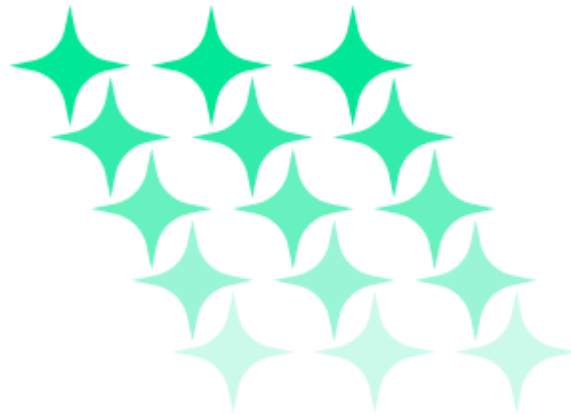


GPT for Work Documentation

User Guide for Microsoft Excel & Word

2026-05-13



GPT for Excel



Install for Microsoft ▾

GPT for Excel is a Microsoft Excel add-in that integrates an **AI agent** into the Excel user interface. Use plain-language instructions to automate everyday spreadsheet tasks — such as writing formulas, fixing errors, formatting cells, or creating charts and pivot tables — or process large datasets row by row with operations such as translation, categorization, enrichment, and scoring.

The screenshot displays a Microsoft Excel spreadsheet with a P&L statement and the GPT for Excel Word interface. The spreadsheet is organized into sections: ASSUMPTIONS, REVENUE, COST OF GOODS SOLD, OPERATING EXPENSES, and KEY METRICS. The GPT interface on the right shows a chat history with three steps: 1. Describe what you need, 2. AI plans the task, and 3. AI executes the task in the sheet.

	Year 1	Year 2	Year 3	Year 4	Year 5
ASSUMPTIONS					
Number of customers	50	2 800	3 000	3 200	3 400
Average contract value	2 500	2 800	3 000	3 200	3 400
Churn rate	15%	12%	10%	8%	7%
Price increase	0%	10%	8%	7%	6%
REVENUE					
New customers revenue	125 000	336 000	750 000	1 280 000	2 040 000
Recurring revenue	0	0	0	0	0
Total Revenue	125 000	336 000	750 000	1 280 000	2 040 000
COST OF GOODS SOLD					
Hosting & Infrastructure	12 500	35 000	80 000	145 000	210 000
Payment processing fees	3 750	13 268	34 575	66 750	100 125
Customer support	25 000	50 000	100 000	180 000	270 000
Total COGS	41 250	98 268	214 575	391 750	580 125
GROSS PROFIT	83 750	343 982	937 925	1 833 250	2 559 875
Gross Margin %	67%	78%	81%	82%	83%
OPERATING EXPENSES					
Salaries & Wages	180 000	280 000	450 000	700 000	1 000 000
Marketing & Advertising	50 000	100 000	150 000	200 000	250 000
Office & Rent	12 000	12 000	12 000	12 000	12 000
Software & Tools	12 000	12 000	12 000	12 000	12 000
Legal & Accounting	15 000	20 000	30 000	45 000	60 000
Travel & Entertainment	10 000	20 000	40 000	70 000	100 000
Other expenses	5 000	10 000	20 000	35 000	50 000
Total Operating Expenses	296 000	484 000	830 000	1 344 000	1 944 000
EBITDA	-212 250	-140 018	107 925	489 250	1 079 750
EBITDA Margin %	-170%	-32%	9%	22%	33%
Depreciation & Amortization	5 000	8 000	15 000	25 000	35 000
EBIT	-217 250	-148 018	92 925	464 250	1 044 750
EBIT Margin %	-174%	-33%	8%	21%	31%
Interest expense	0	0	5 000	10 000	15 000
EBT (Earnings Before Tax)	-217 250	-148 018	87 925	454 250	1 029 750

The GPT for Excel Word interface shows the following chat history:

- Step 1: Describe what you need** - Prompt: "Make my spreadsheet look nice". Response: "I'll read the rows I haven't fully seen, then apply professional formatting to your P&L spreadsheet."
- Step 2: AI plans the task** - Response: "Now I have the full picture. Let me apply professional formatting to this P&L spreadsheet."
- Step 3: AI executes the task in the sheet** - Response: "Now let me add conditional formatting for negative numbers in red, which is standard for financial statements."

The final response from the AI agent is: "Your P&L spreadsheet is now professionally formatted:

- Dark navy headers for Year 1-5 across the top
- Blue section headers for ASSUMPTIONS, REVENUE, COGS, OPERATING EXPENSES, and KEY METRICS
- Light blue highlight on all total/summary

Examples FAQ Demo + New chat
Type your prompt here

Use cases

Here are common use cases that you can easily handle with GPT for Excel.

Everyday spreadsheet tasks

- **Write** spreadsheet formulas like a pro.
- **Format** cells, ranges, or entire sheets to match your preferred style or conventions.
- **Standardize** inconsistent date formats, trailing whitespace, or mixed capitalization across your sheet.
- **Create** charts and pivot tables from your existing data to visualize trends and summarize results.
- **Find and fix** errors in formulas, references, or inconsistent data.

Row-by-row bulk processing

- **Generate** SEO-optimized product descriptions from product specifications.
- **Translate** product descriptions to multiple target languages while observing appropriate localization conventions.
- **Enrich** company or contact records with data from AI-powered web lookups.
- **Categorize** support tickets, survey responses, or product feedback into groups that match your taxonomy.
- **Clean up** customer relationship management (CRM) data by reformatting fields, recategorizing records, and removing duplicates.
- **Score and qualify** sales leads in a consolidated prospecting spreadsheet.
- **Analyze** customer sentiment by rating reviews and support requests based on criteria relevant to you.

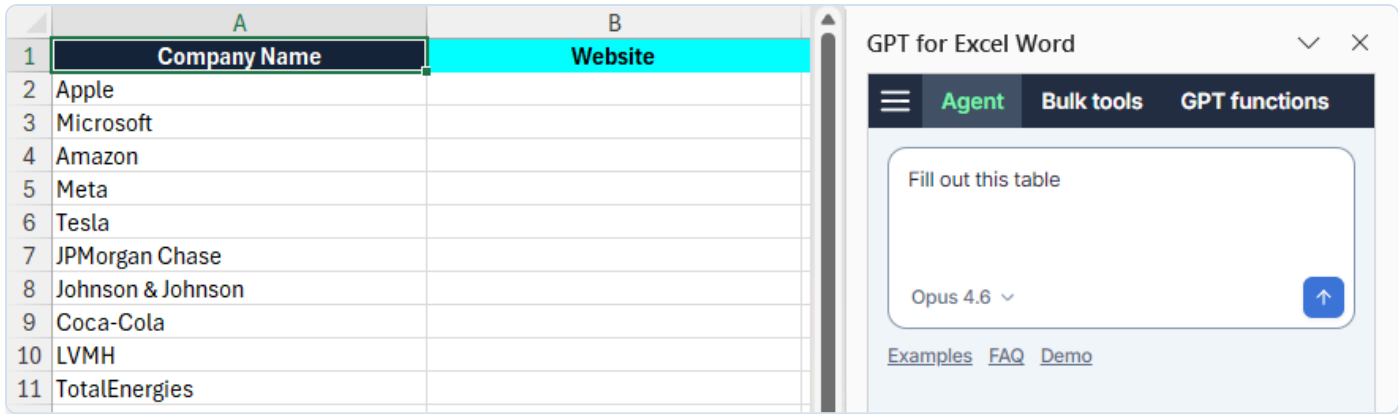
Features

GPT for Excel provides the following main features for using AI in spreadsheets:

- [Agent](#)
- [Bulk tools](#)
- [GPT functions](#)

Agent

The **Agent** is the chat interface for spreadsheet work in GPT for Excel. Describe what you need in plain language — from everyday spreadsheet tasks to row-by-row bulk processing across large datasets — and the Agent reads your data, determines the required steps, and executes them directly in your spreadsheet.

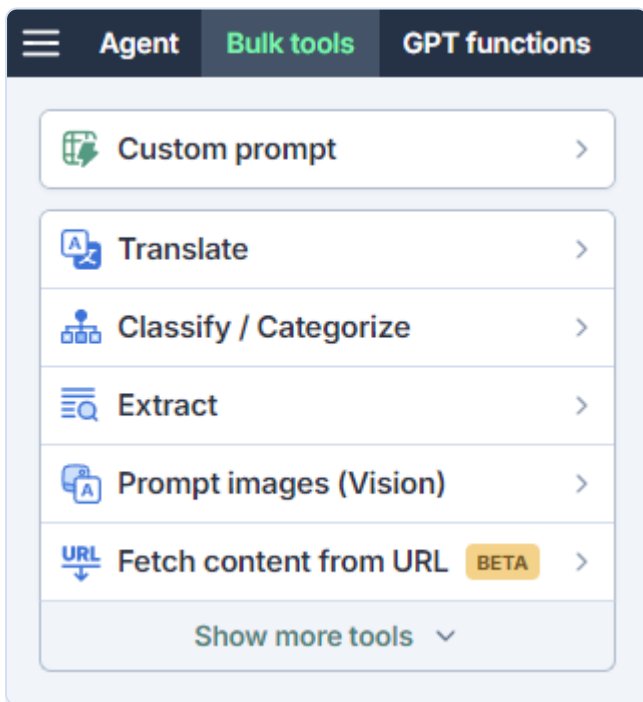


The following video shows you how to use the Agent to fill in missing company information in a market research spreadsheet. Based on a simple prompt, the Agent fetches the missing information from the web and fills the empty columns.

Bulk tools

Bulk tools allow you to run prompts on specific spreadsheet columns at once without writing any formulas. You configure and run bulk tools from the add-in sidebar. You can also easily reuse past prompts and configurations with the **History** feature.

GPT for Excel provides dedicated bulk tools for selected use cases, such as translation, classification/categorization, and extraction, as well as a generic bulk tool for fully custom prompts.

