

Question / Task	Which Prompt to Use	What Copilot Will Do (The Solution)
Q1. Identify and summarize missing values.	"Identify and summarize missing values in this table." or "Show me columns with missing data and count how many."	It will analyze your table and show you a summary (e.g., "Region has 10 missing values," "Category has 10 missing values," etc.).
Q2. Fill missing values in 'Region' and 'Category'.	"For the 'Region' and 'Category' columns, fill any missing values with the most frequent value (mode) for each column."	It will find the most common value for 'Region' (e.g., 'West') and 'Category' (e.g., 'Beverages') and fill all blank cells in those columns.
Q3. Fill missing numeric values ('Units Sold', 'Unit Price').	"For 'Units Sold' and 'Unit Price', fill missing values with the average (mean) of their respective column."	It will calculate the average for 'Units Sold' and fill its blanks, and then do the same for 'Unit Price'. Your table should now have no missing values.
Q4. Create a new calculated column 'Total Revenue'.	"Create a new column named 'Total Revenue' that is the result of multiplying 'Units Sold' by 'Unit Price'."	It will instantly add a new column to your table named 'Total Revenue' with the correct formula ( $=[@[Units Sold]] * @[Unit Price]$ ) populated all the way down.
Q5. Find the total price of Order ID 'ORD0123'.	"What is the 'Total Revenue' for the 'Order ID' 'ORD0123'?"	It will scan the table and give you a direct answer (which should be \$15,849.30).
Q6. Generate a chart of average profit by region.	Step 1: "Create a new column named 'Profit' by calculating 'Total Revenue' - ('Units Sold' * 'Unit Cost')." Step 2: "Now, create a bar chart showing the average 'Profit' by 'Region'."	First, it will add the new 'Profit' column. Second, it will generate a bar chart and add it to your sheet, showing the average profit for each region.

Q7. Create a pivot table of sales by category and region.	"Create a pivot table that summarizes the total 'Total Revenue' by 'Category' as rows and 'Region' as columns."	It will create a new sheet in your workbook with the exact pivot table you requested.
Q8. Build a dashboard with KPIs and charts.	Ask for pieces individually: "What is the total 'Total Revenue'?" "What is the total 'Profit'?" "Calculate the overall Profit Margin (Total Profit / Total Revenue)." "Create a pie chart showing 'Total Revenue' by 'Category'."	Copilot will generate each KPI (as text) and each chart individually. You can then copy and paste these elements onto a new, blank sheet named "Dashboard".
Q9. Generate a summary report.	"Analyze the data and provide a summary report. Include key insights, the best-performing category by revenue, and the most profitable region on average."	It will use its analysis of the entire table to generate a text-based summary with key findings and insights.