CLAUDE IN EXCEL · INDEPENDENT GUIDE

50+ Claude in Excel Prompts

Formulas, data analysis, dashboards, financial model audits, and reporting · Updated October 2026

A practical prompt library for Claude for Excel. Each prompt includes a copy-paste instruction and a short example. Start with a copy of your workbook, review Claude's changes, and verify formulas before applying them.

https://claudeinexcel.com/claude-in-excel-prompts

Scan to open the live prompt library

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Data Analysis

Summarize Data Trends

This Claude in Excel prompt analyzes your data to identify key trends, patterns, and actionable insights automatically.

> Analyze the selected data and provide a summary of key trends, patterns, and notable insights. Include any anomalies or outliers you notice.

EXAMPLE INPUT

Quarterly sales data for the last four quarters

EXAMPLE OUTPUT

Key Trends: 1) Sales increased 23% in Q3, likely due to holiday season. 2) Product A consistently outperforms others. 3) Notable outlier: December had 40% spike...

Generate Pivot Table Summary

Ask Claude in Excel prompt questions about pivot table configurations and get expert recommendations instantly.

> Based on this data, suggest the best pivot table configuration. What should be in rows, columns, and values? What insights should I look for?

EXAMPLE INPUT

Sales data with: Date, Region, Product, Salesperson, Amount

EXAMPLE OUTPUT

Recommended Pivot Table:
- Rows: Region, then Product
- Columns: Date (grouped by quarter)
- Values: Sum of Amount

Key insights to look for:
1. Which region performs best?
2. Seasonal patterns by product...

Calculate Year-Over-Year Growth

This Claude in Excel prompt calculates YoY growth rates and identifies performance trends automatically.

> Calculate year-over-year growth for each metric in this data. Show the formula, percentage change, and highlight significant changes (>20% increase or decrease).

EXAMPLE INPUT

Monthly revenue data for 2024 and 2025

EXAMPLE OUTPUT

YoY Growth Formula: =(Current-Previous)/Previous*100

Results:
Jan: +15% growth
Feb: +22% growth (Significant)
Mar: -5% decline...

Create Cohort Analysis

Build customer cohort analysis with this Claude in Excel prompt for retention tracking.

> Set up a cohort analysis to track customer retention over time. Group customers by their signup month and show retention rates for each subsequent month.

EXAMPLE INPUT

Customer data with signup dates and activity dates

EXAMPLE OUTPUT

Cohort Table Structure:

Rows: Signup Month (Jan, Feb, Mar...)
Columns: Months Since Signup (0, 1, 2, 3...)
Values: =COUNTIFS(SignupMonth,Row,ActivityMonth,Column)/TotalInCohort

Month 0 = 100%, then declining retention rates...

Formula Generation

Create VLOOKUP Formula

Use this Claude in Excel prompt to generate VLOOKUP formulas that find and retrieve data from other tables effortlessly.

> Create a VLOOKUP formula to find [value] in [lookup range] and return the corresponding value from [return column]. Explain each part of the formula.

EXAMPLE INPUT

Find employee name in column A and return their salary from column D

EXAMPLE OUTPUT

=VLOOKUP(A2, $A$1:$D$100, 4, FALSE)

Explanation:
- A2: The value to search for
- $A$1:$D$100: The range to search in
- 4: Return the 4th column (salary)
- FALSE: Exact match only

Create IF Statement with Multiple Conditions

Build complex nested IF formulas easily with this Claude in Excel prompt for conditional logic.

> Create an IF formula with multiple conditions: [describe your conditions]. Show both nested IF and IFS versions if applicable.

EXAMPLE INPUT

If sales > 10000, 'Gold'; if sales > 5000, 'Silver'; if sales > 1000, 'Bronze'; otherwise 'Standard'

EXAMPLE OUTPUT

Nested IF:
=IF(A1>10000,"Gold",IF(A1>5000,"Silver",IF(A1>1000,"Bronze","Standard")))

IFS version (cleaner):
=IFS(A1>10000,"Gold",A1>5000,"Silver",A1>1000,"Bronze",TRUE,"Standard")

Explain This Formula

Get clear formula explanations with this Claude in Excel prompt for understanding complex Excel functions.