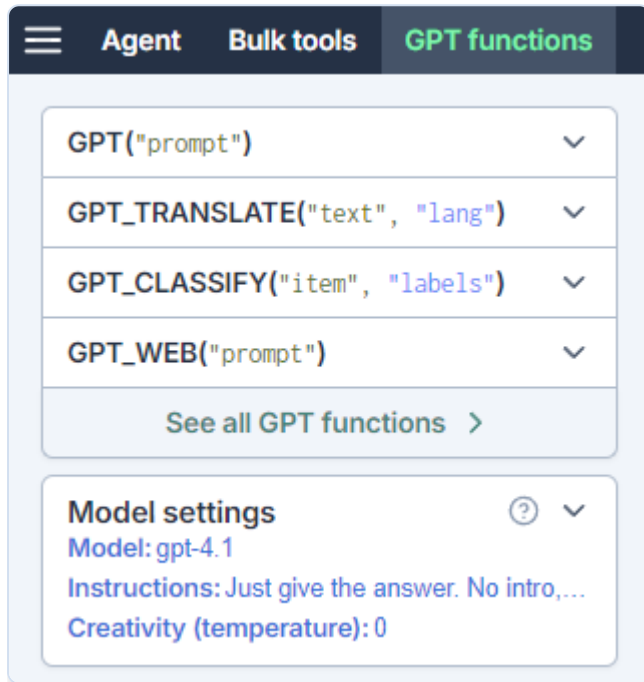


The following video shows you how to generate some text with the **Custom prompt** bulk tool. You simply tell the tool what you want to generate and select the column where you want to place the generated text. You do not need to define any other settings if the default setup meets your needs.

GPT functions

GPT functions are custom [spreadsheet functions](#) that allow you to prompt AI from inside spreadsheet cells. GPT functions work exactly like native functions in that you can use them on their own or combine them with other functions when creating [formulas](#).

GPT for Excel provides dedicated GPT functions for selected use cases, such as translation, classification, and web search, as well as a generic GPT function for all other use cases. You can define function-specific parameters to further refine how the AI generates responses. You can find a list of all available functions with usage examples in the add-in sidebar.



The following video shows you how to generate some text in bulk with the **GPT** function.

Which feature to use when

The following table shows how easy it is to use the different features and describes the overall experience of using each. As a rule, start with the Agent.

<u>Agent</u>	<u>Bulk tools</u>	<u>GPT functions</u>
Easy	Moderate	Advanced

<u>Agent</u>	<u>Bulk tools</u>	<u>GPT functions</u>
<ul style="list-style-type: none"> • Tell the AI what you want in plain language. • Automate spreadsheet tasks or workflows across multiple columns. • Let the AI automatically figure out the steps. 	<ul style="list-style-type: none"> • Process a column row by row. • Precisely control the prompt, model, and settings. • Easily reuse prompts and configurations. 	<ul style="list-style-type: none"> • Use AI directly inside spreadsheet formulas. • Drag formulas across rows or columns. • Get results that update automatically when inputs change.

Benefits

- **Prompt AIs from inside your spreadsheets.** No more copy-pasting between Excel and AI chatbots like ChatGPT.
- **Chat with your spreadsheets in plain language.** Simply tell the [Agent](#) in your own words what you want to do, and it will automatically plan and execute the task. No prompt engineering required.
- **Run prompts at scale and at lightning speed.** Execute up to 1,000 prompts per minute, reliably process up to 1,000,000 rows in one go, and generate up to 10,000 results per hour.
- **Use the best AI model for your bulk tasks.** Choose from a large selection of models from OpenAI, Anthropic, Google, xAI, and Perplexity.
- **Bring an API key or set up your own API endpoint to get more features.** You do not need your own API keys or endpoints to use Excel, but they give you access to more models and afford you more control and privacy.

What's next

- [Install GPT for Excel](#) if you have not already.
- [Select an AI model that best meets your needs.](#)
- Get going with the [Agent](#).
- Get going with [bulk tools](#).
- Get going with [GPT functions](#).

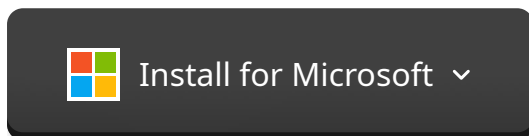
Get started with GPT for Excel

GPT for Excel is an **AI agent** for spreadsheet work in **Microsoft Excel**. It integrates directly into your spreadsheet and lets you automate spreadsheet tasks through plain-language instructions.

This guide gives you a quick walkthrough of the add-in from installation to trying out the [Agent](#).

Install the add-in

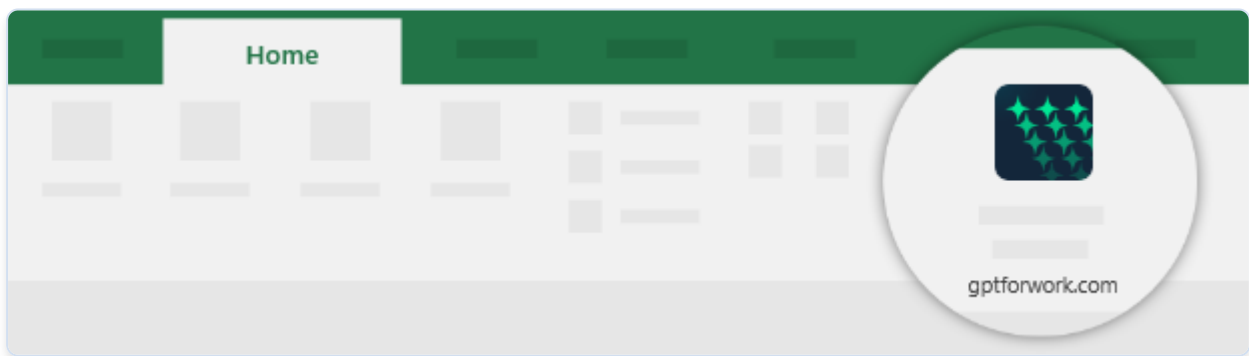
To use GPT for Excel, install the add-in:



For detailed installation instructions, see [Install GPT for Excel](#).

Open the add-in

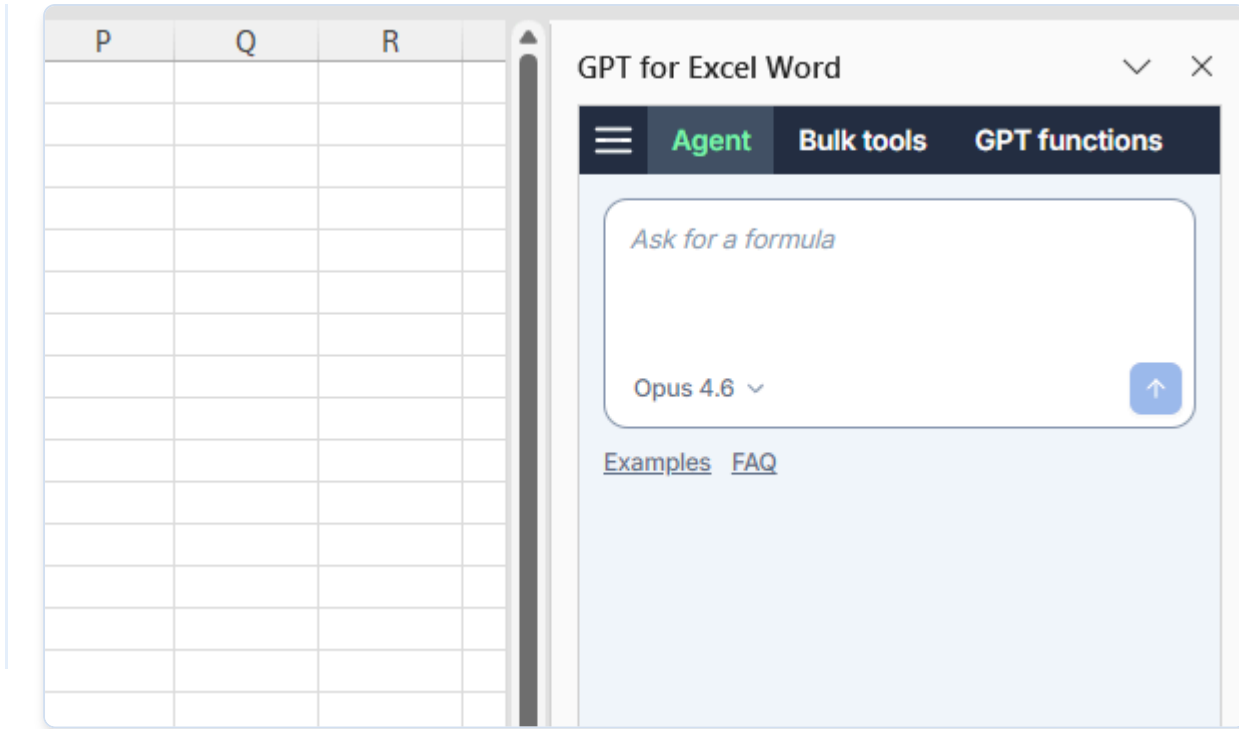
- 1 Create a new blank workbook.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

The GPT for Excel [sidebar](#) opens.



