



EXCEL + COPILOT

7 prompts that replace an hour of formulas

Copy, paste, done. Copilot in Excel, Edit mode.

Swipe →

01 / 07

PROMPT

Clean messy names

"Clean the Rep Name column: trim extra spaces, fix capitalization, and flag duplicates in a new column."

REPLACES

TRIM + PROPER + COUNTIF

02 / 07

PROMPT

Lookup across sheets

"Add a Region column to Orders by matching Customer ID from the Customers sheet. Show Not found if missing."

REPLACES

XLOOKUP + IFERROR

03 / 07

PROMPT

Flag late orders

"Highlight orders where Ship Date is more than 5 days after Order Date in red, then sort newest first."

REPLACES

A custom conditional formatting rule + SORT

04 / 07

PROMPT

Tag customer notes

"Add a Category column that tags each Customer Note as Pricing, Delivery, Product, or Other."

REPLACES

Nested IF + SEARCH

05 / 07

PROMPT

Pivot + growth

"Build a PivotTable of Revenue by Region and Month, with a month over month % change column."

REPLACES

A SUMIFS grid + % change math

06 / 07

PROMPT

Forecast with Python

"Use Python to forecast the next 3 months of Revenue and chart actual vs forecast."

REPLACES

FORECAST.ETS + a manual chart

07 / 07

PROMPT

A full dashboard

"Build a Sales dashboard sheet: KPIs for Revenue, Orders, Avg Deal, plus charts by Region and Month."

REPLACES

Hours of SUMIFS + charts

SAVE THIS

Check the result. Keep the hour.

- Save this and try prompt 1 today
- Works in Copilot in Excel, Edit mode (Windows, Mac, web)
- Follow Victor Dantas for more Microsoft 365 + AI