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WORK & OFFICE · BOOK 10

Excel & Google Sheets with AI

Formulas, pivot tables, dashboards and clean data in minutes. No memorising, just describe what you want

22 ready-to-use prompts

Real Indian examples

Works on free AI plans

ChatGPT · Gemini · Claude · Copilot · Meta AI · Perplexity

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22 prompts inside. Tap any line to jump to it. Every chapter ends with a **↑ Back to contents** link.

START HERE

3 Quick Wins in 2 Minutes

Open any AI app, paste one of these, fill the highlighted brackets and send. You will have something useful in two minutes. Do the setup chapter later.

P01 Get the formula for my exact sheet

Use when: You know what you want but not the formula

You are an Excel and Google Sheets trainer who explains formulas step by step.

I use [Excel 365 / Excel 2016 / Google Sheets]. My columns: [A = ..., B = ..., C = ...]. Data is in rows [2] to [500].

Task: give me the formula that [describe the result, e.g. "shows total sales for each salesperson"].

Format: the formula in one line, which cell to type it in, how to copy it down, and one example row with the expected result.

Constraints: simplest formula that works in my version; mention if a newer function (XLOOKUP, FILTER) won't work for me.

- ✓ For anything official, ask for English and then *"explain it to me in Hindi"* so you know what you are sending.
- ! Never paste Aadhaar, PAN, bank, card, OTP or password details. Use placeholders like [my PAN].
- ! AI can sound confident and still be wrong. Verify important facts with an official source.
- ! Download apps only from the official publisher. Ignore "free premium" APK links.

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CHAPTER 2

Formulas Without Memorising

Describe your goal in plain words and let AI write the formula.

P04 Get any formula

Use when: You know what you want, not how

You are an Excel and Google Sheets trainer who explains formulas step by step for Indian office users. I'm using [Excel/Google Sheets]. My data: column A = [], B = [], C = [], data starts in row 2. I want to [goal in plain words]. Give me the formula, which cell to put it in, and explain each part simply.