# 50 AI Prompts for Excel

Copy-ready prompts for ChatGPT, Claude, Gemini and Copilot · November 2026

How to use these prompts: replace everything in [square brackets] with your own sheet names, cells and ranges. Tell the AI which Excel version you use, and always test a formula or macro on a few rows, or on a copy of your file, before you rely on it.

## Write formulas

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| 1 | Write a formula in [cell] that finds the [value] for the item in [cell] from the table in [range]. Show "Not found" if it's missing. I use [Excel version]. |
| 2 | Total the values in [range] where [column] is [criteria 1] and [column] is [criteria 2]. Put the formula in [cell]. |
| 3 | Count the rows in [range] where [column] is [criteria] and [column] is more than [number]. |
| 4 | In [cell], return "[label 1]" if [condition], "[label 2]" if [condition], otherwise "[label 3]". I'll fill it down. |
| 5 | Write a formula that returns the last value in column [letter], even when new rows are added. |
| 6 | Calculate the number of working days between the dates in [cell] and [cell], excluding the holidays in [range]. |
| 7 | Return the top [number] [items] by [value] from [range], sorted from largest to smallest, as a dynamic array. |
| 8 | Extract the text between the first and second "[character]" in [cell]. |
| 9 | Combine first name in [cell] and last name in [cell] with a space, and ignore blank cells. |
| 10 | Write a formula that shows the [average/total] for the current month from the dates in [range] and amounts in [range]. |

## Clean and prepare data

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| 11 | Clean the names in column [letter]: remove extra spaces and put each name in Proper Case. Give me a formula and the steps. |
| 12 | Find and remove duplicate rows in [range] based on [column], keeping the first one. |
| 13 | The dates in column [letter] are stored as text like "[example]". Convert them to real dates. |
| 14 | Split the full addresses in column [letter] into street, city and PIN code columns. |

15 The numbers in column [letter] are stored as text. How do I convert them to numbers without retyping?

16 Standardise the city names in column [letter] so that spelling and capitals match a single list.

17 Fill the blank cells in column [letter] with the value from the cell above.

18 Give me Power Query steps to combine all the files in a folder into one table with the same headers.

## Analyse and summarise

19 Create a PivotTable on a new sheet that shows total [value] by [field 1] and [field 2].

20 Which [items] had the biggest change in [value] between [period 1] and [period 2]? Show the top 5.

21 Summarise the main trends in this data in five bullet points that a manager can read in one minute.

22 Calculate month-on-month growth for each [category] in [range] and highlight any drop larger than [number]%.

23 Find any unusual values or outliers in column [letter] and explain why they stand out.

24 Build a summary table next to the data with the total, average, minimum and maximum for each [category].

25 Compare actual vs target in [range] and add a column showing the variance and variance %.

26 Group the ages in column [letter] into bands of [number] years and count how many fall in each band.

## Charts and dashboards

27 Suggest the best chart type to show [what you want to show] and explain why in two sentences.

28 Create a line chart of monthly [value] for [year], with a clear title and data labels on the last point.

29 Design a one-page dashboard layout for [topic] with three KPI tiles, one trend chart and one table.

30 Add conditional formatting to [range] that colours values above [number] green and below [number] red.

31 Create a dynamic chart title in [cell] that shows the selected [region/month] from [cell].

32 Build a simple Gantt chart for the tasks, start dates and durations in [range] using conditional formatting.

## Macros and automation

33 Write a short VBA macro for the sheet "[sheet name]" that [task]. Add a comment on each step.

34 Write a VBA macro that deletes every completely empty row in the used range of the active sheet.

35 Write a VBA macro that saves every worksheet in this workbook as a separate PDF named after the sheet.

36 Write a VBA macro that creates a new sheet listing every sheet name with a hyperlink to it.

37 Explain what this macro does, line by line, and point out anything risky: [paste code].

38 My macro shows "[error message]" on the line [line]. Explain the cause and fix it: [paste code].

## Explain and fix

39 Explain this formula step by step in simple English: [paste formula].

40 Why does the formula in [cell] return [#N/A / #VALUE! / #REF!]? Give the likely causes and a fixed formula.

41 Rewrite this nested IF formula using IFS or XLOOKUP so it's easier to read: [paste formula].

42 This formula works in row 2 but gives wrong results when I fill it down. What's wrong? [paste formula].

43 Make this formula work in Excel 2019, which doesn't have [function]: [paste formula].

44 Check this formula for mistakes and edge cases, such as blanks and zero values: [paste formula].

## Learn and plan

45 I know [functions you know]. What are the next five Excel skills I should learn for [job role], and why?

46 Create a 7-day practice plan to learn [Excel topic], with one small exercise each day.

47 Give me a sample dataset of [number] rows for practising [topic], with realistic first names and Indian cities.

48 Explain the difference between [feature 1] and [feature 2] with one example where each is better.

49 Turn these steps into a short checklist I can keep next to my desk: [paste steps].

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| 50 | `Quiz me on [Excel topic] with five multiple-choice questions, then explain the answers.` |

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