SKILLTECH ACADEMY / PRACTICAL AI GUIDES

BOOK 06

Excel & Spreadsheets with AI

Build a small tracker, understand its formulas and check its results

6 chapters / 6 tutorials / 18 prompts

10 teaching figures and a practice workbook

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Find the spreadsheet check you need

Read the fictional records and decision notes, follow the six tutorials, then reconcile your practice tracker. The ten figures make the checks visible.

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The pack includes prompts P01-P18, exact formula text, source CSVs, rules and the editable workbook.

Answers and figures are authored teaching examples. Check your own outputs against the supplied sources.

START HERE

Build a tracker you can explain

Learn to describe a table, request a formula, clean an export, prepare totals, choose a chart and test the result. One fictional expense dataset keeps the numbers checkable.

A spreadsheet can calculate correctly from incomplete or duplicated inputs. Keep the original rows, record cleaning decisions and distinguish a known subtotal from an unknown full amount.

Open the supplied files

1. SkillTech_Ebook_06_Practice_Workbook.xlsx is the worked reference. Save your own practice copy before editing it. Tracker contains prepared inputs and formulas. Raw preserves the original export and decision notes.

2. Oak_Desk_Raw.csv and Oak_Desk_Rules.txt provide the inputs for the prompts. Oak_Desk_Cleaned_Reference.csv is an authored answer snapshot, not a live calculation.

3. The separate prompt and formula text files contain unwrapped copyable text. Replace every bracketed instruction before running a prompt.

You can paste the small tables into a text chat. No API setup, connected business system or Copilot workflow is taught here. Formula examples use English Excel names and comma separators; check your application settings if it expects another separator. [S8]

Examples are fictional and authored, not ChatGPT transcripts. Check replies against the supplied sources. These text exercises need no API setup. The editable workbook and exact formula text are included. Recalculate and inspect a working copy in your spreadsheet application.

Identify each prepared field

Tracker has headers in row 10 and ten prepared records in rows 11-20. Read a cell address as column letter followed by row number. H11 is the line-amount cell for the first prepared record.

Col.	Header	Meaning
A	ExpenseID	Text key T101-T110. A repeated export does not create a new expense.
B	Date	Confirmed transaction date, stored as a date and displayed yyyy-mm-dd.
C	Category	Approved label: Stationery, Packaging or Travel.
D	Item	Description of what the row concerns.
E	Unit	The unit for both the quantity and its unit cost.

Keep the row meaning intact

One prepared row represents one retained expense record. It is not necessarily one individual item: four boxes can be one expense. The raw export has twelve rows because two records were copied into it more than once.

The practice period is 1-10 October 2026. All people-free business records, receipt references, amounts and decisions are fictional. They are not evidence of SkillTech spending.

When asking AI for help, include the sheet name, header row, data rows, units and intended result. A request to “fix column H” is not enough for a fresh conversation.

Separate inputs from calculations

Col.	Header	Meaning
F	Quantity	Numeric quantity in the stated Unit. Zero is permitted.
G	UnitCostZAR	Cost per that Unit. A missing price remains blank.
H	LineAmountZAR	Formula: quantity times unit cost, rounded to cents, when both inputs are numeric.
I	PriceState	Formula reports Priced or Missing numeric input. This tests numeric presence, not every source rule.
J	RawRow	The retained raw-row reference, such as R02.

The main output cells

D5 is the known priced amount. D6 counts retained IDs. H5 counts rows missing numeric inputs and H6 counts priced rows. D7 reports a full amount only when H5 is zero. Category results are in A24:D28; the chart uses A24:B27.

The formulas cover rows 11-20. They do not promise automatic inclusion of a new row. Tutorial 4 explains the ranges to extend.

Do not add the Quantity column as a business total: reams, trips, books and rolls are different units. Do not infer payment, tax treatment or approval from a calculated amount. [D02, D09]

Raw dates and labels

Raw!A1:I13 contains one header row and twelve export rows. This view shows the keys, source date text and category labels. Spaces inside quotes are intentional. The next page supplies the matching cost fields.

Raw row	ID	Date text	Category text
R01	T101	2026-10-01	Stationery
R02	T102	2026-10-02	PACKAGING
R03	T103	03/10/2026	' stationery '
R04	T104	2026-10-04	Travel
R05	T105	2026-10-05	Packaging
R06	T106	2026-10-06	Stationery
R07	T107	2026-10-07	TRAVEL
R08	T108	2026-10-08	Packaging
R09	T109	2026-10-09	Stationery
R10	T102	2026-10-02	PACKAGING
R11	T110	2026-10-10	Travel
R12	T110	2026-10-10	Travel

The string 03/10/2026 is ambiguous on its own. D04 supplies the receipt evidence used for this exercise. A computer display setting is not evidence of the intended date.