenue and booking lead time.'

Conditional

Colour-code your data

Prompt: 'Apply conditional formatting to my revenue column — red for below target, amber for within 10%, green for above target.'

DEMO #3

►□ **INSERT DEMO VIDEO**

Building a monthly revenue trend chart and pivot table in under 3 minutes

PRACTICE #3: ANALYSE YOUR OWN DATA

Take any dataset you have — even a simple list

Ask AI one of these analysis questions:

"What are the top 3 insights from this data?"

"Which month performed best and why?"

"What should I focus on based on these numbers?"

Ask AI to recommend the best chart type for your data

Create the chart following AI's instructions

 8

minutes



Don't have data?
Ask AI: 'Create
a sample dataset
for a tour
operator with
12 months of
booking data'

INDUSTRY-SPECIFIC ANALYSIS PROMPTS

Tour Operators

- Analyse my booking data — which activities generate the most revenue per booking?
- Which months have the lowest occupancy? Build a formula to flag undersold months.
- Calculate average group size and revenue per head by activity type.
- Create a seasonal demand forecast based on last 2 years of bookings.

Holiday Lets

- Calculate occupancy rate by property for each month: occupied nights ÷ available nights.
- Which properties have the highest average nightly rate? Rank them.
- Flag any bookings with less than 2-day gap — create a 'turnaround risk' column.
- Show total cleaning income per cleaner per month from my booking data.

Estate Agencies

- Calculate average days on market by property type and area.
- Which negotiator has the highest list-to-sale price ratio?
- Build a pipeline report: properties at each stage × expected completion date.
- Show commission earned per month vs target — highlight months below target in red.

Accountancy

- Create an aged debtors report: 0-30, 31-60, 61-90, 90+ days overdue.
- Which 5 clients represent 80% of revenue? (Pareto analysis prompt)
- Build a cash flow forecast for the next 3 months from invoice data.
- Flag any invoices over 60 days unpaid — calculate the total outstanding.

PART 5

ADVANCED WORKFLOWS

MICROSOFT COPILOT IN EXCEL

Copilot is built directly into Excel — you're already paying for it. Here's how to unlock it.

WHAT COPILOT DOES IN EXCEL

- ✍ Writes formulas from natural language
- 🔍 Analyses your data and highlights insights
- 📊 Creates charts just by describing them
- ❓ Suggests data cleaning actions
- 💼 Generates pivot table suggestions
- 💬 Explains what any formula does
- ⌚ Creates new columns based on your request
- 📈 Writes trend summaries and forecasts

HOW TO ACCESS COPILOT

- 1 Open your Excel file
(must be saved to OneDrive)
- 2 Click the Copilot button
in the Home ribbon
- 3 The Copilot panel opens
on the right side
- 4 Type your request
in plain English
- 5 Accept, edit or
dismiss suggestions

COPilot in Excel — Prompts That Work

Add a column

"Add a new column called 'Revenue' that multiplies the values in the Guests column by the Price Per Person column."

Highlight data

"Highlight all rows where the booking date is more than 90 days in the past and the status column still says Pending."

Analyse

"Analyse this data and tell me which 3 rows stand out as unusual or worth investigating."

Summarise

"Create a short paragraph summary of the key insights from this spreadsheet I can paste into a report."

Create chart

"Create a bar chart showing total revenue by month for the full year. Make it clear and easy to read."

Sort & filter

"Sort this table by the Revenue column, highest first, and show me only the top 10 rows."

DEMO #4

►□ **INSERT DEMO VIDEO**

Using Copilot in Excel: add column, analyse data, create chart — all in plain English

MULTI-SHEET & MULTI-FILE ANALYSIS WITH AI

When your data lives across multiple sheets or files, AI helps you consolidate and cross-reference it fast.

12 Monthly Sheets → 1 Summary

Prompt: 'I have 12 sheets named Jan through Dec, each with a Revenue column in cell D2. Write a formula to sum all 12 sheets into one annual total.'

```
=SUM(Jan:Dec!D2)
```

Lookup Across Sheets

Prompt: 'Look up a booking reference in Sheet1 column A and return the guest name from Sheet2 column B where the reference matches.'

```
=VLOOKUP(A2,Sheet2!A:B,2, FALSE)
```

Consolidate Multiple Files

Prompt: 'Describe step by step how to use Power Query to combine 3 CSV files with the same column structure into one master table I can analyse.'