> Explain this formula step by step: [paste formula]. What does each part do? Are there any potential issues or improvements?

EXAMPLE INPUT

=INDEX(B:B,MATCH(1,(A:A=E1)*(C:C=F1),0))

EXAMPLE OUTPUT

This is an INDEX-MATCH with multiple criteria:

1. INDEX(B:B,...) - Returns a value from column B
2. MATCH(1,...,0) - Finds the position where conditions are met
3. (A:A=E1)*(C:C=F1) - Multiple criteria: Column A equals E1 AND Column C equals F1

Note: This is an array formula. In older Excel, press Ctrl+Shift+Enter.

Create SUMIFS with Multiple Criteria

Master multi-criteria summing with this Claude in Excel prompt for advanced conditional calculations.

> Create a SUMIFS formula that sums values based on multiple conditions: [describe your conditions]. Explain the syntax and provide variations.

EXAMPLE INPUT

Sum sales where Region='East' AND Product='Widget' AND Date is in Q1

EXAMPLE OUTPUT

=SUMIFS(SalesColumn, RegionColumn, "East", ProductColumn, "Widget", DateColumn, ">=1/1/2026", DateColumn, "<=3/31/2026")

Syntax: =SUMIFS(sum_range, criteria_range1, criteria1, criteria_range2, criteria2, ...)

XLOOKUP with a Fallback

Build a modern lookup formula with explicit error handling.

> Create an XLOOKUP formula that finds [value] in [range] and returns [return range]. Include if_not_found and explain the arguments. Add a note about when INDEX/MATCH is still preferable.

EXAMPLE INPUT

Find an employee ID in column A and return the department from column D.

EXAMPLE OUTPUT

=XLOOKUP(A2,A:A,D:D,"Not found"). The fourth argument handles missing IDs. INDEX/MATCH remains useful when you need a specific match mode or older Excel compatibility.

Dynamic FILTER and SORT

Use dynamic arrays to build a live, spillable report.

> Create a dynamic array formula using FILTER, SORT, and UNIQUE to return [output] from [data range] with [criteria]. Explain how it spills and how to handle empty results.

EXAMPLE INPUT

Return all open invoices for a selected region, sorted by due date.

EXAMPLE OUTPUT

=SORT(FILTER(InvoiceData, (Region=SelectedRegion)*(Status="Open"),"No open invoices"),3,1). The result spills; the third argument handles empty results.

Build a LET Formula

Make a complex formula readable by naming intermediate calculations.

> Build a LET formula that calculates [output] from [inputs]. Name each intermediate calculation, explain the logic, and keep the formula readable.

EXAMPLE INPUT

Calculate a weighted pipeline value with stage probabilities.

EXAMPLE OUTPUT

=LET(amounts,C2:C20,probabilities,D2:D20,weighted,amounts*probabilities,SUM(weighted)). LET names each step so the formula is easier to audit.

Data Cleaning

Clean Messy Data

This Claude in Excel prompt helps you clean and standardize inconsistent data with expert suggestions.

> Review the selected data and suggest formulas or steps to clean it. Look for: inconsistent formatting, extra spaces, mixed cases, duplicate entries, and invalid values.

EXAMPLE INPUT

Column with names: 'john smith', 'JANE DOE', ' Bob Jones ', 'jane doe'

EXAMPLE OUTPUT

Issues found:
1. Inconsistent capitalization
2. Extra spaces
3. Duplicate entry (jane doe)

Suggested formula: =PROPER(TRIM(A1))
To remove duplicates: Data > Remove Duplicates

Identify Duplicate Entries

Use this Claude in Excel prompt to quickly find and highlight duplicate values in your datasets.

> Help me find duplicate entries in this data. Provide: 1) A formula to identify duplicates, 2) Conditional formatting rules, 3) How to list unique values only.

EXAMPLE INPUT

Customer email list with potential duplicates

EXAMPLE OUTPUT

1. Formula to mark duplicates:
=COUNTIF($A$1:$A$100, A1)>1

2. Conditional Formatting:
Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values

3. Unique values only:
=UNIQUE(A1:A100)

Text to Columns Parsing

Split combined data into separate columns using this handy Claude in Excel prompt for data parsing.

