

How to PROMPT

What I've learned.

AI Prompts

Veronique Frizzell



Don't let the words

PROMPT ENGINEERING

SCARE you.

We could have used

**PROMPT
COMMAND...**

and we'd all be AI whisperers.

Let's **PUSH** through
the **BREATHLESS**

→ **HYPE**

AI Prompts

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Ever since OpenAI's ChatGPT exploded on the scene, there has been a lot of sturm and drang surrounding AI.

The latest hand wringing is over employees not being trained on AI.

But my forays into ChatGPT or CoPilot and recent discussions suggest to me the technology is still immature.

What does that mean? It means you still have TIME to explore and experiment with the new technology.

In other words, just get

STARTED.

You will find a lot of articles on how to set up your perfect prompt or command.

I am just going to show you my approach, but it is just a

SUGGESTION!

There are probably many different ways of using AI.

They often tell you to get very detailed in your prompt.

And I find that to be very true, *BUT...*

I like to start off very *GENERAL*.

WHY?

SERENDIPITY

The AI sometimes give me juicy stuff that I don't know, so going general may elicit some gems.

Let's do an example.

A couple of weeks ago,
I was looking for new
Excel functions for 2023
that I had missed.

Google

New Excel features in 2023

Videos News Images Perspectives Pdf Shopping Books Maps Flights All filters Tools

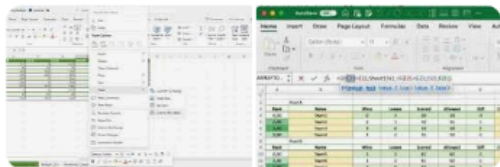
About 1,120,000,000 results (0.33 seconds)

What's New in Excel (August 2023)

- Welcome to the August 2023 update. ...
- Seamlessly aggregate and visualize your data with Python in Excel.
- Stale Value Formatting Demo.
- Monospaced font is a type of font where each character has the same width, regardless of its shape or style. ...
- Monospaced Formula Bar.
- Power BI Connected Tables.

More items... · Aug 30, 2023

Microsoft Community Hub
<https://techcommunity.microsoft.com/excel-blog/ba-p>



I tried Google first, but I didn't want

to plow through various pages.

Microsoft Community Hub
<https://techcommunity.microsoft.com/excel-blog/ba-p>

What's New in Excel (November 2023)

Nov 28, 2023 — This month we are excited to share a number of **new features** rolling out across Excel for the web, Windows, and Mac. GROUPBY and PIVOTBY, and ...


Microsoft Community Hub
<https://techcommunity.microsoft.com/excel-blog/ba-p>

What's New in Excel (October 2023)

Oct 31, 2023 — What's **New in Excel (October 2023)** · 1. Automate Work Button · 2. Formula Authoring Enhancements · 3. Queries and Connections Pane · 1. Checkboxes ...

Videos

10 New Features in Microsoft Excel | Fall 2023



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So I turned to
CoPilot.



Your everyday AI companion

My set up was
creative.

Choose a conversation style

More
Creative

More
Balanced

More
Precise

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And my **PROMPT** was



You

Hi, Bing! I need for you to act like Microsoft MVPs for Excel. Can you tell me anything new announced for Excel, such as functions, power query capability, etc, between the time period between January 1, 2023 and February 1, 2023?

SIGH

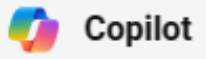
Okay, I was doing this in Jan. 2024.

My prompt is pretty much in conversational tone and there are not a lot of specific details except for:

- Asking CoPilot to pretend to be Microsoft MVP for Excel in the hopes that CoPilot will restrict its search to those with expertise;
- Providing a time frame of January 2023 to February 2024 (well, it was supposed to be 2024).

No gobbledegook or complicated phrasing here.

And we get:



It still worked despite the little error!

Hello, this is Copilot, an AI companion. I can help you with various tasks and topics, including Excel. 😊

According to my web search, there were some new features announced for Excel in January 2023, such as:

- PivotTable show details for Excel for the web: This feature allows you to view the source data for a PivotTable value cell by double-clicking or right-clicking and choosing Show Details ¹.
- Automate your tasks with the Automate tab for Excel for Windows and Mac: This feature enables you to create and modify scripts that automate your repetitive tasks using Office Scripts or Power Automate ¹.
- Record worksheet actions using Office Scripts for Excel for Windows and Mac (Insiders): This feature lets you automate worksheet tasks without needing any programming experience by recording your actions and replaying them with Office Scripts ¹.
- Check your formula with value preview tooltips for Excel for Windows and Mac (Insiders): This feature helps you verify your formula by showing you the value of each part of the formula as you type or edit it ¹.

