

# 100 Word & Excel AI commands

Upload a Word or Excel file to an AI assistant and type a command. 100 ready-made shortcuts that turn reports into summaries, tables into charts and notes into plans.

[burakozerweb.com/en/resources/word-excel-ai-commands](https://burakozerweb.com/en/resources/word-excel-ai-commands)

Upload your file to an AI assistant and type a command. I've gathered 100 ready-made shortcuts that turn reports into summaries, tables into charts and notes into plans. The first 50 are for Word documents (DOCX): document analysis, visualisation, conversion and content creation. The next 50 are for Excel spreadsheets (XLSX): charts, analysis, forecasts and reports. Tap a command to copy it.

## These are not official codes

They are shortcuts that describe what you want in a single word, and not every model will interpret them the same way. Add a short detail next to the command (period, goal, format) and the result gets much more accurate.

## How to use them

1. Upload your Word (DOCX) or Excel (XLSX) file to ChatGPT, Claude or Gemini.
2. Tap the command you want below to copy it, then paste it into the message box.
3. Add a short detail next to the command (period, goal, format) and send.

EXAMPLE · UPLOAD THE EXCEL FILE + TYPE

/DASHBOARD Show the last 6 months of sales, the top 5 products and a monthly growth card.

## Word: Visualise and convert

|    |               |                                                                                     |
|----|---------------|-------------------------------------------------------------------------------------|
| 01 | /PROCESSMAP   | Turns the process in the document into a visual flowchart with decision points.     |
| 02 | /ROADMAP      | Creates a roadmap by splitting goals into phases and dates.                         |
| 03 | /MINDMAP      | Turns the document's main topic and subheadings into a mind map.                    |
| 04 | /TIMELINE     | Shows events and dates on a chronological timeline.                                 |
| 05 | /INFOGRAPHIC  | Turns the key information in the document into a one-page infographic.              |
| 06 | /FLOWCHART    | Creates a diagram that connects the tasks and decisions in the document with boxes. |
| 07 | /DECISIONTREE | Creates a YES/NO tree branching from the decision options.                          |

|    |                    |                                                                     |
|----|--------------------|---------------------------------------------------------------------|
| 08 | <b>/CONCEPTMAP</b> | Visually shows how concepts relate to each other.                   |
| 09 | <b>/ORGCHART</b>   | Turns employees, departments and reporting lines into an org chart. |
| 10 | <b>/STORYBOARD</b> | Turns the script in the document into a scene-by-scene storyboard.  |

## Word: Analyse and extract

|    |                           |                                                                               |
|----|---------------------------|-------------------------------------------------------------------------------|
| 11 | <b>/KEYINSIGHTS</b>       | Pulls out the most striking findings and key conclusions.                     |
| 12 | <b>/EXECUTIVESUMMARY</b>  | Turns a long report into a one-page executive summary.                        |
| 13 | <b>/SWOT</b>              | Analyses the strengths, weaknesses, opportunities and threats in the text.    |
| 14 | <b>/RISKMAP</b>           | Plots risks on a matrix by likelihood and impact.                             |
| 15 | <b>/GAPANALYSIS</b>       | Identifies the gaps between where things are now and the goal.                |
| 16 | <b>/FACTCHECK</b>         | Turns the claims in the document that need verifying into a source checklist. |
| 17 | <b>/CONSISTENCYCHECK</b>  | Spots contradictions, inconsistent figures and dates in the document.         |
| 18 | <b>/ACTIONITEMS</b>       | Turns the to-dos in the document into a table with owner, date and priority.  |
| 19 | <b>/QUESTIONGENERATOR</b> | Creates questions and an answer key from the information in the document.     |
| 20 | <b>/CAUSEEFFECT</b>       | Turns the cause-and-effect relationships in the text into a fishbone diagram. |

## Word: Teaching and learning

|    |                        |                                                                              |
|----|------------------------|------------------------------------------------------------------------------|
| 21 | <b>/FLASHCARDS</b>     | Turns lecture notes into question-and-answer flashcards.                     |
| 22 | <b>/QUIZMAKER</b>      | Prepares multiple-choice test questions with four options from the document. |
| 23 | <b>/STUDYGUIDE</b>     | Turns a long course document into a topic summary and study plan.            |
| 24 | <b>/LESSONPLAN</b>     | Creates a timed lesson plan with activities from training content.           |
| 25 | <b>/SIMPLIFY</b>       | Rewrites complex technical text in language anyone can understand.           |
| 26 | <b>/GLOSSARY</b>       | Builds an annotated glossary of the technical terms in the text.             |
| 27 | <b>/EXAMPLIFY</b>      | Explains abstract information with concrete everyday examples.               |
| 28 | <b>/KNOWLEDGECHECK</b> | Creates a step-by-step mini quiz to check understanding of the document.     |
| 29 | <b>/CHEATSHEET</b>     | Turns a long document into a one-page quick reference guide.                 |

|    |                    |                                                                             |
|----|--------------------|-----------------------------------------------------------------------------|
| 30 | <b>/FAQBUILDER</b> | Creates frequently asked questions and answers from the document's content. |
|----|--------------------|-----------------------------------------------------------------------------|

