



ChatGPT for Excel

Powered by GPT-5.5, ChatGPT brings a new class of intelligence to complex spreadsheet work: updating models, analyzing data, auditing outputs, and turning messy business context into decision-ready outputs faster.

SESSION RECORDING

[Replay on the OpenAI Academy](#)

ACCESS REQUIRED

Excel add-in installed, potential admin enablement of feature

EXPECTED OUTCOME

Run one end-to-end analysis workflow with a sample spreadsheet

WHAT WE COVERED

Core concepts

The Excel add-in and Google Sheets add-on bring ChatGPT directly into spreadsheets so users can build spreadsheets, update models, analyze data, ask questions across tabs and formulas, and make edits using natural language.

Example use cases

Refresh earnings models and forecasts, build KPI packs and operating dashboards, analyze CRM exports and pipeline data, run variance analysis and explain drivers

Tips & tricks

Install from Home > Add-ins. Duplicate key files and audit formulas, assumptions, citations, and changed cells.

TRY IT OUT

Download the example spreadsheet

After you install ChatGPT for Excel, download the [example data](#) and follow along. This Excel spreadsheet is a sample headcount planning model based on a fictional company. Use the prompts below to explore the data on your own!

STEP 01 Summarize the data

“Inspect all tabs in this workbook. Summarize what each tab contains, identify the source-of-truth tabs for workforce, hiring, finance, demand, and planning, and list the biggest FY27 headcount planning drivers. Do not edit the workbook yet. Use plain language.”

STEP 02 Investigate data quality

“Audit Employee_Roster, Open_Reqs, Finance_Actuals, Demand_Plan, and Control for issues that could distort headcount, budget, hiring timing, or scenario recommendations. Prioritize the issues by business impact and show the records or fields that need human review.”
> Then, add a drop-down column for status and highlight the affected cell in red.

STEP 03 Run scenario analysis

“Using Control, Headcount_Plan, Budget_Plan, Open_Reqs, and Demand_Plan, assess the FY27 plan by department. Which teams are most at risk of missing demand, service, compliance, revenue, launch, or resilience goals? Include headcount gaps, budget status, and recommended tradeoffs.”

STEP 04 Build an executive readout

“Create a new tab called Executive_Readout. Summarize the recommended FY27 headcount plan, the top departments needing leadership attention, key budget risks, data quality issues that must be reviewed, and final decision asks for HR, Finance, and functional leaders. Use visuals and a plain-language summary that I can translate to slides.”

GO FURTHER

Extend your use case

Use ChatGPT for Excel or Google Sheets on a real spreadsheet

Expand to your team

Build [skills](#) for common spreadsheet tasks to speed up work

Additional resources

[OpenAI Academy: Data Analysis Help Center: ChatGPT for Excel](#)