> I have data combined in one column that needs to be split. Help me separate: [describe your data format]. Provide formulas and Text to Columns steps.

EXAMPLE INPUT

Full names in one column: 'John Smith', 'Jane Doe'

EXAMPLE OUTPUT

Method 1 - Formulas:
First Name: =LEFT(A1, FIND(" ", A1)-1)
Last Name: =RIGHT(A1, LEN(A1)-FIND(" ", A1))

Method 2 - Text to Columns:
1. Select column
2. Data > Text to Columns
3. Choose Delimited > Space

Standardize Date Formats

Fix inconsistent dates using this Claude in Excel prompt for date format standardization.

> My date column has mixed formats. Help me: 1) Identify the different formats present, 2) Convert all to a standard format, 3) Handle text dates that Excel doesn't recognize.

EXAMPLE INPUT

Dates like: '2026-01-15', '01/15/2026', 'January 15, 2026', '15-Jan-26'

EXAMPLE OUTPUT

To standardize all dates:
1. For text dates: =DATEVALUE(A1)
2. Format cells: Right-click > Format Cells > Date > Choose format
3. For stubborn text: =DATE(year,month,day) with parsing formulas

Extract Numbers from Text

Pull numeric values from mixed text using this Claude in Excel prompt for text parsing.

> Extract numbers from text cells that contain mixed content. Handle: currency symbols, percentages, and embedded numbers in sentences.

EXAMPLE INPUT

Cells like: '$1,234.56', 'Revenue: 5000', '15% increase', 'Order #12345'

EXAMPLE OUTPUT

For currency: =VALUE(SUBSTITUTE(SUBSTITUTE(A1,"$",""),",",""))

For embedded numbers: =SUMPRODUCT(MID(0&A1,LARGE(INDEX(ISNUMBER(--MID(A1,ROW($1:$99),1))*ROW($1:$99),0),ROW($1:$99))+1,1)*10^ROW($1:$99)/10)

Simpler alternative with helper column approach...

Standardize Inconsistent Categories

Map messy category values to a clean, canonical list.

> Create a mapping table to standardize the category values in this column. List the current values, the canonical value, and a formula that applies the mapping. Flag values that need a manual decision.

EXAMPLE INPUT

A region column containing US, U.S., USA, United States, and EMEA.

EXAMPLE OUTPUT

Map US, U.S., USA, and United States to United States. Keep EMEA as a separate region. Use XLOOKUP against the mapping table and flag blanks for review.

Validate Data Types and Ranges

Build validation rules that catch bad data before it reaches the model.

> Build validation rules for this table. Check data types, allowed ranges, required fields, and duplicate keys. List the rules and the formulas or Excel features to enforce them.

EXAMPLE INPUT

An inventory table with SKU, quantity, unit cost, and supplier.

EXAMPLE OUTPUT

SKU: required and unique. Quantity: integer >= 0. Unit cost: number >= 0. Supplier: must match the supplier list. Use data validation, conditional formatting, and a duplicate check column.

Report Writing

Write Executive Summary

Transform data into professional executive summaries using this powerful Claude in Excel prompt template.

> Write a professional executive summary based on this data. Include: key findings, trends, recommendations, and next steps. Keep it concise (3-4 paragraphs).

EXAMPLE INPUT

Quarterly sales report with revenue, costs, and customer metrics

EXAMPLE OUTPUT

Executive Summary

Q4 2025 demonstrated strong performance with revenue increasing 15% YoY to $2.4M. Customer acquisition costs decreased by 8%, improving our CAC:LTV ratio...

Create Monthly Report Template

Design professional monthly report structures using this Claude in Excel prompt for business reporting.

> Create a monthly report template structure for [type of business/data]. Include sections for: summary metrics, trends, comparisons to previous period, and action items.

EXAMPLE INPUT

E-commerce business monthly performance

EXAMPLE OUTPUT

Monthly Performance Report Template

1. Executive Summary (KPIs)
- Total Revenue: [formula]
- Orders: [formula]
- Avg Order Value: [formula]

2. Month-over-Month Comparison
[table structure]...

Build Variance Analysis Report

Create budget vs actual variance reports with this Claude in Excel prompt for financial analysis.

