PROMPT **WO-041**

Analyse Spreadsheet Data

Purpose

Use this prompt to analyse spreadsheet data and identify trends, patterns, anomalies, and opportunities. It helps transform raw data into clear, actionable insights that support better business decisions.

DIFFICULTY	TIME SAVED	BEST FOR
🟢 Beginner	⏱ 20–45 min	Data Analysis

🤖 Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

📋 Copy & Paste Prompt

```
You are an experienced Business Data Analyst.

Analyse the spreadsheet data using the information below.

Spreadsheet Purpose:
[Describe what the spreadsheet contains]

Columns Included:
[List the column headings]

Data Summary:
[Paste the data or describe the dataset]

Analysis Required:
[Examples: trends, performance, anomalies, comparisons, forecasting, KPIs]

Business Context:
[Explain how the data is used]
```

```
Output Required:
[Summary, report, recommendations, charts, presentation, etc.]

Tone:
Professional, clear and suitable for business decision-making.

Please:
• Analyse the data thoroughly.
• Identify trends and patterns.
• Highlight unusual values or anomalies.
• Compare key metrics where appropriate.
• Summarise the main findings.
• Recommend practical actions based on the analysis.
• Present the results in a clear, professional format.

Return only the completed analysis.
```

📝 Example

INPUT

Spreadsheet Purpose: Monthly sales performance.

Columns: Month, Sales, Profit, New Customers, Returns

Analysis Required: Identify trends and recommend improvements.

EXPECTED OUTPUT

Sales Performance Analysis

Executive Summary

Overall sales increased by 14% during the reporting period, while profits grew by 11%. Customer acquisition remained strong, although product returns increased during the final two months.

Key Findings

- Sales increased steadily throughout the year.
- Profit growth closely matched revenue growth.
- Returns rose by 8% during the final quarter.
- Customer acquisition exceeded target in five of six months.

Trends

- Consistent month-on-month sales growth.
- Seasonal increase during the final quarter.
- Higher return rates associated with one product category.

Recommendations

- Review products with the highest return rates.
- Increase inventory planning before seasonal demand.
- Continue marketing campaigns that generated strong customer growth.
- Monitor profit margins as sales volumes increase.

Conclusion

The business is performing well overall, with continued growth in revenue and customer acquisition. Addressing the increase in product returns will help maximise future profitability.

💡 **Builder's Tip:** *AI can identify patterns much faster than manually reviewing spreadsheets, but always sense-check important business decisions using your own knowledge of the business and the quality of the underlying data.*

🔗 Related Prompts

- WO-042 – Create an Excel Formula
- WO-043 – Build a Pivot Table
- WO-044 – Design a Dashboard
- WO-048 – Write Data Insights

🏷 Tags

SPREADSHEET	DATA ANALYSIS	EXCEL	REPORTING	BUSINESS INTEL