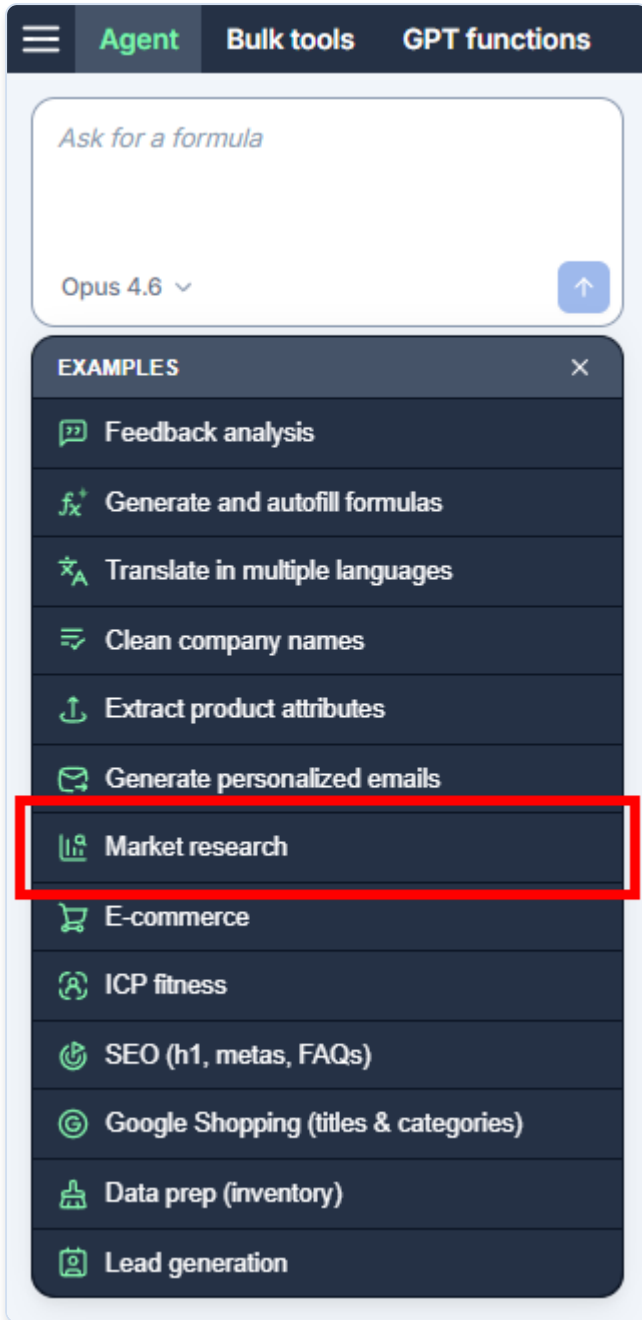
Use the Agent

The **Agent** is the chat interface for spreadsheet work in GPT for Excel. Describe what you need in plain language — from everyday spreadsheet tasks to row-by-row bulk processing across large datasets — and the Agent reads your data, determines the required steps, and executes them directly in your spreadsheet.

Let's have the Agent do some quick market research for us. We'll use one of the built-in examples for convenience.

- 1 In the sidebar, select **Agent**.

- 2 Click **Examples** and select **Market research**.



GPT for Excel:

- 1 Creates a new sheet prepopulated with example data. The data is a list of company names and a series of empty columns for company information that we want the Agent to fill in.
- 2 Prefills the Agent chat field with a prompt that will accomplish the example task: `Fill out this table`. This simple prompt is enough for the Agent to fetch the missing company information from the web and fill the empty columns.

	A	B
1	Company Name	Website
2	Apple	
3	Microsoft	
4	Amazon	
5	Meta	
6	Tesla	
7	JPMorgan Chase	
8	Johnson & Johnson	
9	Coca-Cola	
10	LVMH	
11	TotalEnergies	

GPT for Excel Word

Agent Bulk tools GPT functions

Fill out this table

Opus 4.6

Examples FAQ

3 Click the send button.

The Agent:

- 1 Analyzes the prompt and drafts a plan for accomplishing the requested task.
- 2 Executes the plan. In this example, the Agent fetches the missing company information from the web and fills the empty columns B-E with what it found, one by one. Note that for column F, which does not require web search, the Agent uses gpt-4.1 (no web search).



TIP

You can follow the Agent's thinking and workflow live in the sidebar.

The following video shows the entire process.

What's next

- Learn more about [GPT for Excel](#).
- Learn more about the [Agent](#).
- Learn about the other features available in GPT for Excel:
 - [Bulk tools](#)
 - [GPT functions](#)
- Try out different [AI models](#).
- Try out example Agent use cases for different [business applications](#) and [product capabilities](#).

Set up GPT for Excel

Install GPT for Excel, open the add-in, and sign in. If needed, configure API keys and endpoints to access more models. If you no longer use GPT for Excel, remove its access to your Microsoft account or uninstall the add-in.

Install

Install the GPT for Excel Word add-in to use AI in your Excel workbooks.

Open

Open the GPT for Excel Word add-in in Microsoft Excel.

Sign in

Use a Microsoft account to sign in to GPT for Excel, switch between accounts, and sign out.

Manage models

Connect AI models to Microsoft Excel with GPT for Excel.

Remove account access

Remove Microsoft account access from the GPT for Excel Word add-in.

Uninstall


Remove the GPT for Excel Word add-in from your Microsoft account.

Install GPT for Excel

GPT for Excel is part of the **GPT for Excel Word** add-in. One installation covers Microsoft Excel and Microsoft Word, on both desktop and the web; this guide focuses on installing and using the add-in for Microsoft Excel.

▼ Prerequisites

The following table lists the **minimum versions of Microsoft Excel** compatible with the GPT for Excel Word add-in on different Microsoft Office platforms.

	Windows	macOS	Web
	<p>Microsoft 365 subscription:</p> <p>Version 2002 (Build 12527.20092)</p> <p>Retail perpetual:</p> <p>Version 2002 (Build 12527.20092)</p> <p>Volume-licensed perpetual:</p> <p>Excel 2021: Version 2108 (Build 12527.20092)</p>	<p>Version 16.35 (Build 20030802)</p>	<p>Supported on:</p> <ul style="list-style-type: none">• Google Chrome (latest version)• Microsoft Edge (latest version)

[Which version of Excel am I using?](#)

Installation

- 1 Go to the [installation page](#).
- 2 Click **Open in Excel**.

INFO

The add-in will be installed on your Microsoft account for both Excel and Word.

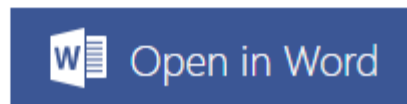
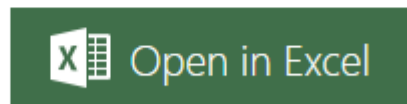
Apps > [GPT for Excel Word](#) > Launch



GPT for Excel Word

TALARIAN S. à r.l.

Get started with the add-in:



A pop-up appears at the top of the window, requesting your permission to proceed.

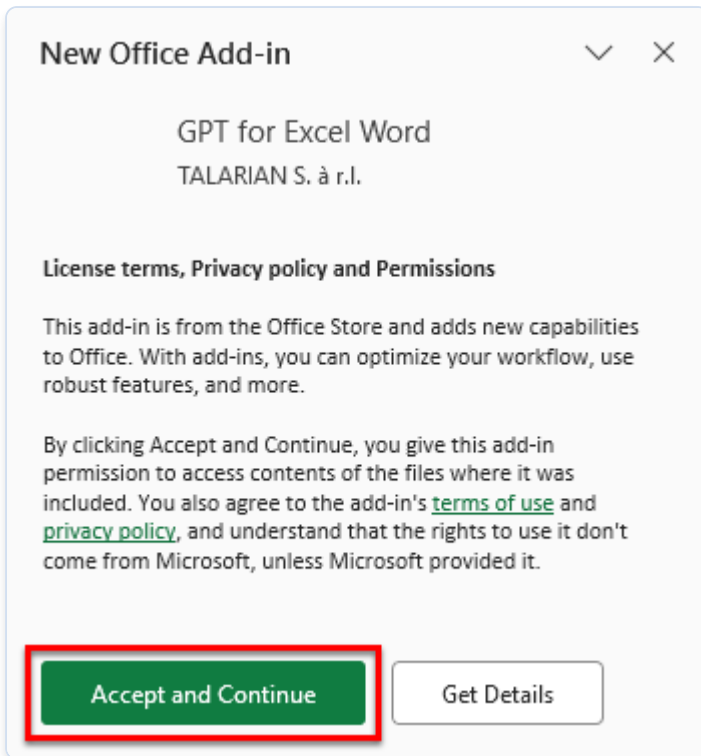
3 Confirm to open the Excel desktop app.

INFO

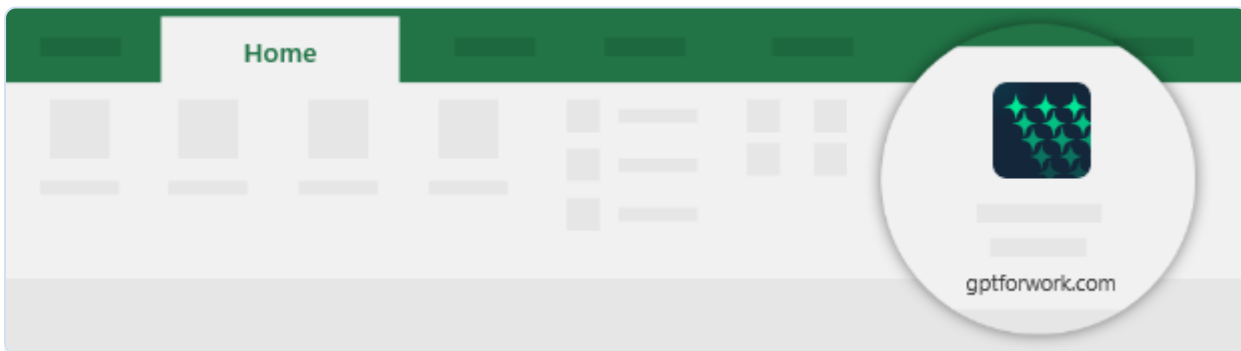
If this method doesn't work, install the add-in from the app:

- 1 Open Excel.
- 2 On the [ribbon](#), select **Home > Add-ins**.
- 3 Search for "GPT for Excel Word".
- 4 In the search results, click **Add** for **GPT for Excel Word**.

- 4 Click **Accept and Continue** to accept the permissions.



You have installed GPT for Excel Word on your Microsoft account. The add-in is now available from the **Home** tab in the desktop and web versions of Excel. If you don't see it, go to **Home > Add-ins > My add-ins > GPT for Excel Word**.



FOR IT ADMINISTRATORS

If your organization uses a firewall or proxy that restricts network access, you must whitelist the following domains for the add-in to work:

```
*.gptforwork.com
*.microsoft.com
*.microsoftonline.com
*.live.com
*.office.com
```

Having trouble installing?

