AIFreeForever

The Spreadsheet Planning Guide for 2026

A spreadsheet is easier to use when you plan it first. This guide shows what to decide before you make a spreadsheet with AI: what it is for, the columns, the totals, the sheets, and a checklist before you share it.

Decide what the spreadsheet is for

- **One job:** a budget, a sales tracker, a stock list or a grade sheet. One clear job makes a cleaner sheet.
- **Who uses it:** just you, your family, or a team that will type into it.
- **What it must answer:** "How much is left this month?" or "Which items do I reorder?"

List the columns

- **One fact a column:** Item, Amount, Date. Do not put two facts in one cell.
- **Name the money columns:** say which ones are prices or amounts so they show as dollars.
- **Your own data:** paste your real rows into the chat, or let the AI add example rows you replace.

Say what to work out

Totals and anything worked out should be formulas, so they change when you change a number. Ask for them in plain words.

Ask for	The formula it makes
A total at the bottom	`=SUM(B2:B10)`
The difference between two columns	`=B2-C2`
An average	`=AVERAGE(E2:E6)`
A percentage of a target	`=E2/F2`, shown as a percent
A yes or no flag	`=IF(C2<=D2,"Yes","No")`
A total from another sheet	`='Sales by Rep'!E7`

Split it into sheets

- **Up to 4 sheets:** for example a monthly budget and a savings goals sheet.
- **A summary sheet:** its formulas can read the other sheets, so it stays up to date.
- **Short sheet names:** "Budget", "Goals", "Summary".

My spreadsheet plan

What it is for: _____

Columns: _____

Money columns: _____

Totals and formulas: _____

Sheets: _____

What I type into the chat: _____

Before you share your spreadsheet

☐ I replaced every example row with my real data.

☐ I clicked a few totals and checked the formula covers every row.

☐ Money shows as dollars and percentages show as percents.

☐ The sheet names say what each sheet holds.

☐ I opened the .xlsx file in Excel or Google Sheets and it looks right.

On AIFreeForever, Excel AI answers your request in the chat first, then shows the plan before it makes the spreadsheet. You can type into the grid or ask the chat for changes, then download it as an .xlsx file or a sheet as CSV.

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