## Word: Work and professional life

|    |                         |                                                                              |
|----|-------------------------|------------------------------------------------------------------------------|
| 31 | <b>/MEETINGMINUTES</b>  | Turns messy meeting notes into tidy minutes.                                 |
| 32 | <b>/PROJECTPLAN</b>     | Builds a plan with tasks, deliverables and dates from a project description. |
| 33 | <b>/SOPBUILDER</b>      | Turns a business process into a standard operating procedure.                |
| 34 | <b>/JOBDESCRIPTION</b>  | Writes a professional job ad from notes about the position.                  |
| 35 | <b>/PROPOSALBUILDER</b> | Turns project notes into a proposal document for a client.                   |
| 36 | <b>/CONTRACTREVIEW</b>  | Flags the critical clauses in a contract and the risks worth reviewing.      |
| 37 | <b>/POLICYCHECK</b>     | Identifies vague and missing wording in company policies.                    |
| 38 | <b>/PRIORITYMATRIX</b>  | Sorts tasks into an Eisenhower matrix by importance and urgency.             |
| 39 | <b>/RACIMATRIX</b>      | Turns the responsibilities in a project into a RACI chart.                   |
| 40 | <b>/CHECKLIST</b>       | Turns long instructions into an actionable checklist.                        |

## Word: Content and creativity

|    |                         |                                                                              |
|----|-------------------------|------------------------------------------------------------------------------|
| 41 | <b>/VIRALSCRIPT</b>     | Turns the topic in the document into a voiceover script for a short video.   |
| 42 | <b>/HOOKGENERATOR</b>   | Pulls 20 different attention-grabbing video openings from the content.       |
| 43 | <b>/CAROUSEL</b>        | Turns long text into a plan for an Instagram carousel post.                  |
| 44 | <b>/PRESENTATION</b>    | Pulls slide titles and speaker notes from a Word document.                   |
| 45 | <b>/PODCASTSCRIPT</b>   | Turns an article into a podcast dialogue between two hosts.                  |
| 46 | <b>/NEWSLETTER</b>      | Creates a readable email newsletter from a long report.                      |
| 47 | <b>/CONTENTCALENDAR</b> | Builds a 30-day content calendar from the ideas in the document.             |
| 48 | <b>/STORYARC</b>        | Splits a story into setup, conflict, climax and resolution.                  |
| 49 | <b>/AUDIENCEPERSONA</b> | Turns the audience information in the document into user personas.           |
| 50 | <b>/REWRITE3WAYS</b>    | Rewrites the same text in three ways: friendly, professional and persuasive. |

## Excel: Visual analysis and charts

|    |                   |                                                            |
|----|-------------------|------------------------------------------------------------|
| 01 | <b>/DASHBOARD</b> | Turns the data into a dashboard with KPI cards and charts. |
|----|-------------------|------------------------------------------------------------|

|    |                     |                                                                                    |
|----|---------------------|------------------------------------------------------------------------------------|
| 02 | <b>/HEATMAP</b>     | Creates a heat map that compares numbers by colour intensity.                      |
| 03 | <b>/TRENDLINE</b>   | Shows change over time with line charts.                                           |
| 04 | <b>/PARETO</b>      | Shows which categories results are concentrated in with a Pareto chart.            |
| 05 | <b>/FUNNEL</b>      | Visualises where users drop off across sales or conversion stages.                 |
| 06 | <b>/SCATTERPLOT</b> | Shows the relationship between two numeric variables on a scatter plot.            |
| 07 | <b>/BUBBLECHART</b> | Compares three numeric variables on the same chart.                                |
| 08 | <b>/WATERFALL</b>   | Shows how changes in income or costs affect the total.                             |
| 09 | <b>/TREEMAP</b>     | Shows each category's share of the total by area size.                             |
| 10 | <b>/CORRELATION</b> | Calculates the correlations between numeric columns and presents them as a matrix. |

## Excel: Money, finance and sales

|    |                           |                                                                         |
|----|---------------------------|-------------------------------------------------------------------------|
| 11 | <b>/EXPENSETRACKER</b>    | Builds an expense analysis by sorting spending into categories.         |
| 12 | <b>/BUDGETPLANNER</b>     | Creates a monthly budget plan from income and expenses.                 |
| 13 | <b>/PROFITANALYSIS</b>    | Compares the profitability of products or services.                     |
| 14 | <b>/CASHFLOW</b>          | Turns money in and out into a cash flow chart by period.                |
| 15 | <b>/BREAKEVEN</b>         | Calculates the break-even point from revenue and cost data.             |
| 16 | <b>/PRICINGANALYSIS</b>   | Compares profit and margins under different pricing scenarios.          |
| 17 | <b>/SALESFORECAST</b>     | Produces an assumption-based sales forecast from past sales.            |
| 18 | <b>/REVENUEGROWTH</b>     | Calculates monthly and yearly revenue growth rates.                     |
| 19 | <b>/CUSTOMERLTV</b>       | Estimates customer lifetime value from customer history.                |
| 20 | <b>/ABCClassification</b> | Sorts products into A/B/C classes by their contribution to total sales. |