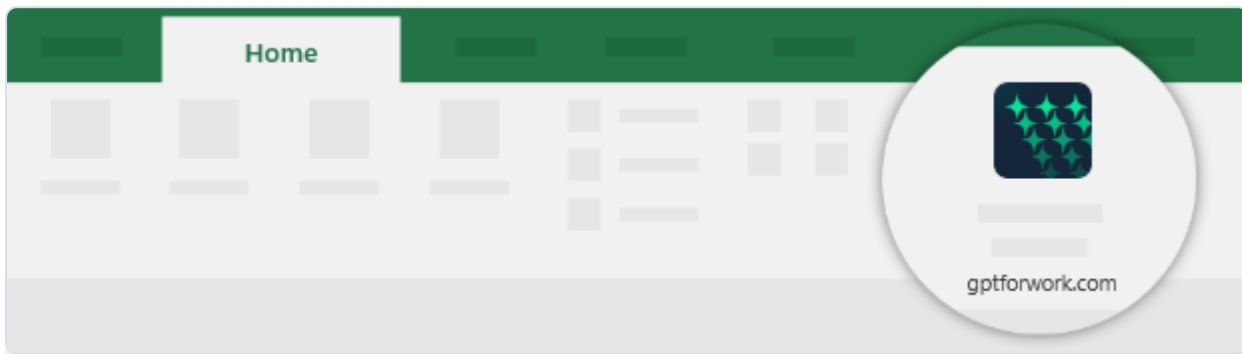
If you run into any issues while installing the add-in, see the [troubleshooting guide](#).

What's next

- [Open GPT for Excel](#).
- Learn about [GPT for Excel](#).
- Select a model:
 - [Select the models for the Agent](#).
 - [Select a model for bulk tools](#).
 - [Select a model for GPT functions](#).
- Get started with the [Agent](#), [bulk tools](#), and [GPT functions](#).

Open GPT for Excel

On the [ribbon](#), select **Home** > **GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home** > **Add-ins** > **My Add-ins** > **GPT for Excel Word**. [Learn more](#).

What's next

- [Sign in with your Microsoft account](#).
- If you run into issues, see the [troubleshooting guide](#).

Sign in to GPT for Excel

This section explains how GPT for Excel authenticates your Microsoft account, how to check which account you're using, and how to switch between accounts or sign out.

Sign in with your account

Sign in to GPT for Excel with your Microsoft account.

Check which account you're using

How to check which Microsoft account GPT for Excel is using.

Switch to another account

Use a different Microsoft account with GPT for Excel.

Sign out

How to sign out of GPT for Excel.

Sign in with your Microsoft account

You need a Microsoft account to use GPT for Excel.

When you launch the GPT for Excel Word add-in:

- **From Excel desktop:**
 - If you're already signed in with your Microsoft account, the add-in automatically uses that account.
 - If you're not signed in or you're using multiple accounts, the add-in prompts you to choose an account.
- **From Excel for the web:** You need to sign in with your Microsoft account when you first launch the add-in.

If you have multiple Microsoft accounts, such as a personal account and a work account, you can [switch between them](#) to ensure you are using the correct account in GPT for Excel.

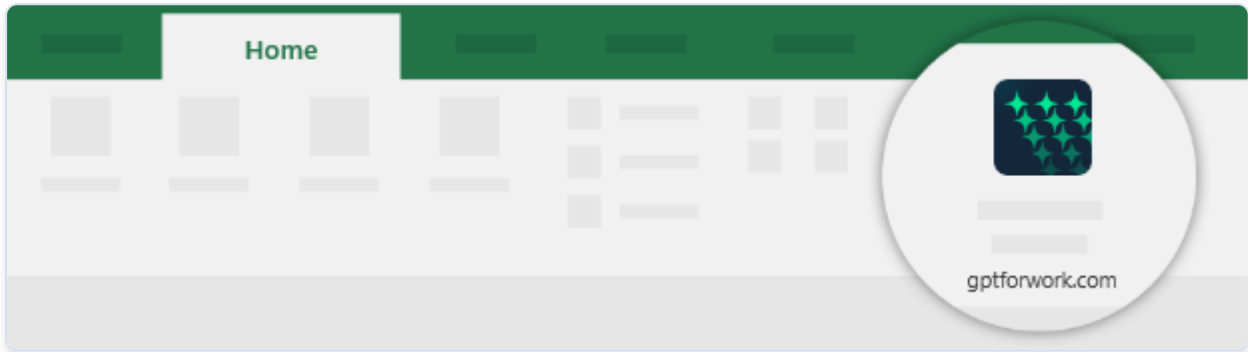
What's next

- [Check which account is used by GPT for Excel.](#)
- If needed, [switch to another account.](#)

Check which Microsoft account you're using

To check which Microsoft account you are using in GPT for Excel:

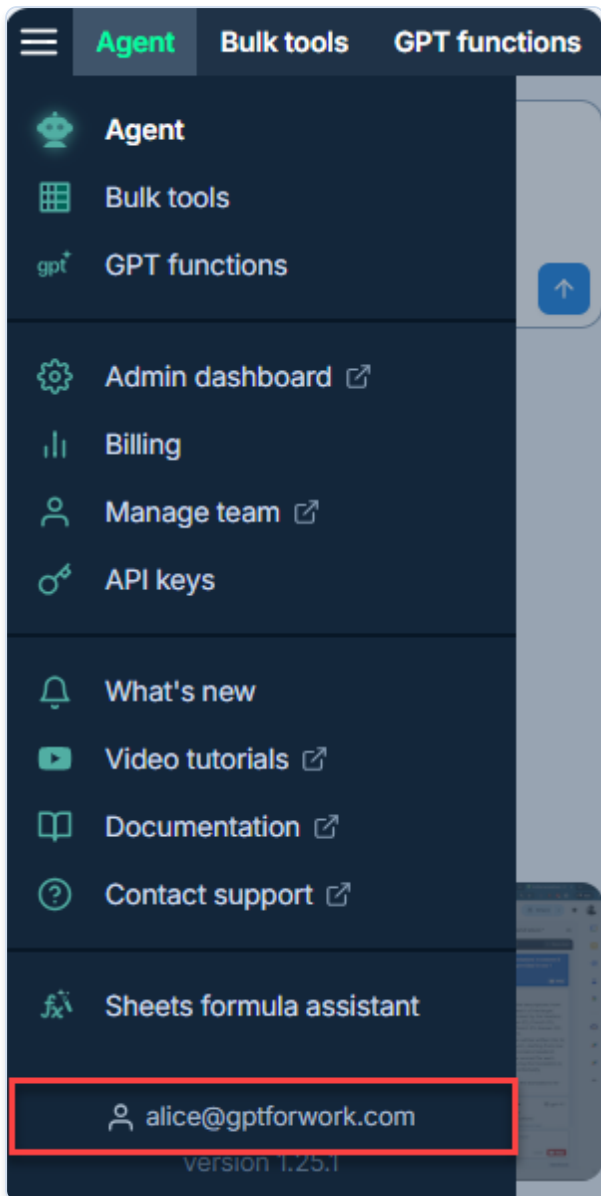
- 1 Open a Microsoft Excel workbook.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 3 In the sidebar, open the main menu. Your account is displayed at the bottom of the menu.



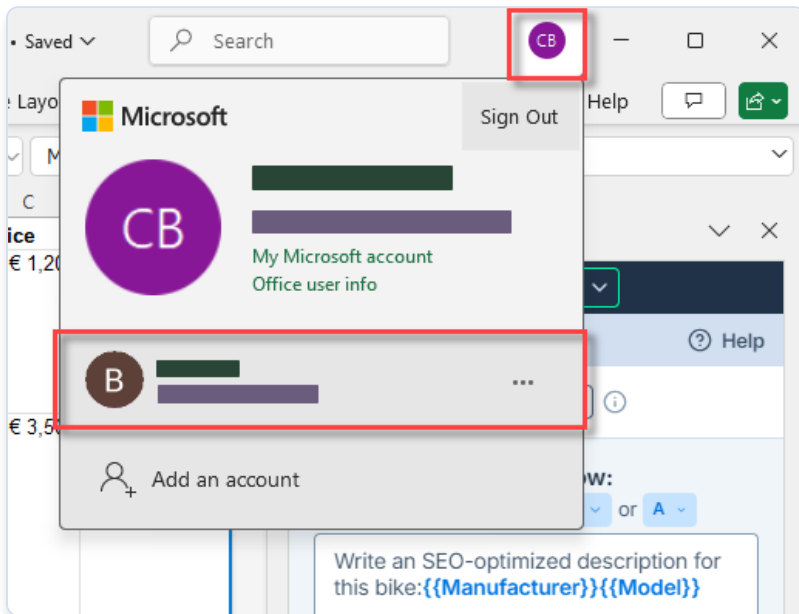
What's next

- If needed, [switch to another account](#).

Switch to another Microsoft account

If the account currently used by GPT for Excel is not the one you want to use, switch to another account:

- 1 Launch Excel.
- 2 In the upper-right corner of the application, click your account icon or picture.
- 3 Select the account you want to switch to.



INFO

If the account you want to switch to is not in the list, click to add a new account and complete the sign-in process.

- 4 If you are using the desktop version of Excel, close the application and reopen it.

You have switched to another account. You can now launch and use GPT for Excel with the new account.

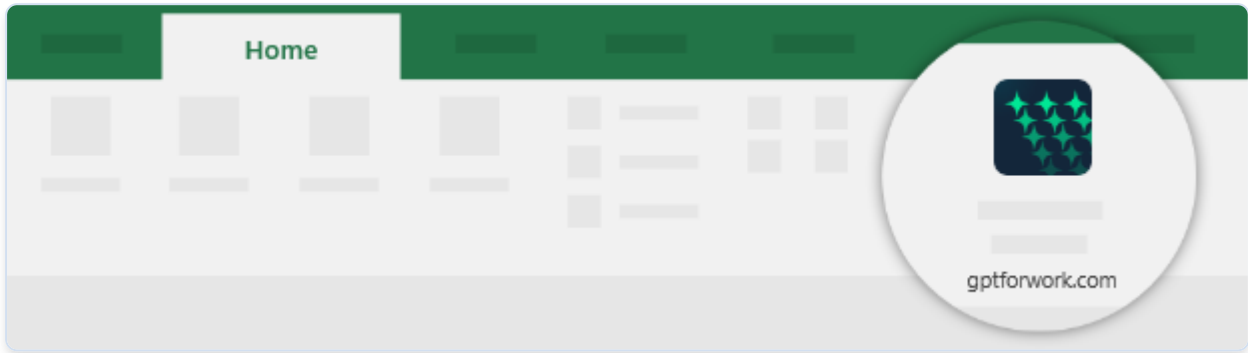
TIP

If you signed in with the wrong account during installation, [contact support](#) to request an account transfer.