Use: Data → Get Data → From Folder

Compare Two Versions

Prompt: 'I have two versions of the same spreadsheet — the original and an updated one. How do I find which rows have changed between them?'

Use: Conditional formatting + exact match formula

PRACTICE #4: BUILD A REUSABLE REPORT TEMPLATE

Choose one report you create weekly or monthly

Ask AI: 'Help me build an Excel template for [describe your report]'

Ask AI to add:

- Formulas that auto-calculate the key numbers
- Conditional formatting to flag good/bad results
- A summary section at the top

Save it as a template file you can reuse every week

10

minutes



The goal is a template you refresh weekly in minutes — not rebuild from scratch each time.

AUTOMATING REPETITIVE DATA TASKS

If you do the same data task more than once a month, AI can help you automate it.

POWER QUERY

Connect directly to your data sources and refresh with one click.

- Import from CSV/database every week
- Automatic cleaning rules you set once
- Transform data consistently every time
- No manual copy-paste ever again

Prompt: 'Walk me through setting up Power Query to import and clean my weekly booking CSV automatically.'

NAMED RANGES & TABLES

Make your spreadsheet self-expanding and self-updating.

- Convert data to Excel Table (Ctrl+T)
- Formulas auto-expand for new rows
- Pivot tables auto-update on refresh
- Named ranges make formulas readable

Prompt: 'Convert my data range to an Excel Table and rewrite my formulas to use Table references that auto-expand.'

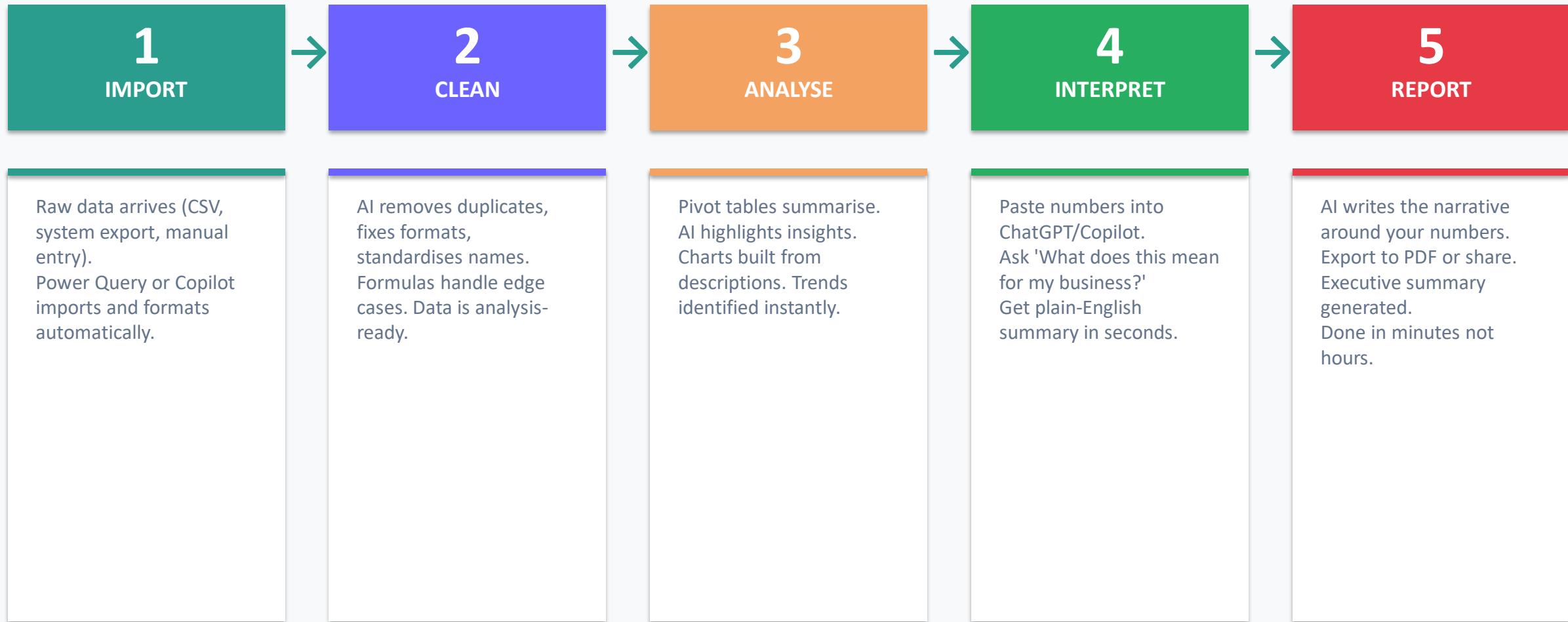
MACRO GENERATION

AI writes the macro — you just run it.

