

Spreadsheets on easy mode

Module 08 · Documents, Data & Research · Chapter 02

What you will learn

- ☐ The three spreadsheet jobs AI does best
- ☐ Asking for formulas that actually work
- ☐ Analysis by description, verified by spot-check

Your exercise

TRY IT YOURSELF · ABOUT 10 MINUTES

Make a 15-row sheet of imaginary monthly expenses (date, item, category, amount, include deliberately messy amounts). Ask Kimi or Claude for: (1) a formula tagging amounts above average as 'above', (2) a pivot-style summary by category, (3) one insight worth acting on. Apply everything manually, verify the 'above' tags against eyeballing two rows.

My notes

KEY TAKEAWAYS

- AI excels at formulas-on-description, cleaning recipes, and plain-English analysis.
- Feed columns letters + sample rows + one expected output; verify before trusting.
- Let sheets compute; let AI describe, never reverse that for bulk numbers.

Educational content only. AI tools change fast: menus, models and prices may differ from what you read here. Verify anything important before relying on it.
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