

# ChatGpt / AI for Excel

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## Standards for Internal Control in the Federal Government

- **13.01** Management should use quality information to achieve the entity's objectives:
- **13.02** Management designs a process that uses the entity's objectives and related risks to identify the information requirements needed to achieve the objectives and address the risks. Information requirements consider the expectations of both internal and external users. Management defines the identified information requirements at the relevant level and requisite specificity for appropriate personnel.
- **13.03** Management identifies information requirements in an iterative and ongoing process that occurs throughout an effective internal control system. As change in the entity and its objectives and risks occurs, management changes information requirements as needed to meet these modified objectives and address these modified risks.
- **13.04** Management obtains relevant data from reliable internal and external sources in a timely manner based on the identified information requirements. Relevant data have a logical connection with, or bearing upon, the identified information requirements. Reliable internal and external sources provide data that are reasonably free from error and bias and faithfully represent what they purport to represent. Management evaluates both internal and external sources of data for reliability. Sources of data can be operational, financial, or compliance related. Management obtains data on a timely basis so that they can be used for effective monitoring.
- **13.05** Management processes the obtained data into quality information that supports the internal control system. This involves processing data into information and then evaluating the processed information so that it is quality information. Quality information meets the identified information requirements when relevant data from reliable sources are used. Quality information is appropriate, current, complete, accurate, accessible, and provided on a timely basis. Management considers these characteristics as well as the information processing objectives in evaluating processed information and makes revisions

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## What is ChatGpt

- ChatGPT is a **natural language processing chatbot** driven by generative AI technology that allows you to have human-like conversations and much more. The AI tool can answer questions and assist you with tasks, such as composing emails, essays, and code.

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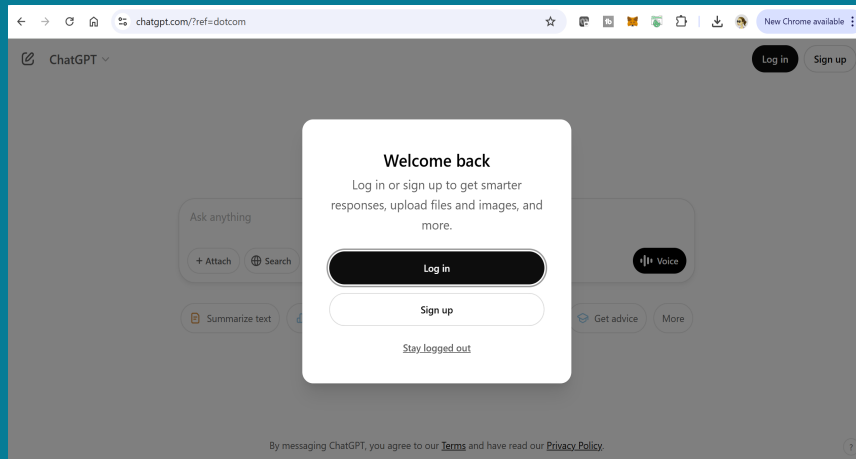
## Topics

- Logging in to ChatGPT
- Using ChatGPT to create Excel data
- Using ChatGPT to give you step-by-step instructions
- Asking ChatGPT for specific tasks
- Copying and pasting data to ChatGPT
- Uploading an Excel into ChatGPT
- Asking ChatGPT to send a file back
- Asking ChatGPT to produce a chart

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## Logging into Chatgpt

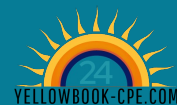
<https://openai.com/chatgpt>



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## Logging into Chatgpt

### Creating a new account

A screenshot of the 'Create an account' page on the ChatGPT website. The page has a white background with the 'ChatGPT' logo in the top left. The main heading is 'Create an account'. Below this is a text input field labeled 'Email address\*'. Underneath the input field is a green 'Continue' button. Below the button, there is a link that says 'Already have an account? Login'. Further down, there is a section separated by a horizontal line with the word 'OR' in the center. This section contains three buttons: 'Continue with Google' (with the Google logo), 'Continue with Microsoft Account' (with the Microsoft logo), and 'Continue with Apple' (with the Apple logo).

