

# SUPERCHARGE EXCEL WITH CHATGPT

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## Slide Show and Video

- Go to: [www.techhelptoday.com/videos](http://www.techhelptoday.com/videos)
  - Or: [bit.ly/libraryai](http://bit.ly/libraryai)
- Look for: *Supercharging Excel with ChatGPT*
- Click the link for the slide show (PDF)

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## Our Workbook

- Available on your desktop
- Also at my website

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## Who Is Rich Malloy?

- Computer Consultant
- Former College Professor
  - IT Dept., Norwalk Community College
- Former Magazine Editor
  - Editor-in-Chief, *Mobile Computing* magazine
  - Executive Editor, *Byte* magazine
- MBA, UConn

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## What Is ChatGPT?

- Launched November 2022
- By OpenAI
  - Research organization,
  - Now aligned with Microsoft
- First time such a powerful AI tool is available to public



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## Generative AI

# ChatGPT

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## Large Language Model (LLM)

- Combs the Internet
- Examines up to 10 trillion words!

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## What Can ChatGPT Do?

- Answer questions
- Carry on a conversation
- Summarize a document
- Generate a document
- Talk to you

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## What ChatGPT Will *Not* Do

- Be 100% correct

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## Versions of ChatGPT

- Chat GPT 3.5: Free
- Chat GPT 4.0: \$20/month
  - Or use Microsoft CoPilot
- Chat GPT 4o: Announced on May 13
  - "o" stands for Omni
  - Will be able to listen, see, and speak to you

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## Other AI Tools

- Google Gemini
- X [nee Twitter] Grok
- Claude

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## Which Version of ChatGPT?

- ChatGPT 4o looks great, but:
  - Free version not fully available yet
  - Limited uses per day
- ChatGPT 3.5
  - Good enough for now

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## How to Use ChatGPT (First Time)

- Go to [chat.openai.com](https://chat.openai.com)
- Create an account
  - Note: You must be able to access your email & phone
- Log in
- Ask any question

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## Excel's Analyze Data Tool

- Go to sheet: Baseball
- Click in table
- Click: Home > Analyze Data

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## Create a Simple Formula

- Create a new Excel sheet
- In ChatGPT: enter

Cell B4 has the old value. B5 has the new one.  
What is the formula for the percent increase?
- Copy the formula
- Paste it into a cell in Excel

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## Create a Complicated Formula

- Go to the sheet Sales 1st Q
- Cell B3: Amy Adams
- Cell D3: Apples
- In ChatGPT: enter

Cells B6:B43 show Salespersons. D6:D43 show  
Products. E6:E43, Amounts. Calculate the total Amount  
when Salesperson is in B3 and Product is in D3.

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### Perform a Complicated Procedure

- Create a new sheet
- In ChatGPT: enter

In Excel, how can I import the stock price for Microsoft for the last month?

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### Perform a Complicated Procedure - Filter

- Go to sheet Sales 2nd Q
- In cells G5 and H5, enter Salesperson and Amount
- In cells G6 and H6, enter Amy Adams and Apples
- In ChatGPT: enter

The table in cells A5:B43 has the columns: Date, Salesperson, Customer, Product, and Amount. Create a formula to filter the table with Salesperson as cell G6 and Product as cell H6.

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### Explain a Complicated Formula

- Go to sheet Sales 2nd Q
- Cell B3:

```
=INDEX(B6:B43, MATCH(MAX(D6:D43),D6:D43,0))
```

- Copy the formula and paste into ChatGPT

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### Create a Simple Macro

- On any worksheet
- In ChatGPT: enter

Please create an Excel macro that would create a footer with "Rich Malloy" on the left, the file name in the middle, and the page number on the right.

- Follow the instructions from ChatGPT

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## Create a Complicated Macro

- Go to sheet: Sales 2nd Q
- In ChatGPT: enter

Cells B6:B43 show Salesperson names. Cells E6:E43 show Amounts. Please create an Excel macro that will put the Salesperson with the largest total Amount in cell B46.

- Follow the instructions from ChatGPT

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## Future

- ChatGPT will be able to see our spreadsheets
- It will talk and tell us what to do
- And answer any questions



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Thank You!

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