> Create a variance analysis comparing budget vs actual figures. Calculate: absolute variance, percentage variance, and flag items exceeding threshold.

EXAMPLE INPUT

Budget and actual expenses by department

EXAMPLE OUTPUT

Variance Analysis:

Absolute: =Actual-Budget
Percentage: =(Actual-Budget)/Budget*100
Flag (>10%): =IF(ABS(Variance%)>10,"Review","OK")

Department | Budget | Actual | Variance | % | Status
Marketing | $50K | $62K | $12K | 24% | Review

Write Board-Ready Variance Commentary

Turn monthly numbers into a concise board commentary.

> Write a board-ready variance commentary for this monthly report. Cover revenue, margin, cash, and the three largest variances, with likely drivers and one recommended action. Keep it under 250 words.

EXAMPLE INPUT

Actuals versus budget with revenue ahead 6% and margin behind 2 points.

EXAMPLE OUTPUT

Revenue is 6% ahead on enterprise expansion, while margin is two points behind on higher cloud costs. Cash remains in line with plan. The largest variances are enterprise revenue, cloud spend, and hiring timing. Recommend reviewing cloud commitments this month.

Charts & Visuals

Suggest Best Chart Type

This Claude in Excel prompt recommends the optimal chart type for your specific data visualization needs.

> What's the best chart type to visualize this data? Explain why and provide step-by-step instructions to create it in Excel.

EXAMPLE INPUT

Monthly revenue over 2 years comparing 3 product lines

EXAMPLE OUTPUT

Recommended: Line Chart with Multiple Series

Why: Shows trends over time and allows easy comparison between product lines.

Steps:
1. Select your data including headers
2. Insert > Charts > Line Chart
3. Choose 'Line with Markers'...

Create Dynamic Dashboard Formula

Build interactive dashboards with this Claude in Excel prompt for dynamic formula generation.

> Create formulas for a dynamic dashboard where selecting a [dropdown value] updates all related metrics. Include SUMIF, COUNTIF, and AVERAGEIF examples.

EXAMPLE INPUT

Dashboard that updates based on selected month

EXAMPLE OUTPUT

Assuming B1 contains your month dropdown:

Total Sales: =SUMIF(MonthColumn, B1, SalesColumn)
Order Count: =COUNTIF(MonthColumn, B1)
Average Sale: =AVERAGEIF(MonthColumn, B1, SalesColumn)

Create Waterfall Chart Data

Prepare waterfall chart data structure with this Claude in Excel prompt for visual financial storytelling.

> Help me structure data for a waterfall chart showing how we went from [starting value] to [ending value]. Include positive and negative contributors.

EXAMPLE INPUT

Starting revenue $1M, ending $1.3M with various factors

EXAMPLE OUTPUT

Waterfall Data Structure:

Category | Value | Type
Starting Revenue | 1000000 | Start
New Customers | 400000 | Increase
Price Increase | 150000 | Increase
Churn | -200000 | Decrease
Refunds | -50000 | Decrease
Ending Revenue | 1300000 | End

Automation

Automate Weekly Status Updates

Generate automated status reports with this Claude in Excel prompt for recurring reporting tasks.

> Create a template that automatically generates weekly status updates from my data. Include: this week's metrics, comparison to last week, top performers, and items needing attention.

EXAMPLE INPUT

Weekly sales and activity tracking data

EXAMPLE OUTPUT

Weekly Status Template:

This Week Summary:
- Total Sales: =SUMIF(DateCol,">="&WeekStart,SalesCol)
- vs Last Week: =ThisWeek-LastWeek

Top 3 Performers:
=LARGE(SalesCol,{1,2,3})

Needs Attention (below target):
=FILTER(Data,Sales<Target)

Create a Monthly Close Checklist

Build a repeatable close checklist with checks and owners.

> Create a repeatable monthly close checklist for this workbook. Include the checks, owner, source, and pass or fail formula. Keep it practical for a small finance team.

EXAMPLE INPUT

A monthly close with bank reconciliation, accruals, and variance review.

EXAMPLE OUTPUT

Checklist rows: bank reconciliation, accrual completeness, revenue tie-out, balance sheet check, variance review. Add Owner, Source, Status, and a PASS/FAIL formula based on the check cell.

