Sample Prompt

CHAPTER-05

MS Office related solution from DeepSeek

01 Solve MS Excel, MS Word, MS Access related doubts

Below is a list of 100 sample prompts related to solving doubts in MS Excel, MS Word, and MS Access. These prompts cover a wide range of topics, from basic functions to advanced features.

Tips for Better Prompt Generation

01 **Be Specific**

"How to use Excel?" → Too broad **(wrong)**

"How to use VLOOKUP to find data from another sheet?" → Clear & actionable **(Right)**

02 **Include Context**

"How to make a table?" → Ambiguous **(wrong)**

"How to convert Excel data into a formatted Word table?" → Better **(Right)**

03 **Mention Versions (If Relevant)**

✓ *"How to use XLOOKUP in Excel 365?"* → More precise than generic VLOOKUP

04.**Ask for Step-by-Step Guidance**

✓ *"Step-by-step guide to creating a pivot table in Excel"* → Better than *"Explain pivot tables"*

05. **Use Action Words**

✓ *"How to recover an unsaved Word document?"* → Direct & solution-focused

06 **Combine Multiple Functions**

✓ *"How to use INDEX-MATCH with multiple criteria?"* → More advanced than just *"What is INDEX-MATCH?"*

MS Excel (40 Prompts)

1. "How do I create a drop-down list in Excel using data validation?"
2. "What is the formula to sum values based on multiple conditions (SUMIFS)?"
3. "How can I remove duplicate rows in Excel while keeping the first occurrence?"
4. "Explain VLOOKUP with an example, including common errors like #N/A."
5. "What's the difference between INDEX-MATCH and VLOOKUP?"
6. "How do I freeze the top row and first column simultaneously?"
7. "Step-by-step guide to creating a pivot table from a dataset."
8. "How can I merge cells without losing data (using CONCAT or TEXTJOIN)?"
9. "What are the best keyboard shortcuts for fast data entry in Excel?"
10. "How to highlight cells that contain specific text using conditional formatting?"
11. "How do I password-protect an Excel workbook and individual sheets?"
12. "How to split full names into first and last names using Text to Columns?"
13. "Formula to calculate average while ignoring blank cells and zeros."
14. "How to change date format from MM/DD/YYYY to DD/MM/YYYY?"
15. "How to create a dynamic chart that updates with new data automatically?"
16. "How to use Find and Replace to update multiple values at once?"
17. "How to nest multiple IF functions with AND/OR conditions?"
18. "How to switch rows to columns (transpose data) without formulas?"
19. "What's the quickest way to insert multiple rows at once?"
20. "How to calculate percentage growth between two numbers?"
21. "How to lock specific cells but allow editing in the rest of the sheet?"
22. "How does INDEX-MATCH work compare to XLOOKUP?"
23. "How to import CSV data into Excel without formatting issues?"
24. "Step-by-step guide to recording and running a simple macro."
25. "How to round numbers to two decimal places using ROUND function?"
26. "How to combine text from multiple cells into one (CONCAT vs. TEXTJOIN)?"
27. "How to count cells with specific text (COUNTIF)?"
28. "How to create a stacked bar chart with multiple data series?"
29. "How to filter data by color or custom criteria?"
30. "How to use SUMIFS with dates as a condition?"
31. "How to extract the first word from a cell (using LEFT and FIND)?"
32. "How to calculate the number of days between two dates?"
33. "How to highlight the top 3 values in a column?"
34. "How to extract a substring using LEFT, RIGHT, and MID functions?"
35. "How to convert numbers to words (e.g., 100 → 'One Hundred')?"
36. "How to create a dynamic named range for a growing dataset?"
37. "How to compare two columns and highlight differences?"
38. "How to calculate loan payments using PMT function?"
39. "How to create a clickable hyperlink to another sheet?"
40. "How to recover an unsaved Excel file after a crash?"

MS Word (30 Prompts)

41. "How to auto-generate a table of contents with custom styles?"
42. "How to delete a blank page at the end of a Word document?"
43. "How to change page orientation to landscape for just one page?"
44. "How to add page numbers starting from a specific page?"
45. "How to insert different headers/footers for odd and even pages?"
46. "How to enable and use Track Changes for document review?"
47. "How to combine two Word documents without losing formatting?"
48. "How to save a Word file as a PDF with hyperlinks intact?"
49. "How to insert a clickable hyperlink to a website or document?"
50. "How to adjust line spacing to 1.5 or double spacing?"
51. "How to create multi-level bullet points and numbering?"
52. "How to use Find and Replace to change formatting (e.g., bold all instances of a word)?"
53. "How to add a transparent text watermark (e.g., 'Draft')?"
54. "How to password-protect a Word document from editing?"
55. "How to align text left, centre, and right on the same line?"
56. "How to insert a checkmark (✓) or tick box in Word?"
57. "How to create newspaper-style columns in Word?"
58. "How to clear all formatting from a text selection?"
59. "How to convert text into a table (and vice versa)?"
60. "How to add a decorative border around a page?"
61. "Step-by-step guide to Mail Merge for sending bulk emails?"
62. "How to insert footnotes and endnotes in academic papers?"
63. "How to change default font settings in Word?"
64. "How to recover an unsaved or corrupted Word file?"
65. "How to insert special symbols like ©, ®, or mathematical signs?"
66. "How to split a large Word document into separate files?"
67. "How to enable spell check for a specific language?"
68. "How to create a fillable form with text fields and checkboxes?"
69. "How to add and reply to comments in a shared document?"
70. "How to compare two versions of a Word document for changes?"

MS Access (30 Prompts)

71. "How to create a new database from scratch in Access?"
72. "How to import Excel data into Access without errors?"
73. "Step-by-step guide to designing a user-friendly form?"
74. "How to write a simple SQL query in Access?"
75. "How to establish a one-to-many relationship between tables?"
76. "How to export an Access query to Excel?"
77. "How to switch from Design View to SQL View in queries?"
78. "How to generate a professional report with grouping?"
79. "How to filter records using a search box in a form?"
80. "How to set a primary key for a table?"

81. "How to create a drop-down lookup field in a table?"
82. "Best practices for backing up an Access database?"
83. "How to compact and repair a corrupted Access file?"
84. "How to create a parameter query that prompts for input?"
85. "How to use the Expression Builder for calculations?"
86. "How to split an Access database for multi-user access?"
87. "How to create a calculated field in a query?"
88. "How to set a database password in Access?"
89. "How to automate tasks using Macros in Access?"
90. "How to link tables from another Access database?"
91. "How to use DSUM to summarize data in a form?"
92. "How to create a navigation menu (switchboard)?"
93. "How to add a combo box for search functionality?"
94. "How to write a simple VBA script for automation?"
95. "How to create a crosstab query for summary reports?"
96. "How to enforce data validation rules in a table?"
97. "How to use the IIF function in a query?"
98. "How to embed a subform within a main form?"
99. "How to optimize an Access database for better speed?"
100.   "How to recover a corrupted Access database file?"