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## Logging into Chatgpt

<https://openai.com/chatgpt>

ChatGPT


Welcome back


Email address\*


Continue

Don't have an account? [Sign Up](#)

OR

 Continue with Google

 Continue with Microsoft Account

 Continue with Apple



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## Logging into Chatgpt

<https://openai.com/chatgpt>

ChatGPT

Enter your password

tomfragale@gmail.com [Edit](#)


Password\*


[Forgot password?](#)

Continue

Don't have an account? [Sign up](#)

OR

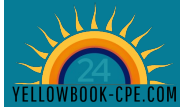
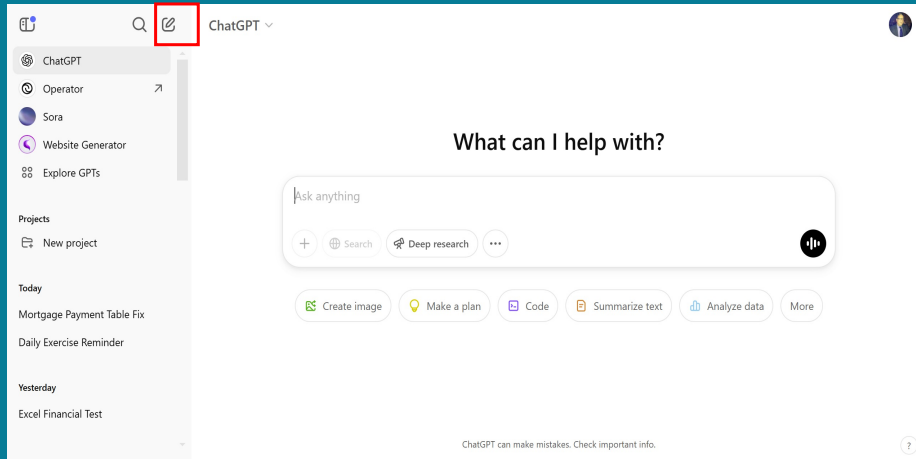
 Continue with Google

 Continue with Microsoft Account



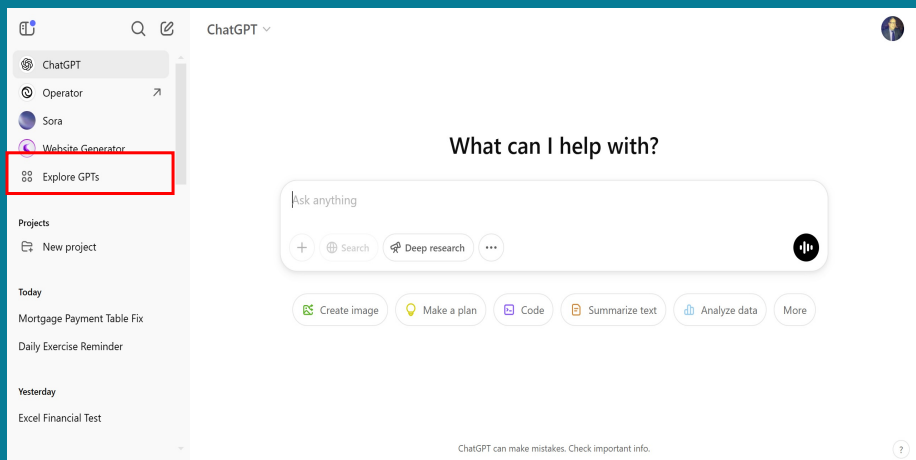
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# Screen Tour



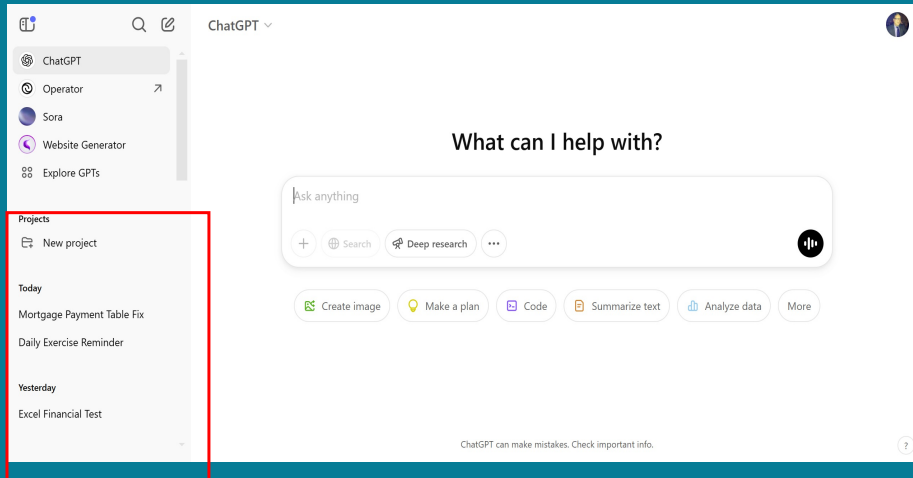
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# Screen Tour