Financial Model Audit

Audit Formula Consistency

Find inconsistent formula patterns, mixed reference styles, and formulas that break the model's logic.

> Audit the formulas in the selected range. Flag inconsistent patterns, mixed absolute and relative references, hard-coded overrides, and formulas that do not follow the workbook's established logic. Group issues by severity and suggest a consistent replacement formula.

EXAMPLE INPUT

A P&L with 24 monthly columns where some rows switch from SUM to manual additions.

EXAMPLE OUTPUT

High: rows 18-22 use manual cell additions instead of SUM. Medium: column F mixes absolute and relative references. Suggested fix: standardize on =SUM(G12:G24) and copy across.

Find Hard-Coded Values

Locate numbers typed directly into formulas that should be linked to assumptions.

> Scan the selected model for hard-coded numbers inside formulas. For each one, identify the cell, the formula, and the assumption it should reference. Rank by risk and suggest a linked replacement.

EXAMPLE INPUT

A forecast where revenue growth is hard-coded as *1.05 in 12 formulas.

EXAMPLE OUTPUT

12 formulas contain *1.05. Link them to Assumptions!B4 (growth rate). Highest risk: row 42, which also contains a hidden override.

Check Sign Conventions

Verify that revenue, costs, capex, and cash flows use consistent signs.

> Check the selected financial model for sign-convention inconsistencies. Flag costs entered as positive values, cash outflows with the wrong sign, and subtotals that add or subtract the wrong rows. Explain the likely impact on the statements.

EXAMPLE INPUT

A cash flow statement where capex is positive in some years and negative in others.

EXAMPLE OUTPUT

Years 3 and 5 enter capex as positive, so investing cash flow is overstated. Change to negative outflows or use a consistent convention across all years.

Reconcile the Three Statements

Check that the income statement, balance sheet, and cash flow statement tie together.

> Reconcile the three financial statements in this workbook. Check net income to retained earnings, cash flow to the balance sheet cash line, and debt and interest links. List every break with the cell references and the likely cause.

EXAMPLE INPUT

A three-statement model with a $2.4M balance-sheet check difference.

EXAMPLE OUTPUT

Break 1: Net income in Summary!C22 does not flow to Retained Earnings!C14. Break 2: Capex in CashFlow!C30 is not linked to PP&E!C18. The $2.4M difference is explained by these two missing links.

Find Circular References

Trace circular references and explain how to break the loop safely.

> Identify circular references in the workbook, trace the loop step by step, and explain how to resolve it. Prefer a copy-paste-values or iterative-calculation fix only when appropriate, and warn about the trade-offs.

EXAMPLE INPUT

Interest expense depends on debt, while debt depends on interest expense.

EXAMPLE OUTPUT

Circular loop: Interest!B10 -> Debt!B14 -> Interest!B10. Use beginning debt for interest or enable iterative calculation with a clear note. Do not paste values over the live model.

Check Balance Sheet Integrity

Verify that assets equal liabilities plus equity and that key roll-forwards tie.

> Audit the balance sheet for integrity. Check assets equal liabilities plus equity, retained earnings roll-forward, debt schedule ties, and working-capital roll-forwards. Report every break and the cell path that causes it.

EXAMPLE INPUT

A balance sheet where the check row is off by $180K.

EXAMPLE OUTPUT

The check breaks in year 4 because accounts receivable in BS!D18 does not match the AR roll-forward in WC!D12. Fix the link and the $180K difference should clear.

Stress-Test Key Assumptions

Identify the most optimistic assumptions and quantify their impact.

> List the five most optimistic assumptions in this model. For each one, show the cell reference, the current value, a conservative alternative, and the impact on revenue, EBITDA, and cash runway. Use a table.

EXAMPLE INPUT

A SaaS model with 45% growth, 92% retention, and a 3.5x CAC payback.

EXAMPLE OUTPUT

Growth 45% to 30%: Year 3 revenue -$4.2M, runway -5 months. Retention 92% to 88%: ARR -$1.1M. Present the full table with cell links.

Scan for Spreadsheet Errors

Find error values, broken links, and inconsistent formulas across the workbook.

