

MODULE 2 · WEEK 2 · LESSON 7

AI for Data: Spreadsheets, Charts and Insights without Code

From messy rows to decisions in plain language

WHAT YOU WILL BE ABLE TO DO

- Use AI to clean and summarise a spreadsheet in words
- Choose the right chart for a question
- Interrogate an AI-generated insight sceptically

LESSON CONTENT

Ask in plain language

Paste a small table (or upload the sheet) and ask: 'Summarise totals by category, flag the top 3 and bottom 3, and list anything inconsistent.' Modern assistants can also write the spreadsheet formula for you - ask for the formula, learn it, reuse it.

Chart choice is argument choice

Trend over time: line. Comparison across categories: bar. Share of a whole (few parts): pie or stacked bar. Relationship between two measures: scatter. The chart you pick quietly frames the conclusion - choose it deliberately.

Sceptical interrogation

Ask the model to state its assumptions and show the calculation. Recompute one figure yourself. If it cannot show working, treat the insight as a hypothesis, not a finding.

KEY TERMS

Data cleaning	Fixing inconsistencies, duplicates, formats.
Aggregation	Summarising rows into groups (totals, averages).
Formula generation	AI writing spreadsheet formulas for you.
Assumption audit	Asking a model to expose what it assumed.

HANDS-ON TASK

Insight memo from 20 rows · Tools: Google Sheets + chat assistant

1. Create/collect a 20-row table (sales, marks, airtime - anything).
2. Ask AI for summary + top/bottom 3 + inconsistencies.
3. Write a 5-line insight memo; verify one number by hand.

KEY TAKEAWAYS

- ✓ Before you go, three takeaways from this lesson.
- ✓ One: Use AI to clean and summarise a spreadsheet in words.
- ✓ Two: Choose the right chart for a question.

- ✓ Three: Interrogate an AI-generated insight sceptically.
- ✓ And your hands-on task: insight memo from 20 rows.
- ✓ Create/collect a 20-row table (sales, marks, airtime - anything).
- ✓ When it is done, mark the lesson complete on your dashboard, keep the artifact for your portfolio, and step into the next lesson.
- ✓ I will see you there.

Watch the lesson video on your dashboard, complete the task, then mark the lesson complete. Your artifact belongs in your Portfolio of Evidence.