- Automate repetitive formatting
- One-click report generation
- Sort, filter, copy to new sheet
- Email reports automatically

Prompt: 'Write an Excel VBA macro that: takes my data, creates a new sheet, formats it as a report with my company name, and saves it as a PDF.'

THE COMPLETE AI DATA WORKFLOW



Result: A report that used to take half a day now takes 15 minutes — every single week

DEMO #5

►□ **INSERT DEMO VIDEO**

End-to-end: Import booking data → clean → pivot → AI summary → PDF report in 10 minutes

PART 6

COMMON MISTAKES & PRACTICE

COMMON AI DATA MISTAKES TO AVOID

✗ Accepting Without Checking

AI-generated formulas can have errors. ALWAYS test on 2-3 rows manually before applying to your whole dataset.

✗ Vague Prompts

Don't say 'make a formula'. Say exactly which columns, what outcome you want, and what to do with blank cells.

✗ Sharing Sensitive Data

Never paste client names, financial details or personal data into public AI tools. Use dummy data or anonymise first.

✗ Not Iterating

First output not perfect? Tell AI what's wrong and ask it to fix. 'This formula returns #N/A for blank cells — fix it.'

✗ Skipping Data Cleaning

Analysing messy data gives messy insights. Always clean first, analyse second. Garbage in, garbage out.

✗ Only Using Copilot

Copilot in Excel is great but limited. Use ChatGPT/Claude for deeper analysis, interpretation and report writing.

GOOD VS BAD DATA PROMPTS

✗ "Write me a formula"

✗ "Analyse my data"

✗ "Fix this formula"

✗ "Make a chart"

✓ "Write an Excel formula to calculate the average of column C only where column A says 'Confirmed'. If there are no matching rows, show 0 not an error."

✓ "I've pasted 3 months of holiday let occupancy data. Identify: (1) which property performs best, (2) any unusual drops, (3) one recommendation I should act on."

✓ "This formula returns #N/A:
`=VLOOKUP(A2,Sheet2!A:C,3,TRUE)`. Column A contains booking references as text. Sheet2 column A stores them as numbers. How do I fix the type mismatch?"

✓ "Create a line chart showing monthly revenue for 12 months. Add a dotted target line at £15,000. Label each month. Make the highest month's bar a different colour."

WHEN NOT TO USE AI FOR DATA ANALYSIS

⚠️ AVOID AI ALONE FOR:

- Financial statements with legal implications
- GDPR-sensitive personal data (anonymise first)
- Regulatory reporting — always verify manually
- Payroll calculations — double-check every figure
- Anything a human professional should sign off
- Real-time trading or investment decisions

✓ AI IS PERFECT FOR:

- Exploratory analysis and spotting patterns
- Drafting reports and writing narratives
- Creating templates and dashboards
- Learning and understanding new functions
- First draft formulas — you verify before using
- Explaining what a formula or chart shows

Rule: Use AI for DRAFT and EXPLORATION — use your expertise for VERIFICATION and SIGN-OFF

PRACTICE #5: COMPLETE END-TO-END DATA WORKFLOW

Choose a real dataset from your work (or ask AI to create sample data)

STEP 1 — Clean: Ask AI to identify and fix any data quality issues

STEP 2 — Analyse: Ask AI 'What are the 3 most important insights?'

STEP 3 — Visualise: Ask AI which chart best shows your main finding

STEP 4 — Report: Ask AI to write a 3-sentence executive summary

STEP 5 — Template: Save the formula/prompt set to reuse next time

Compare total time vs how long this would have taken before AI

□ 15

minutes



This is the
full workflow.
Clean → Analyse
→ Visualise →
Report →
Automate.
Time yourself!