Sign out of GPT for Excel

To sign out of GPT for Excel:

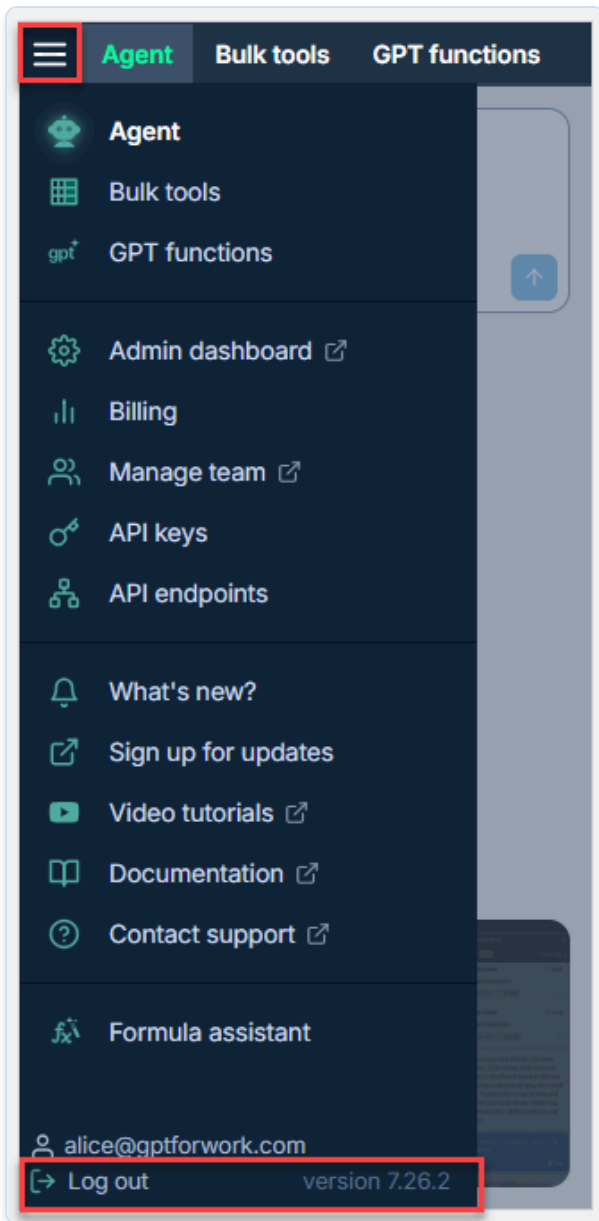
- 1 Open a Microsoft Excel workbook.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- In the sidebar, open the main menu. Then, select **Log out**.



INFO

Signing out of GPT for Excel also signs you out of GPT for Word, since they use the same Microsoft account session.

You have signed out of GPT for Excel. You'll need to sign in again when you next launch the add-in.

What's next

- [Sign in with your Microsoft account.](#)




Manage models for GPT for Excel


[Models](#) are the engines that power GPT for Excel. GPT for Excel supports models from [OpenAI](#), [Perplexity](#), [Google](#), [Anthropic](#), [Parallel](#), [DeepSeek](#), [Mistral](#), and [xAI](#). GPT for Excel also supports [Azure](#) models and open-source models through [any OpenAI-compatible API endpoint](#).

INFO

As a space owner or admin, you can control which models are available to users in your space through the [AI configuration section](#) in the GPT for Work dashboard.

Which model is the right one depends on your specific needs in terms of response quality, speed, privacy, and cost. The following table summarizes the kinds of models available in GPT for Excel, from zero setup to more advanced options:

Use	Setup	When
Models without an API key	None. Use the default model or select a different model: <ul style="list-style-type: none"> • Agent • Bulk tools • GPT functions 	You want to get started quickly without setting up API keys.  Available models
Models with an API key 	AI provider models Set an API key for an AI provider .	<ul style="list-style-type: none"> • You want to benefit from the terms of service you have with an AI provider, such as cost, privacy, and rate limits. • You want to use a model that is not available without an API key. • You want more control.  Available models

Use	Setup	When
Models from cloud endpoints	Azure OpenAI models Set up an Azure OpenAI endpoint.	<ul style="list-style-type: none"> Your company is already using Azure with a consumption commitment. Using Azure OpenAI counts towards that commitment. You want to use models that are available through Azure OpenAI. <p> Available models</p>
	OpenAI-compatible models Set up an OpenAI-compatible platform endpoint.	<ul style="list-style-type: none"> You want to use models available on a cloud-based LLM platform such as Anyscale or Fireworks AI. You need a fast and powerful inference infrastructure that scales to your performance needs.
Local models	OpenAI-compatible models Set up an OpenAI-compatible server endpoint.	<ul style="list-style-type: none"> You want to use models available on a local LLM server such as LM Studio or Ollama. You want to run models on a local machine. You do not want to send or receive any prompt or response data over the internet.

What's next

- [Set and manage your API keys.](#)
- [Use Azure OpenAI models.](#)
- [Use OpenAI-compatible models through API endpoints.](#)
- [Use Ollama models.](#)

Manage API keys for GPT for Excel

Using [API keys](#) offers several benefits:

- **More models.** Access to a [wider range of models from a bigger pool of AI providers](#) than what is available [without API keys](#).
- **More control.** Monitor and manage AI usage and costs directly on the AI provider's platform.
- **Improved privacy.** We do not log inputs and outputs when you use a model with an API key. For more information, see our [security and privacy FAQ](#).
- **Reduced costs.** If you're on [usage-based pricing](#), using an API key reduces costs. You pay the model usage fees directly to the AI provider, while paying a reduced service fee for GPT for Work.

If you're on a [subscription plan](#), using an API key is mandatory since you do not have access to models without a key.

Create API keys

INFO

Make sure your keys belong to an organization or project with the following rate limits:

- RPM (requests per minute) $\geq 1,000$
- TPM (tokens per minute) $\geq 1,000,000$

The actual limits required depend on your workload requirements.

To create an API key, go to the AI provider's platform and follow their instructions:

- [OpenAI Platform](#) for GPT models and fine-tuned models
- [Anthropic Console](#) for Claude models
- [DeepSeek Platform](#) for DeepSeek models
- [Google AI Studio](#) for Gemini models
- [Mistral AI](#) for Mistral models
- [Perplexity](#) for Perplexity models
- [xAI Cloud Console](#) for xAI models
























Set API keys

You set API keys for your [space](#) in the GPT for Work dashboard. The keys you set for a Microsoft account space apply to GPT for Excel.

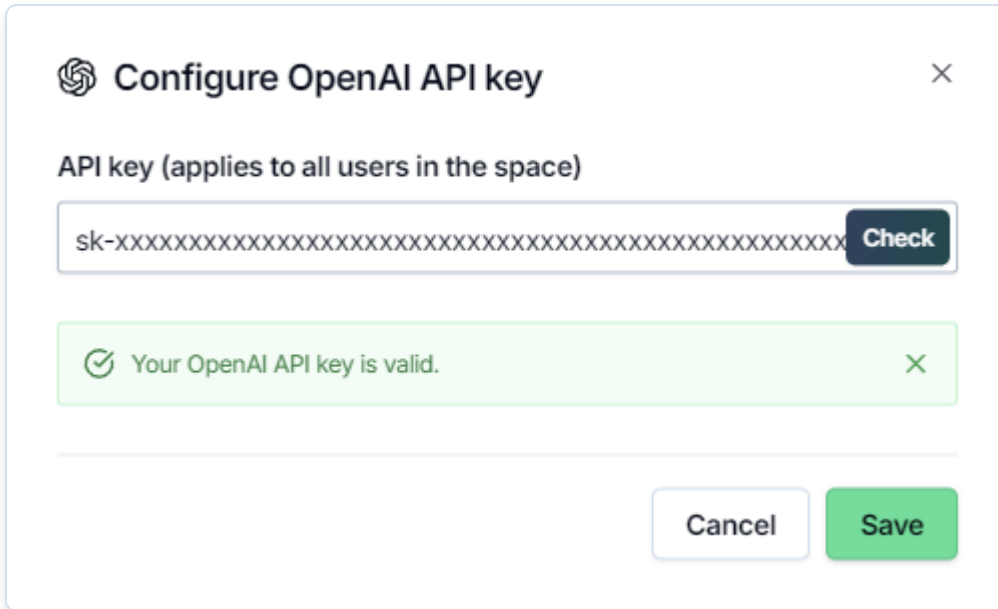
INFO

The API keys you set work for all users in your space. Users automatically have access to models associated with the keys, but only the space owner (you) and admins can set and manage the keys. Billing for a key reflects its usage by all users.

- 1 Create an API key or request an API key from your AI provider platform admin. [Learn more.](#)
- 2 Sign in to the [GPT for Work dashboard](#) with your [Microsoft account](#).
- 3 In the sidebar, select **AI provider keys**.
- 4 In the AI providers list, click the provider whose API key you want to set.

Provider	 Check all API keys	 Refresh
 OpenAI	 not configured	
 Perplexity	 not configured	
 xAI	 not configured	
 Anthropic	 not configured	
 Gemini	 not configured	
 OpenRouter	 not configured	
 Mistral	 not configured	

- 5 Set the API key:
 - 1 In the text field, enter the key.
 - 2 Click **Check** to verify that the key is valid.
 - 3 Click **Save**.