You can read more about these and other new features in Excel in the [Microsoft Community Hub](#). I hope this information is useful to you. Is there anything else I can help you with?

Learn more ¹ techcommunity.microsoft.com

INTERESTING

There were some good stuff there, but I was actually interested in finding some newer functions such as GROUPBY that I saw in a video and that prompted this whole search.

But I did delve into some

INTERESTING

stuff.

Delving into those links provided by CoPilot could yield some real gems. In this instance, I learned there is a spreadsheet displaying 3 production “cohorts” and the features available to them.

	Insider		Production			Mac	Web
Feature	Windows	Mac	Windows/CC	Windows/MEC	Windows/SA		
	Find the latest Excel version for this platform	Find the latest Excel version for this platform	Find the latest Excel version for this platform	Find the latest Excel version for this platform	Find the latest Excel version for this platform	Find the latest Excel version for this platform	
New Default Theme for Office			Version 2312 (Build 17126.20126) or later			Version 16.81 (Build 24011420) or later	
Images and Data Types in PivotTables	Version 2307 (Build 16609.20000) or later	Version 16.74 (Build 23060401) or later					Feb-24
Chart Data Task Pane			Already Supported			Already Supported	Feb-24
Insert Pictures in Cells			Version 2311 (Build 17029.20068) or later			Version 16.79.2 (Build 23112723) or later	
Date Picker							Jan-24
Sync Forms Data to Excel							Jan-24
Check Performance			Version 2312 (Build 17126.20132) or later				Feb-23

Nice to know!

So **EXPLORE** those
links.



08 76 0.76
12 1021.11
11 1.11 118 1.11


306 2.85 3072.9
295 2.9
304 2.93
261 2.56
282 2.91
2.93

Object

Wednesday 2092.03
2.09 2051.98
2001.918
1942.01

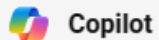
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PFF

Often the results will clue me in on how to refine my request or it may help me clarify in my mind what I really want. In this instance, I really wanted Excel functions. In keeping with the conversational tone, I just went on as if we were having a conversation and asked:

 You

Oh, Copilot, my bad in referring you as Bing. I need to keep that in mind. That's a really good list for me to investigate. Do you know if any new functions have come out yet?

SIGH Okay, typing fast.



No worries, I'm happy to be called Copilot. 😊

Yes, there are some new functions that have been introduced in Excel 2023, such as:

- **Vstack** and **Hstack**: to stack multiple tables vertically or horizontally ¹
- **TextSplit**: to split text into columns or rows by a delimiter ¹
- **TextBefore** and **TextAfter**: to extract text before or after a delimiter ¹
- **Image**: to import an image from the internet into a cell ¹
- **Image to Text**: to convert an image of a table into data ¹
- **ToCol** and **ToRow**: to convert a table into a single column or row ¹
- **Take** and **Drop**: to select specific rows and columns from a table ¹
- **Expand**: to create a dynamic range that grows with the data ¹
- **GROUPBY** and **PIVOTBY**: to perform data aggregations using a single formula ² ³
- **AI.Ask**, **AI.Translate**, **AI.Extract**, **AI.Fill**, **AI.List**, and **AI.Format**: to use artificial intelligence to perform various tasks such as asking questions, translating text, extracting data, filling data, listing data, and formatting data

You can watch some videos that demonstrate these new functions here: [8 Awesome New Excel Formulas for 2023](#), [10 New Features in Microsoft Excel | Fall 2023](#), and [8 New Features in Microsoft Excel | Summer 2023](#).

I hope this helps you learn more about the new functions in Excel 2023. Do you have any other questions about Excel?

Learn more ¹ [techcommunity.microsoft.com](#) ² [techcommunity.microsoft.com](#) ³ [office-watch.com](#)
⁴ [youtube.com](#) ⁵ [youtube.com](#) ⁶ [youtube.com](#) — see less

Here are
the
results.

INTERESTING

I hope I've shown how
easy it is to

START

So

explore

PLAY

experiment

Just make sure you don't submit

PERSONAL or
COMPANY
CONFIDENTIAL
Information.

I hope this encourages you to explore. The only way to learn is to practice.

If anything is unclear, you can connect with me on LinkedIn by clicking on the More button at

<https://www.linkedin.com/in/veroniquefrizzell/>