50 ChatGPT Prompts for Excel Users

Use AI to Generate Excel Formulas, Automate Tasks, and Analyze Data Faster

Basic Excel Prompts

1 Write an Excel formula to sum values in column A.
2 Create a formula to calculate the average of column B.
3 Count numbers in column C.
4 Count non-empty cells in a column.
5 Find the maximum value in a dataset.
6 Find the minimum value in column A.
7 Round numbers to two decimal places.
8 Calculate percentage increase between two numbers.
9 Generate a formula to subtract expenses from revenue.
10 Create a formula to calculate profit margin.

Conditional Formula Prompts

1 Write an IF formula to return Pass or Fail.
2 Categorize sales as High, Medium, Low.
3 Calculate bonus if sales exceed a target.
4 Return Completed if status equals Done.
5 Check if a cell is blank.
6 Highlight duplicate values.
7 Return warning if stock is below 10.
8 Calculate tax based on income brackets.
9 Apply discounts automatically.
10 Check if a date is overdue.

Lookup Prompts

1 Create an XLOOKUP formula to retrieve employee names.
2 Write a VLOOKUP formula to find product prices.
3 Use INDEX MATCH to return values from another sheet.
4 Find matching records between two columns.
5 Return department from employee ID.
6 Look up customer information using email.
7 Retrieve last matching value in a dataset.
8 Match product IDs between sheets.
9 Find missing values between two lists.
10 Create a two-way lookup formula.

Text & Data Cleaning Prompts

1 Remove extra spaces from text.
2 Convert text to uppercase.
3 Convert text to lowercase.
4 Extract first name from full name.
5 Extract last name from full name.
6 Remove special characters from text.
7 Extract numbers from text strings.
8 Split email into username and domain.
9 Combine first and last names.
10 Convert text dates into Excel date format.

Advanced Excel Prompts

1 Create a FILTER formula to return rows matching criteria.
2 Generate a UNIQUE formula to remove duplicates.
3 Sort a dataset automatically.
4 Create a formula to rank sales values.
5 Calculate working days between two dates.
6 Return the latest value from a dataset.
7 Calculate running totals.
8 Create a dynamic dashboard formula.
9 Generate pivot table summaries.
10 Calculate monthly growth.