## Excel: Social media and marketing

|    |                         |                                                           |
|----|-------------------------|-----------------------------------------------------------|
| 21 | <b>/VIRALANALYSIS</b>   | Analyses what your best-performing content has in common. |
| 22 | <b>/BESTPOSTTIME</b>    | Finds the most successful posting times by day and hour.  |
| 23 | <b>/ENGAGEMENTRATE</b>  | Calculates engagement rates from reach or follower data.  |
| 24 | <b>/FOLLOWERGROWTH</b>  | Visualises follower growth and how it changes over time.  |
| 25 | <b>/CONTENTRANKING</b>  | Ranks videos by the performance metrics you choose.       |
| 26 | <b>/PLATFORMCOMPARE</b> | Compares performance on Instagram, TikTok and YouTube.    |

|    |                           |                                                             |
|----|---------------------------|-------------------------------------------------------------|
| 27 | <b>/ADPERFORMANCE</b>     | Analyses ad cost, clicks and conversions.                   |
| 28 | <b>/HASHTAGANALYSIS</b>   | Compares the reach and engagement of hashtag groups.        |
| 29 | <b>/CTRANALYSIS</b>       | Examines the click-through rates of titles and thumbnails.  |
| 30 | <b>/RETENTIONANALYSIS</b> | Finds the drop-off points in video audience retention data. |

## Excel: Data cleaning and automation

|    |                          |                                                                             |
|----|--------------------------|-----------------------------------------------------------------------------|
| 31 | <b>/DATACLEAN</b>        | Produces a cleaning plan to fix spacing, formatting and data type problems. |
| 32 | <b>/DUPLICATEFINDER</b>  | Identifies duplicate records and prepares a clean-up table.                 |
| 33 | <b>/OUTLIERDETECT</b>    | Detects statistically unusual values.                                       |
| 34 | <b>/MISSINGDATA</b>      | Analyses missing data and suggests how to fill it.                          |
| 35 | <b>/PIVOTTABLE</b>       | Creates a pivot table that summarises the data by category.                 |
| 36 | <b>/FORMULAGENERATOR</b> | Writes the Excel formulas for the calculations you need.                    |
| 37 | <b>/DATAVALIDATION</b>   | Suggests validation rules to check data entry.                              |
| 38 | <b>/MERGEDATA</b>        | Merges two related tables on a shared key.                                  |
| 39 | <b>/AUTOREPORT</b>       | Creates a report with period-over-period comparisons from the data.         |
| 40 | <b>/ERRORCHECK</b>       | Scans for formula errors, inconsistent values and data problems.            |

## Excel: Business, decisions and forecasts

|    |                          |                                                                    |
|----|--------------------------|--------------------------------------------------------------------|
| 41 | <b>/CUSTOMERSEGMENT</b>  | Groups customers by spending and buying behaviour.                 |
| 42 | <b>/CHURNANALYSIS</b>    | Analyses customer churn and possible risk signals.                 |
| 43 | <b>/INVENTORYALERT</b>   | Identifies critical products based on stock and sales velocity.    |
| 44 | <b>/PERFORMANCESCORE</b> | Compares employee or team data with a weighted scoring system.     |
| 45 | <b>/KPIREPORT</b>        | Turns targets and actual results into a KPI report.                |
| 46 | <b>/SCENARIOANALYSIS</b> | Builds optimistic, base and pessimistic scenarios.                 |
| 47 | <b>/WHATIF</b>           | Calculates how results change when selected inputs change.         |
| 48 | <b>/COHORTANALYSIS</b>   | Shows how customer groups return and are retained over time.       |
| 49 | <b>/SEASONALITY</b>      | Pulls seasonal and periodic patterns from past data.               |
| 50 | <b>/ANOMALYALERT</b>     | Creates an alert table that flags unusual sudden spikes and drops. |

## Which one when?

Pick by situation:

|                          |                                      |
|--------------------------|--------------------------------------|
| <b>/EXECUTIVESUMMARY</b> | I couldn't get through a long report |
| <b>/FLASHCARDS</b>       | I'm studying for an exam             |
| <b>/MEETINGMINUTES</b>   | My meeting notes are a mess          |
| <b>/DASHBOARD</b>        | See the data on one screen           |
| <b>/FORMULAGENERATOR</b> | I don't know the formula             |
| <b>/VIRALANALYSIS</b>    | Which video took off?                |

### Before you upload

Remove or anonymise personal data such as customer, salary or health information before uploading a file. AI can make mistakes with formulas and calculations, so check the numbers before any important decision.

To get longer jobs done with ready-made prompt patterns, read [10 prompt patterns for ChatGPT](#). For new AI tools and workflows every week, [join the newsletter](#).

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