Configure OpenAI API key ×

API key (applies to all users in the space)

sk-xx **Check**

✓ Your OpenAI API key is valid. ×

Cancel Save

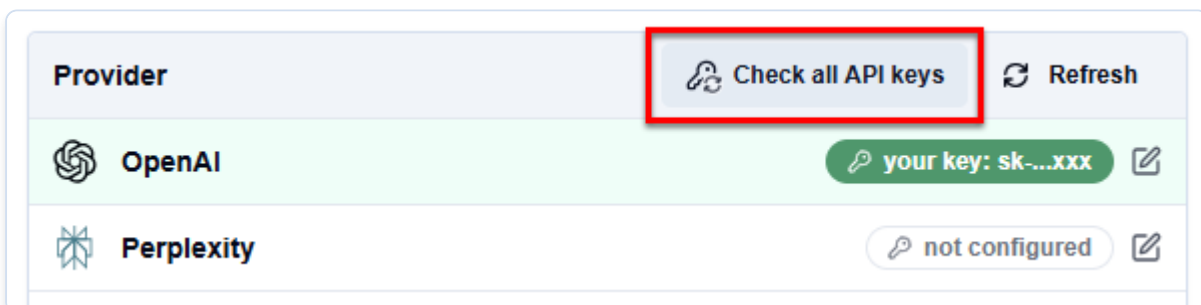
You have set the API key. You can now use any model available with the key in GPT for Excel.

Check API keys

You can verify whether the API keys you have set are valid.

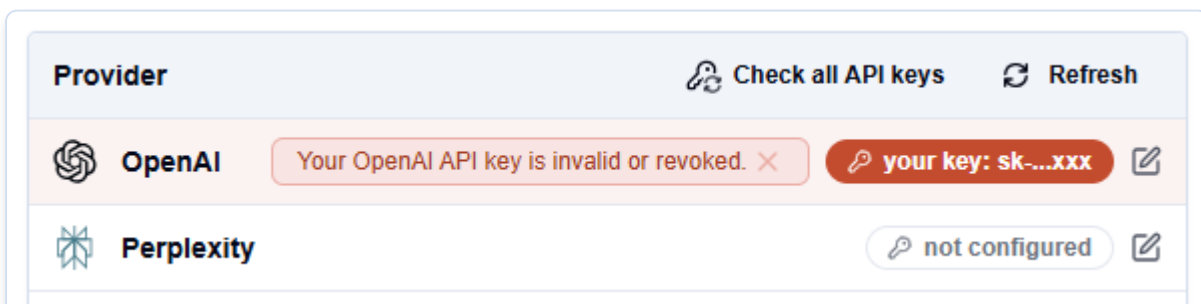
Check all API keys at once

- 1 Sign in to the [GPT for Work dashboard](#) with your [Microsoft account](#).
- 2 In the sidebar, select **AI provider keys**.
- 3 Click **Check all API keys**.



Provider	Check all API keys	Refresh
OpenAI	your key: sk-...xxx	
Perplexity	not configured	

The page displays a warning for each key that is invalid.

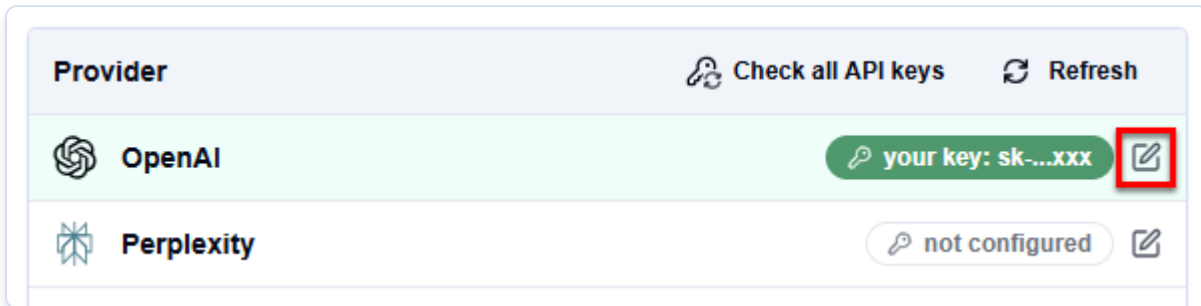


Provider	Check all API keys	Refresh
OpenAI	Your OpenAI API key is invalid or revoked. ×	your key: sk-...xxx
Perplexity	not configured	

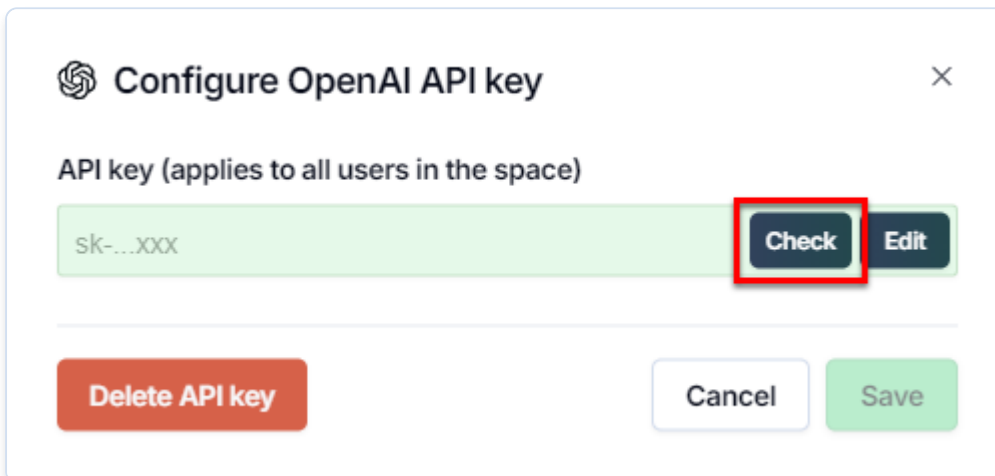
If a key is invalid, [create a new key](#) and replace the invalid value with the new one.

Check a specific API key

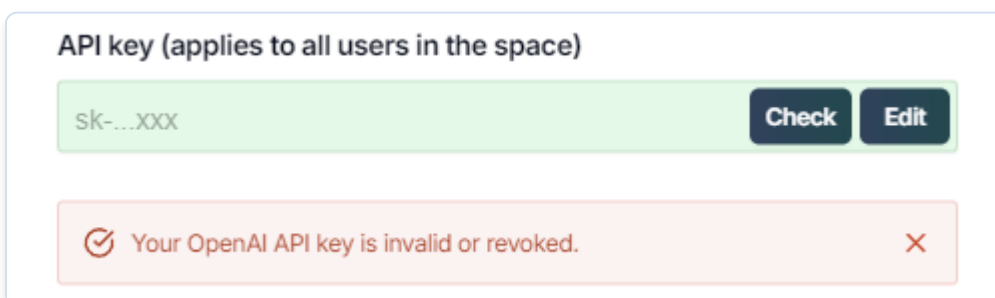
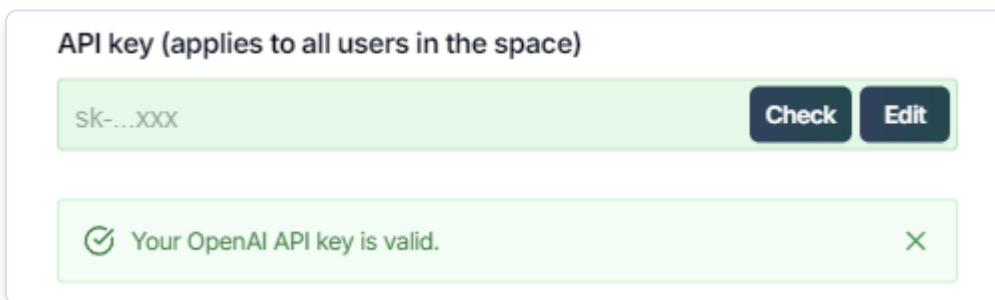
- 1 Sign in to the [GPT for Work dashboard](#) with your [Microsoft account](#).
- 2 In the sidebar, select **AI provider keys**.
- 3 Click the edit icon for the key you want to check.



- 4 Click **Check**.



The UI displays a message indicating whether the key is valid or invalid.



If the key is invalid, [create a new key](#) and replace the invalid value with the new one.

Troubleshoot OpenAI API keys

If your API key is not working, check on the [OpenAI Platform](#) that the key's permissions are not restricted. The following permissions are required:

Permission	Description
List models	List all available models.
Model capabilities	Use model capabilities, such as chat completion.
Fine-tuning	Connect OpenAI fine-tuned models to Microsoft Excel.

What's next

- [Check which models you can use with an API key.](#)
- Select a model with an API key:
 - [Select the Agent models.](#)
 - [Select a model for bulk tools.](#)
 - [Select a model for GPT functions.](#)
- Need to use your own LLM service endpoint for models? [Connect to an OpenAI-compatible endpoint.](#)

Connect to Azure OpenAI from Excel

GPT for Excel can connect to [Azure AI](#) to use [OpenAI models](#). In Azure AI, each model has a dedicated API endpoint that you use to access the model.

▼ Prerequisites

- You have an [Azure subscription](#) with Azure AI service access.
- You have [deployed a model](#) in an Azure OpenAI resource.

To use an Azure OpenAI model:

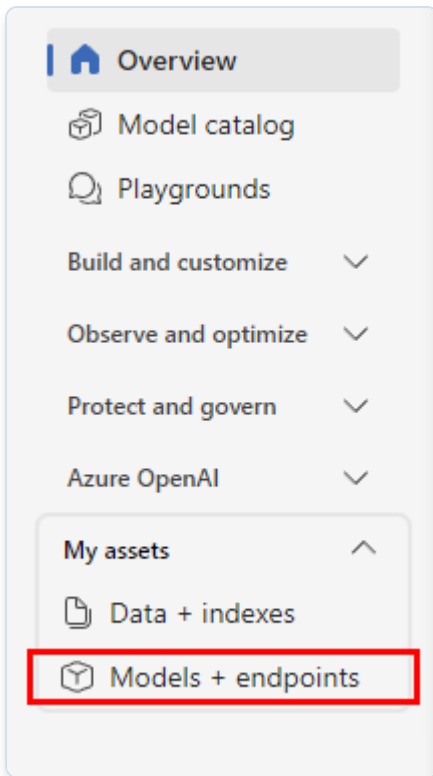
- 1 [Get the Azure OpenAI endpoint details for the model.](#)
- 2 [Set up the Azure OpenAI endpoint.](#)
- 3 [Select the Azure OpenAI model.](#)

Get the Azure OpenAI endpoint details

To connect to Azure AI from GPT for Excel, you need the endpoint URL, name, and API key for the Azure OpenAI model you want to use.