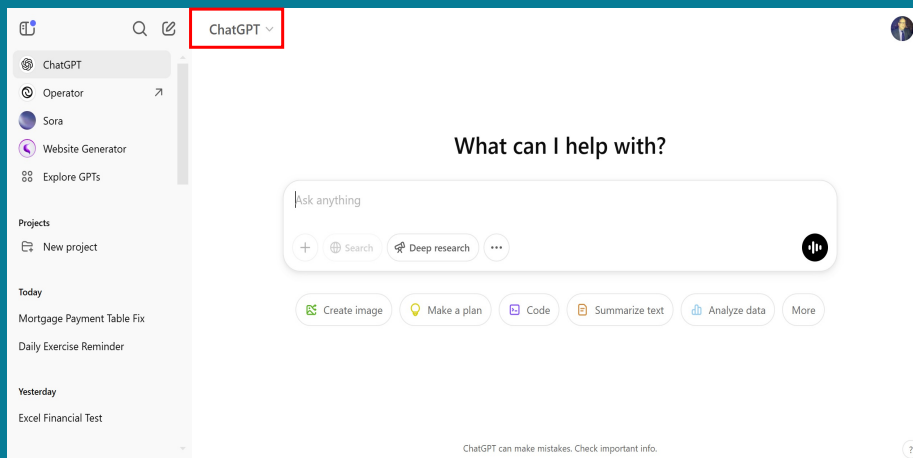
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# Screen Tour



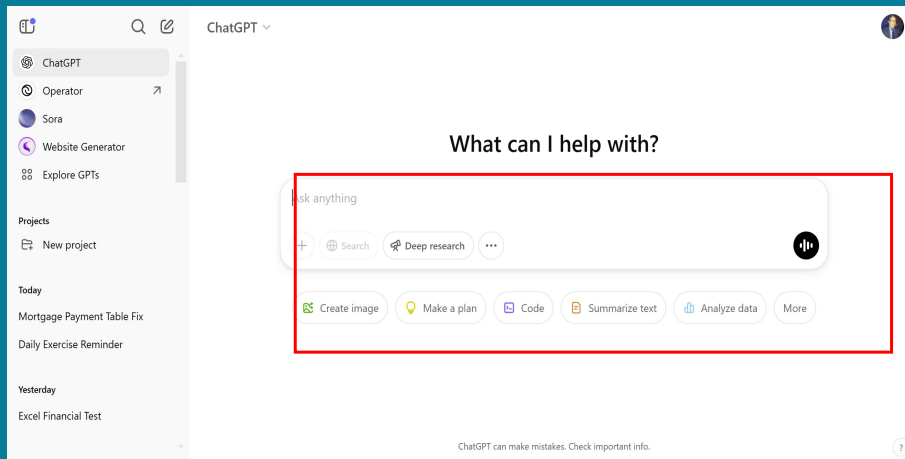
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# Screen Tour

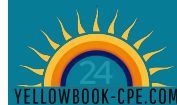
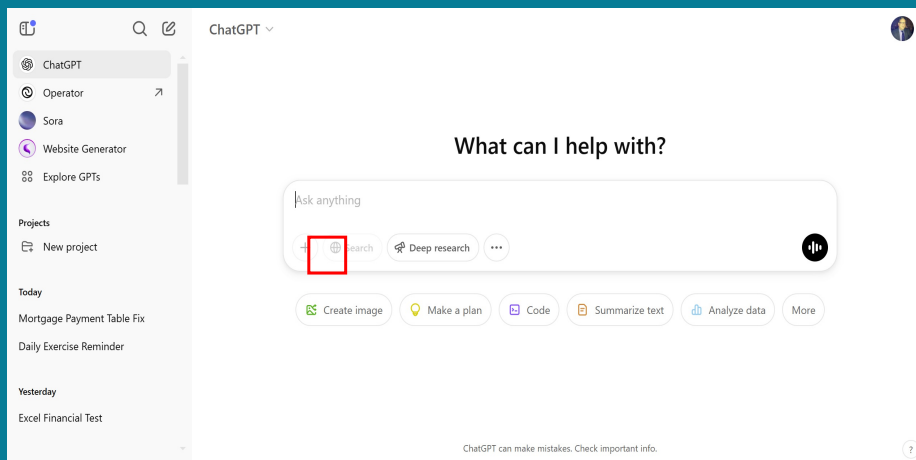


