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AI in Excel for Analysts

Specify, Test and Audit Formulas Written with an Assistant

Course Summary

Six modules, one fund, every figure computed.

Educational material. Not investment advice. Prepared with AI assistance.

About this course

This course teaches a method to use an AI assistant in Excel without being wrong: brief, test, check, understand. The case is the rent roll of the Brackenridge portfolio, fictional, 20 units in four properties, from which you build a checked one-page summary: totals, vacancy, rent per square metre, WALT, reversion, lookups and an expiry profile. You clean text into numbers, test the formulas on a mini sample, tie the model with checks, and audit a summary received from a colleague that contains five planted errors. It is written for analysts and associates in real estate, private equity, credit and corporate finance. No tool is required beyond Excel; the method works with any assistant.

Module	Lessons	What you build
1. A working method	1.1, 1.2, 1.3, 1.4	First formulas from a brief: SUMIFS
2. Formulas from a specification	2.1, 2.2, 2.3, 2.4, 2.5	Vacancy and rent per square metre, Weighted averages with SUMPRODUCT
3. Lookups, time and messy data	3.1, 3.2, 3.3, 3.4	INDEX and MATCH on the rent roll, An expiry profile by year, Text that should be numbers
4. Test before you trust	4.1, 4.2, 4.3, 4.4, 4.5	A tests sheet, Checks that tie
5. Audit a model with AI	5.1, 5.2, 5.3, 5.4	Compare a received summary with yours, Flag and count the errors
6. Working safely	6.1, 6.2, 6.3, 6.4	The final check before you send

How to use this summary

- Watch the lessons of a module, then read its pages here: key ideas, the numbers of the case, the mistakes to avoid.
- Build along with the step files (one start file and one solution file per build lesson), then do the module tab of the Exercise Workbook.
- Practice the module in the Quiz App or in your learner account, then take the certificate exam online: 40 questions, 60 minutes, 80% to pass.

MODULE 1

A working method

What an assistant does well in Excel, the five-part brief, the case, and the first formulas written from a brief.

Key ideas

- An assistant writes fast and does not check: it cannot see your sheet and does not test its answer. It writes; you specify and verify.
- The method: brief, test on a mini sample, check totals by two routes, understand. A plausible number is the usual form of a wrong one.
- The brief has five parts: layout, task, output, edge cases, environment. Say what one row represents. Describe the data, do not paste it.
- First formulas: SUMIFS and COUNTIFS with bounded ranges and a criterion in a cell (D$4). The portfolio is computed directly from the data.

The case in numbers

	Birch	Cedar	Dunmore
3,550	3,900	3,450	
991.0	946.0	716.0	
5	4	5	

Mistakes to avoid

- Keeping a formula because its result looks right.
- A request with no layout: the assistant invents the ranges.
- Whole-column ranges and names typed in quotes.
- Pasting the real rent roll into the conversation.