AI FORMULA QUICK REFERENCE CARD

Save these prompts. Use them every day. Adapt for your data.

Write a formula:	"Write an Excel formula to [outcome]. Column A = [data], Column B = [data]. If blank show 0."
Fix an error:	"This formula returns [error code]: [paste formula]. My data is [describe]. Fix it."
Clean data:	"Give me a formula to clean column A: remove extra spaces, fix case, strip special characters."
Count/Sum:	"Count rows where column A = [value] AND column B is greater than [number]."
Lookup:	"Find [value] in column A and return the matching value from column D. If not found show N/A."
Pivot summary:	"I have columns [list]. Create a pivot showing [rows] vs [columns] with [values] summarised by [sum/count]."
Analyse data:	"Look at this data and tell me: top 3 insights, any anomalies, and one thing I should act on."
Build chart:	"I want a chart showing [what]. My data has [columns]. Which chart type and how do I set it up?"
Write report:	"Summarise this Excel data in 3 sentences for a manager. Focus on [topic]. Keep it plain English."

BUILDING YOUR DATA PROMPT LIBRARY

Build once, reuse forever. Your prompt library is your secret weapon.

Formula Library

- Your 10 most-used formula prompts
- Industry-specific calculations
- Error handling templates
- Conditional formatting prompts

Cleaning Library

- Standard import cleaning checklist
- Name/date/currency fix prompts
- Deduplication procedure
- Power Query setup prompts

Analysis Library

- Weekly KPI review prompt
- Monthly trend analysis template
- Anomaly detection prompt
- Client performance ranking

Report Library

- Executive summary template
- Board report narrative prompt
- Client-facing data summary
- Action recommendation prompt



QUESTION TIME

Any questions before we continue?

DEMO #6

▶□ INSERT DEMO VIDEO

Complete real-world scenario: holiday let occupancy report — from raw CSV to board-ready summary

WHAT YOU LEARNED TODAY



Write any Excel formula in plain English — no syntax knowledge needed



Fix formula errors instantly by describing the problem to AI



Clean messy data in minutes instead of hours



Use Copilot in Excel to analyse, chart and summarise data



Extract real insights and trends from your numbers using AI



Build reusable templates and prompt libraries for your regular reports



Automate repetitive data tasks with Power Query and AI-written macros



Produce board-ready reports in 15 minutes instead of half a day

You now have data superpowers!

YOUR DATA CHALLENGE

Before Next Module:

1

Use AI to write every formula you need this week — no more Googling

2

Take one messy spreadsheet and ask AI to clean it. Track time saved.

3

Build one reusable report template with AI formulas that auto-calculate

4

Try Copilot in Excel on a real dataset — use the sidebar, ask it questions

Goal: Cut data & reporting time by 50% this week!

Next Module:

[AI Meetings & Scheduling](#)

Bonus: Share your best data prompt with your team this week — the more you share, the faster everyone improves

APPENDIX: YOUR FORMULA & DATA PROMPT CHEAT SHEET

Print this. Pin it up. Use it every day.

FORMULAS

"Write a formula to [outcome]. Column A=[data]"
"Fix this formula: [paste]. It returns [error]." "Add error handling to show 0 if the cell is blank"
"Explain what this formula does: [paste formula]"

CHARTS

"Best chart type for showing [data description]?"
"How do I add a target line at [value] to my chart?"
"Colour the highest bar differently – how?"
"Create a dashboard layout for [business type]"

CLEANING

"Clean column A: remove spaces, fix case, strip £"
"Find and remove duplicate rows where col B matches"
"Convert text dates in col C to real date values"
"Flag cells in col D that are not valid numbers"

REPORTS

"Write a 3-sentence summary of this data for a manager"
"What action should I take based on these numbers?"
"Turn these KPIs into a bullet-point board update"
"Forecast next month based on this trend data"

ANALYSIS

"What are the top 3 insights from this data?"
"Which rows are outliers or need investigation?"
"Compare this month vs last month. What changed?"
"Rank [category] by [metric] and show top 5"

COPilot

"Add a column [name] that calculates [formula]"
"Highlight rows where [column] is greater than [n]"
"Summarise this spreadsheet in plain English"
"Sort by [column] and show only top 10 rows"