BE SPECIFIC

For example, instead of asking, "How do I use VLOOKUP?" you might ask, "How do I use VLOOKUP to find a product price based on the product ID in a different sheet?"

PROVIDE CONTEXT

Include relevant details or background information. Describe briefly if you're working with a specific dataset or scenario. For instance, mention the structure of your data or the outcome you're aiming for, such as, "I have a list of sales figures by region, and I want to calculate the total for the 'East' region."

BREAK DOWN

If your task is complex, consider breaking it into smaller parts or steps. This helps ensure that each part is addressed accurately. For example, instead of asking for a complete solution to automate a task, you might start with, "How do I write a VBA code to filter data by region?"

ASK FOR EXAMPLES

If you're looking for a deeper understanding, ask for an example or a step-by-step explanation. For instance, "Can you show me an example of a nested IF formula that grades students based on their scores?"

DESIRED OUTCOME

Mention what you want to achieve with the response. Whether it's understanding a concept, writing a formula, or solving an error, specifying your goal helps tailor the advice. For example, "I want to automate sorting my sales data by region, every time new data is added. And I want a VBA code for this."