> Scan the workbook for #REF!, #VALUE!, #DIV/0!, #N/A, and #NAME? errors. For each error, identify the root cause, the affected downstream cells, and a safe fix. Summarize the results by severity.

EXAMPLE INPUT

A monthly model with errors hidden in columns far to the right.

EXAMPLE OUTPUT

3 #REF! errors in Forecast!AA:AC and 1 #DIV/0! in KPI!D18. The #REF! errors come from a deleted sheet. Restore or relink the references, then recalculate.

Dashboards & KPIs

Design a KPI Dashboard

Recommend a dashboard layout and the KPIs that belong on the first screen.

> Recommend a KPI dashboard layout for this workbook. Choose 6-8 KPIs, map each to a cell or range, suggest card titles, and explain the order. Use a 3x2 or 4x2 grid that fits one screen.

EXAMPLE INPUT

A SaaS workbook with MRR, churn, CAC, LTV, pipeline, and cash.

EXAMPLE OUTPUT

Top row: MRR, Net Revenue Retention, Cash Runway. Second row: CAC Payback, Pipeline Coverage, Win Rate. Use cards with the current value and a month-over-month delta.

Build a Dashboard Summary Table

Create a compact summary table that feeds a dashboard.

> Create a summary table that aggregates the selected data by month and region, with current, prior, variance, and variance percentage columns. Explain the formulas and the sorting logic.

EXAMPLE INPUT

Monthly sales by region with 18 months of history.

EXAMPLE OUTPUT

Rows by region, columns by month. Include Current, Prior, Variance, and Variance %. Sort regions by the latest month's revenue and add a total row.

Create a Variance Dashboard

Compare actuals to budget and surface the largest drivers.

> Build a variance dashboard comparing actuals to budget. Include absolute and percentage variance, conditional formatting rules, and a short list of the largest drivers. Explain how to update it each month.

EXAMPLE INPUT

A monthly budget versus actuals report for a small finance team.

EXAMPLE OUTPUT

Add Actual, Budget, Variance, and Variance % columns. Highlight variances over 10% in red. List the top three drivers with their cell references.

Choose the Best KPI Chart

Match each KPI to a chart type that communicates the movement clearly.

> Recommend the best chart type for each KPI in this workbook. Explain why, and warn about chart types that distort the comparison. Include a short layout suggestion for a dashboard.

EXAMPLE INPUT

KPIs for revenue, churn, pipeline coverage, and cash runway.

EXAMPLE OUTPUT

Revenue: line chart over time. Churn: line or column chart with a target line. Pipeline coverage: bar chart by segment. Cash runway: area chart with a zero line. Avoid pie charts for time-series data.

Add Trend Indicators

Add month-over-month and year-over-year trend signals to a KPI table.

> Add month-over-month and year-over-year trend columns to this KPI table. Use arrows or plus and minus signs, and explain the formula for each column. Keep the table easy to scan.

EXAMPLE INPUT

A monthly KPI table with revenue, margin, and active customers.

EXAMPLE OUTPUT

Add MoM %, YoY %, and Trend columns. Use =IF(current>prior,"Up",IF(current<prior,"Down","Flat")) and conditional formatting for the arrows.

Write Dashboard Commentary

Turn dashboard movements into a concise executive summary.

> Write a concise executive commentary for this dashboard. Summarize the three most important movements, the likely drivers, and one recommended action. Keep it under 150 words.

EXAMPLE INPUT

A dashboard showing revenue up 8%, churn up 1.5 points, and pipeline down 12%.

EXAMPLE OUTPUT

Revenue grew 8% on strong expansion, but churn rose 1.5 points and pipeline fell 12%. The main risk is next-quarter conversion. Review the onboarding and outbound pipeline this week.

Forecasting & Scenarios

Build a 12-Month Forecast

Create a transparent 12-month revenue forecast from historical data.

> Build a 12-month revenue forecast from the historical data in this workbook. Explain the growth assumptions, seasonality, and any manual overrides. Keep formulas auditable and show the drivers on a separate tab.

EXAMPLE INPUT

24 months of monthly revenue with a seasonal peak in Q4.