- 1 Sign in to [Azure AI Foundry](#).
- 2 Select the Azure OpenAI resource that has the model you want to use.

- 3 In the sidebar, select **My assets > Models + endpoints**.



- 4 In **Model deployments**, in the models list, click the name of the model you want to use.

Model deployments

Model deployments Service endpoints


[+ Deploy model](#) Refresh Edit Open in playground Reset view

Name	Model name	Model version
^ This resource		
gpt-4.1-mini	gpt-4.1-mini	2025-04-14
gpt-4o	gpt-4o	2024-11-20
o1	o1	2024-12-17



- 5 In the model details, copy the **Target URI**, **Key**, and **Model name**.

Endpoint

Target URI

https://company-resource.cognitiveservices.azu... 

Key

.....  

Deployment info

Name	Provisioning state
gpt-4o	Succeeded
Deployment type	Created on
Global Standard	2025-08-13T05:37:07.1226356Z
Created by	Modified on
jane.smith@company.com	Aug 13, 2025 7:37 AM
Modified by	Version upgrade policy
jane.smith@company.com	Once a new default version is available
Rate limit (Tokens per minute)	Rate limit (Requests per minute)
50,000	300
Model name	Model version
gpt-4o	2024-11-20
Life cycle status	Date created
GenerallyAvailable	Dec 3, 2024 2:00 AM
Date updated	Model retirement date
Dec 3, 2024 2:00 AM	Mar 1, 2026 2:00 AM

Set up the Azure OpenAI endpoint

- 1 Sign in to the [GPT for Work dashboard](#) with your [Microsoft account](#).
- 2 In the sidebar, select **API endpoints**.

3 Click **Azure OpenAI endpoints**.

TIP

If you already have Azure OpenAI endpoints set up, click **Add another Azure OpenAI endpoint**.

4 Define the endpoint settings:

- **Endpoint URL:** Enter the endpoint URL for the model.
- **Model name:** Enter the model name.
- **API key:** Enter the API key for accessing the endpoint.
- **Display name (optional):** Enter a custom display name for the model. If not set, the model switcher uses **Model name** as the display name.

Add new Azure OpenAI endpoint ×

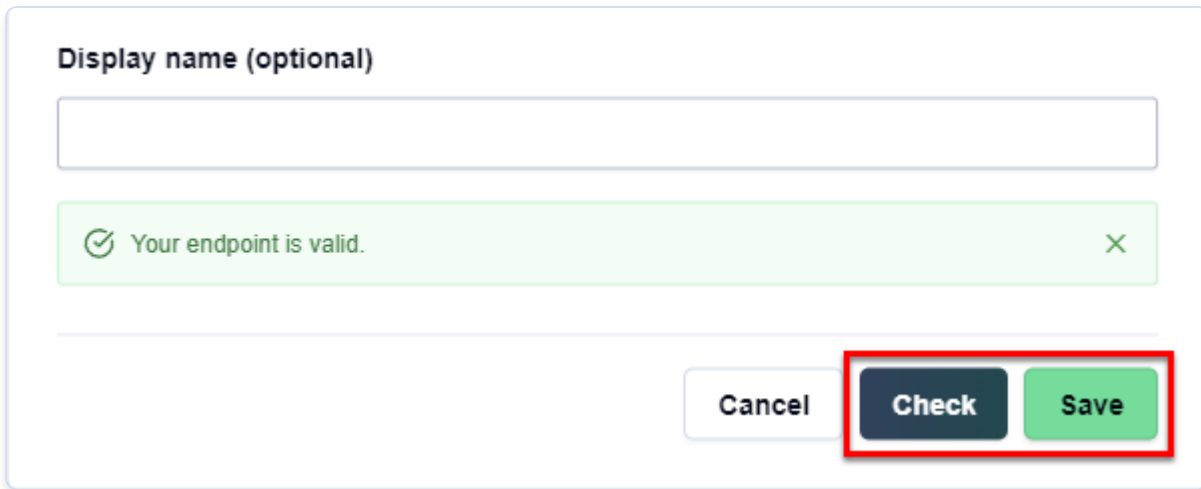
Endpoint URL

Model name

API key

Display name (optional)

- 5 Click **Check** to validate the settings and click **Save**.



Display name (optional)

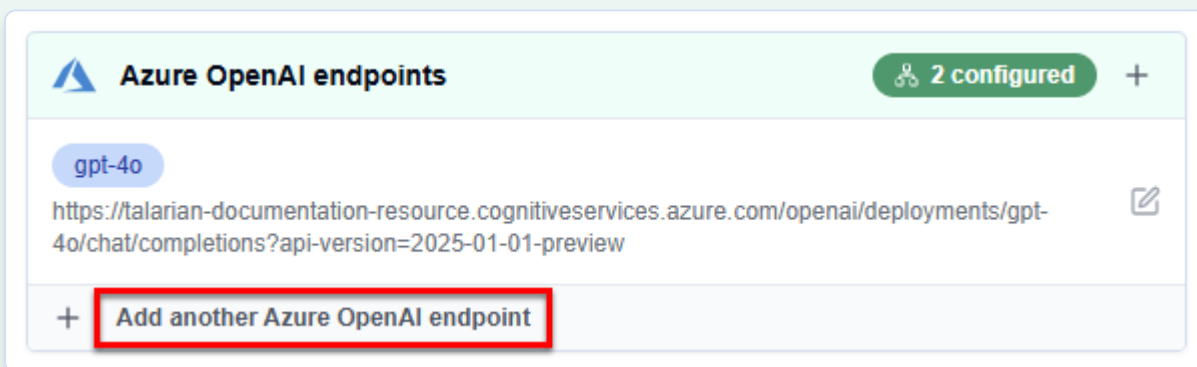
Your endpoint is valid.

Cancel Check Save

You have set up the Azure OpenAI endpoint. You can now use the endpoint model in GPT for Excel.

TIP

To set up another Azure OpenAI endpoint with a different model, click **Add another Azure OpenAI endpoint** and repeat the previous two steps.



Azure OpenAI endpoints 2 configured +

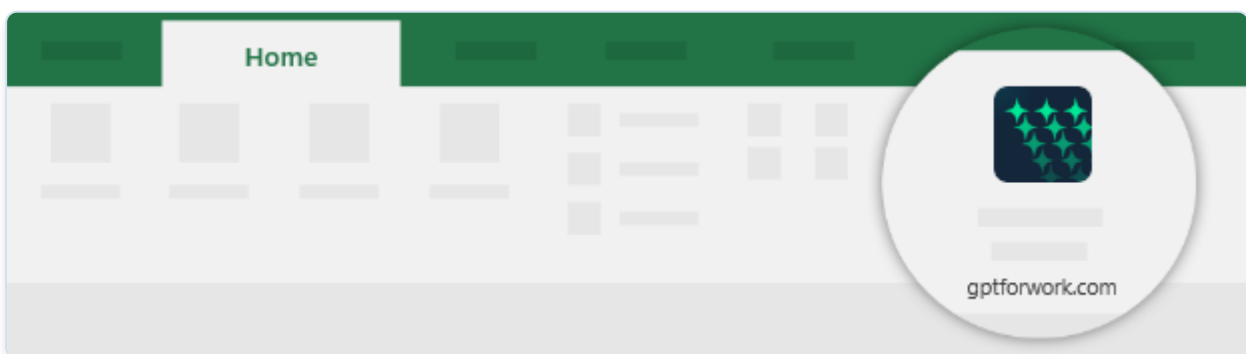
gpt-4o

<https://talarian-documentation-resource.cognitiveservices.azure.com/openai/deployments/gpt-4o/chat/completions?api-version=2025-01-01-preview>

+ Add another Azure OpenAI endpoint

Select the Azure OpenAI model

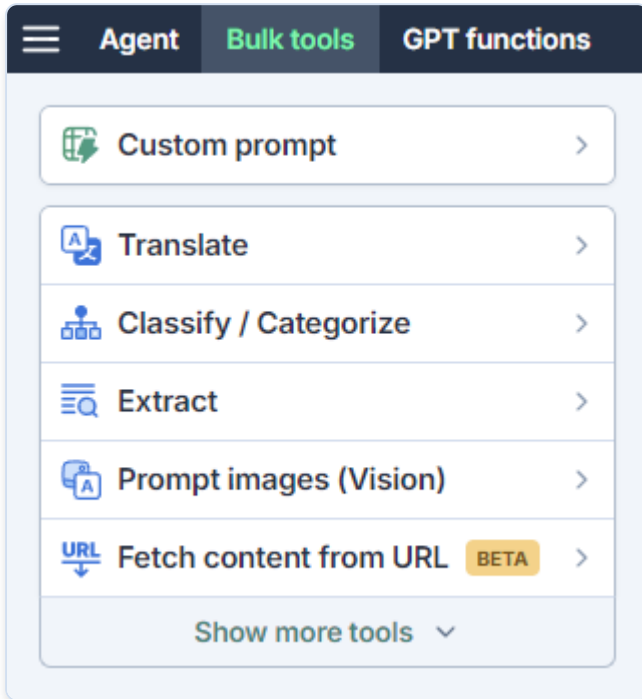
- 1 Open a Microsoft Excel workbook.
- 2 On the ribbon, select **Home > GPT for Excel Word**.



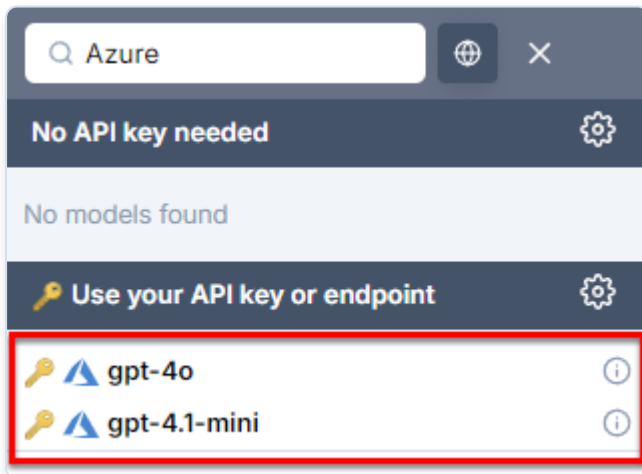
INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 3 In the sidebar, select **Bulk tools** and select one of the tools.