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# Screen Tour

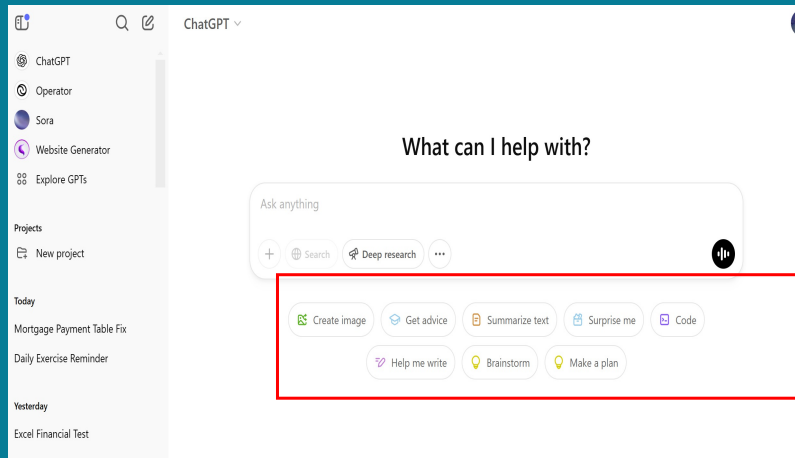


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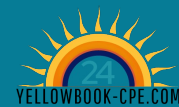
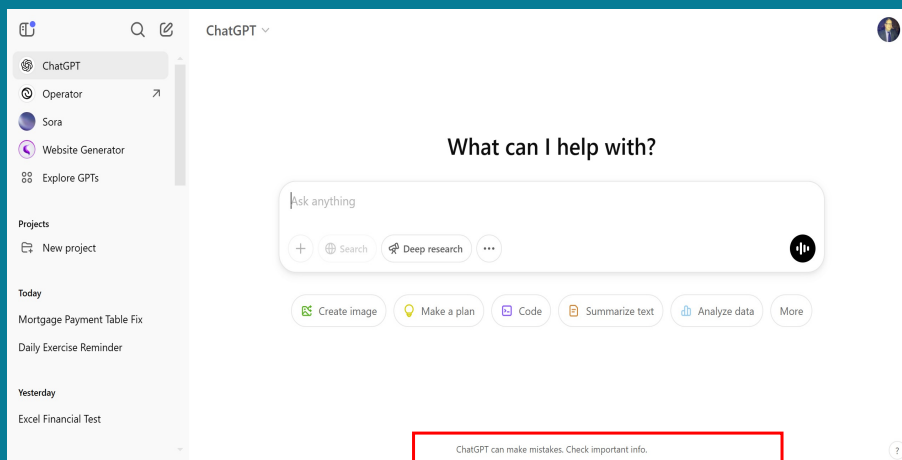
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## Screen Tour



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## Screen Tour



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## Using Chatgpt to help build formulas

- What excel formula would I use to add up a column of numbers
- What excel formulas would I use to count the number of breakfast items in a list
- based on the previous question, what would be the formula if the expense types including breakfast were in column f
- based on the previous question, what would be the formula to calculate the sales tax for each breakfast item to be 0 , but the sales tax for every other item is 7 percent
- based on the previous question, what would be the if formula if the amounts were in column e
- Based on the previous question, what would be the formula to calculate the sales tax for each line item based on the country and each country had its own tax rate that was in a list that started in column q of the sheet
- oh I forgot the mention that the country is in column b not f

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## Using Chatgpt to show step by step instructions

- How do I make a chart in Excel
- How do get subtotals from a list of data in excel
- How do I make a pivot table in excel
- How do I get subtotals from a list of data

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# Thank you for coming

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