EXAMPLE OUTPUT

Use a trend growth rate, a Q4 seasonality index, and a manual override row. Show the formula for each month and a chart comparing history with the forecast.

Run Base, Upside, and Downside Scenarios

Compare three scenarios without breaking the model.

> Create base, upside, and downside scenarios for this model. Change only the key drivers, keep formulas intact, and summarize the impact on revenue, EBITDA, and cash. Use a scenario switch instead of duplicating the workbook.

EXAMPLE INPUT

A subscription model with growth, churn, and pricing assumptions.

EXAMPLE OUTPUT

Add a Scenario selector: Base, Upside, Downside. Link the drivers to a scenario table and show a summary of revenue, EBITDA, and cash for each case.

Build a Sensitivity Table

Show how the output changes across two key assumptions.

> Create a two-way sensitivity table for the selected model. Use the two most important assumptions and show the output range. Explain how to update it and add a note about the assumptions held constant.

EXAMPLE INPUT

A model where enterprise value depends on growth rate and discount rate.

EXAMPLE OUTPUT

Rows: growth rate from 3% to 7%. Columns: discount rate from 8% to 12%. Populate the table with the valuation output and highlight the base case in the center.

Forecast Cash Runway

Calculate runway under the plan and two downside cases.

> Calculate cash runway under the current plan and two downside scenarios. Show the assumptions, monthly burn, and the month cash reaches zero. Explain which assumptions move the runway the most.

EXAMPLE INPUT

A startup with $4.2M cash, $180K monthly burn, and a hiring plan.

EXAMPLE OUTPUT

Base runway: 21 months. Downside with 20% slower revenue and flat hiring: 16 months. A two-month hiring delay extends runway by three months. Show the monthly table and a chart.

Forecast Cohort Retention

Project retention and revenue by cohort.

> Project retention and revenue by cohort for the next 12 months. Use the historical cohort data and state the retention assumptions. Show the retention curve and the resulting revenue contribution.

EXAMPLE INPUT

Monthly customer cohorts with 12 months of retention history.

EXAMPLE OUTPUT

Average month-3 retention is 78%, month-6 is 64%, and month-12 is 52%. Apply the curve to each cohort and show the revenue contribution by month.

Skills & Connectors

Create a Reusable Skill

Turn a repeated workflow into a reusable Skill.

> Turn this workflow into a reusable Skill. Write the instructions, required inputs, output format, and guardrails so the same task can be repeated reliably.

EXAMPLE INPUT

A monthly variance analysis that always follows the same steps.

EXAMPLE OUTPUT

Skill name: Monthly Variance Review. Inputs: actuals, budget, period. Steps: validate totals, calculate variances, flag items over 10%, write a three-bullet summary. Output: a table plus commentary.

Set Persistent Instructions

Define formatting and context rules that apply to every Excel conversation.

> Suggest persistent instructions for this workbook. Cover formatting, number formats, currency, date conventions, and any recurring business context. Keep them short and unambiguous.

EXAMPLE INPUT

A European finance team that reports in EUR and uses thousands separators.

EXAMPLE OUTPUT

Use EUR with thousands separators, format ratios to one decimal, show dates as DD/MM/YYYY, bold headers, and never overwrite source data without confirmation.

Pull External Context with Connectors

Bring relevant external data into the analysis with connectors.

> Use the available connectors to pull the relevant external data into this analysis. State which connector you need, the fields, and how you will validate the data before using it.

EXAMPLE INPUT

A public-company comparable analysis that needs market data.

EXAMPLE OUTPUT

Use the available market-data connector for price, shares outstanding, and EV. Validate the ticker mapping and the as-of date before calculating multiples.

Create a Workbook Handoff Summary

Document a complex workbook for the next analyst.

> Create a handoff summary for this workbook. Explain the purpose, key tabs, important assumptions, known issues, and the first three checks a new analyst should run.

EXAMPLE INPUT

A 12-tab financial model inherited from a former analyst.

EXAMPLE OUTPUT

Purpose: annual operating plan. Key tabs: Assumptions, P&L, Cash Flow, Balance Sheet. Check 1: balance sheet ties. Check 2: revenue bridge rolls. Check 3: debt schedule matches the cash flow.

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