- 4 Open the model switcher. You can find the Azure OpenAI model under **Use your API key or endpoint**.



- 5 Select the model.

GPT for Excel now uses the selected model to generate responses for bulk tools and GPT functions.

Connect to OpenAI-compatible API endpoints from Excel

GPT for Excel can connect to any LLM service that provides an [OpenAI-compatible API endpoint](#). You can connect to two main types of services: [cloud-based platforms](#), which provide access to models over the internet with no software installation or setup required on your part, and [local servers](#), which you run on a local machine, such as your own computer or another computer on a local network. Once connected, all models available through the service become available to use in GPT for Excel.

Here are some popular services that provide an OpenAI-compatible API endpoint:

- **Cloud-based platforms:**

- [Anyscale](#)
- [Fireworks AI](#)
- [Together AI](#)

- **Local servers:**

- [LM Studio](#)
- [LocalAI](#)
- [Ollama](#)

▼ Prerequisites

- You have an endpoint URL and, if needed, an API key for accessing the service.
- The endpoint must support the following OpenAI-compatible API resource paths:
 - `/v1/models`
 - `/v1/completions`

INFO

You cannot currently use models from OpenAI-compatible API endpoints with the [Agent](#).

INFO

Depending on the model you use, the model settings defined in GPT for Excel (temperature (creativity), top-p, frequency penalty, and presence penalty) may not work as expected. If you get bad results, try tweaking the settings.

To use models from an OpenAI-compatible API endpoint:

- 1 [Set up the endpoint.](#)
- 2 [Select a model available through the endpoint.](#)

Set up an API endpoint

- 1 Sign in to the [GPT for Work dashboard](#) with your [Microsoft account](#).
- 2 In the sidebar, select **API endpoints**.
- 3 Click **OpenAI-compatible endpoints**.



TIP

If you already have OpenAI-compatible API endpoints set up, click **Add another OpenAI compatible endpoint**.

- 4 Define the endpoint settings:
 - **Endpoint URL:** Enter the URL of the service that provides the endpoint.
 - **Display name (optional):** Enter a short name that is prefixed to the model names in the model switcher. By default, the model names are prefixed with "custom/".
 - **API key (optional):** If required, enter the API key for accessing the service.

Add new OpenAI-compatible endpoint ✕

Endpoint URL

- The endpoint must be compatible with OpenAI's chat completions endpoint.
- CORS must be enabled on your server for <https://excel-addin.gptforwork.com> and <https://dashboard.gptforwork.com> or everything (*).
- HTTPS is required for non-localhost endpoints.
- HTTPS is required even for localhost endpoints to enable use of the add-in from desktop Mac Excel or Word, and from Excel and Word Online through Safari.

[Read full documentation](#)


Display name (optional)

API key (optional)

Cancel Check Save

5 Click **Check** to validate the settings and click **Save**.

API key (optional)

 Your endpoint is valid. ✕

Cancel Check Save

 **TIP**

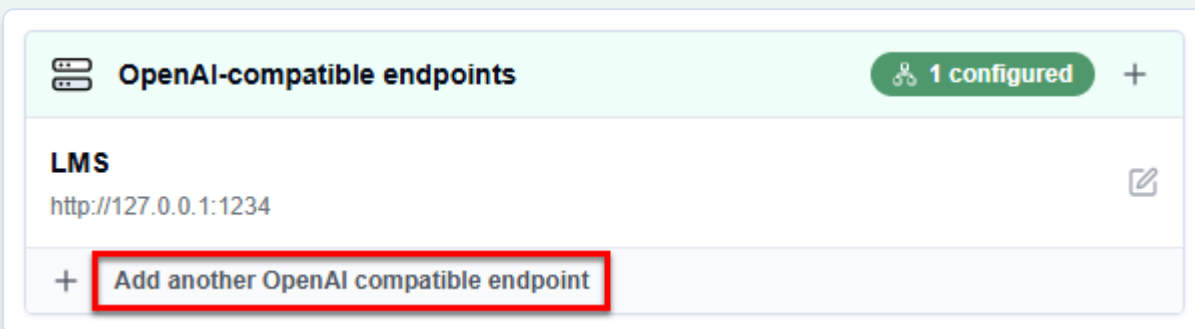
If you get an error saying that the URL is invalid, make sure that the endpoint supports:

- **Cross-origin resource sharing (CORS).** See the LM Studio setup instructions for [macOS](#) or [Windows](#).
- **HTTPS (needed with Safari and with Microsoft Office for Mac).** See the LM Studio setup instructions for [macOS](#).

You have set up the OpenAI-compatible API endpoint. You can now use all models available through the endpoint in GPT for Excel.

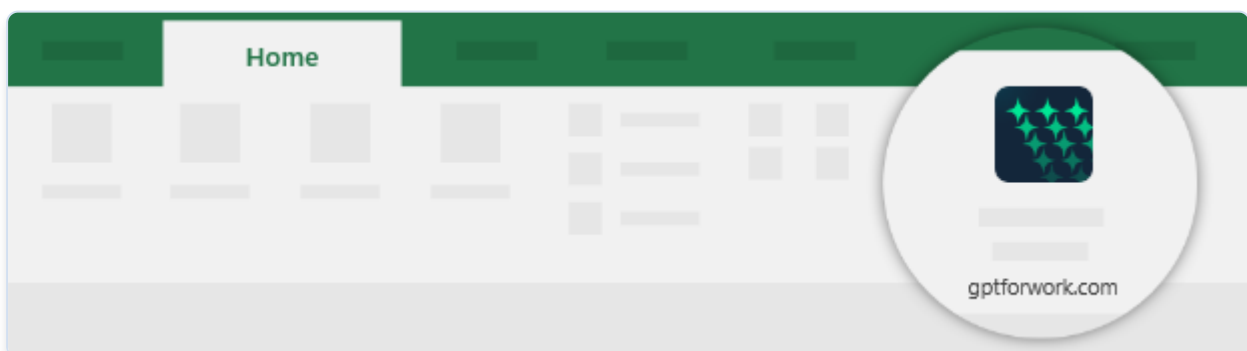
 **TIP**

To set up another OpenAI-compatible API endpoint, click **Add another OpenAI compatible endpoint** and repeat the previous two steps.



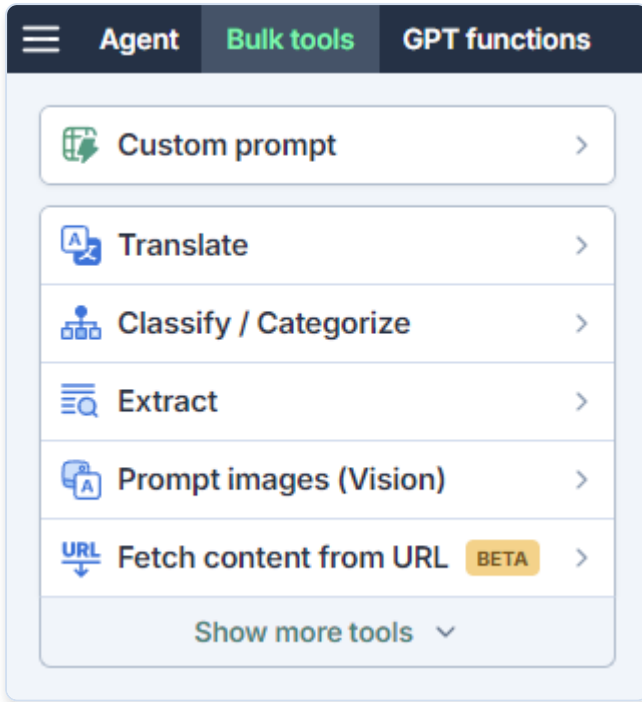
Select a model from the API endpoint

- 1 Open a Microsoft Excel workbook.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.

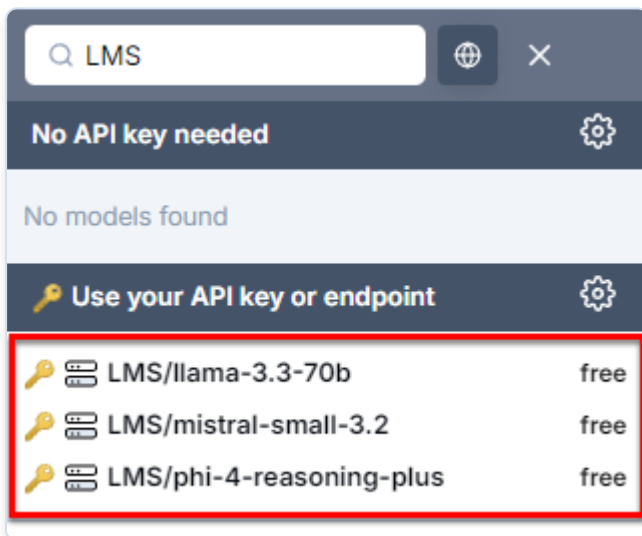
 **INFO**

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 3 In the sidebar, select **Bulk tools** and select one of the tools.



- 4 Open the model switcher. You can find the models under **Use your API key or endpoint**.



NOTE

The available models depend on the models provided by the service.

- 5 Select a model.

GPT for Excel now uses the selected model to generate responses for bulk tools and GPT functions.

What's next

- To try out an OpenAI-compatible LLM service with GPT for Excel, set up LM Studio on [macOS](#) or [Windows](#).

Set up LM Studio on macOS

This guide walks you through the main steps of setting up [LM Studio](#) for [use in GPT for Excel](#) on macOS.

This guide assumes that you use GPT for Excel on the same machine that hosts LM Studio.

▼ Prerequisites

- [System requirements](#)
- Mac user account with administrator (sudo) privileges
- Installed software:
 - [curl](#) (ships with macOS)
 - [Homebrew](#)
 - [OpenSSL](#) (ships with macOS)

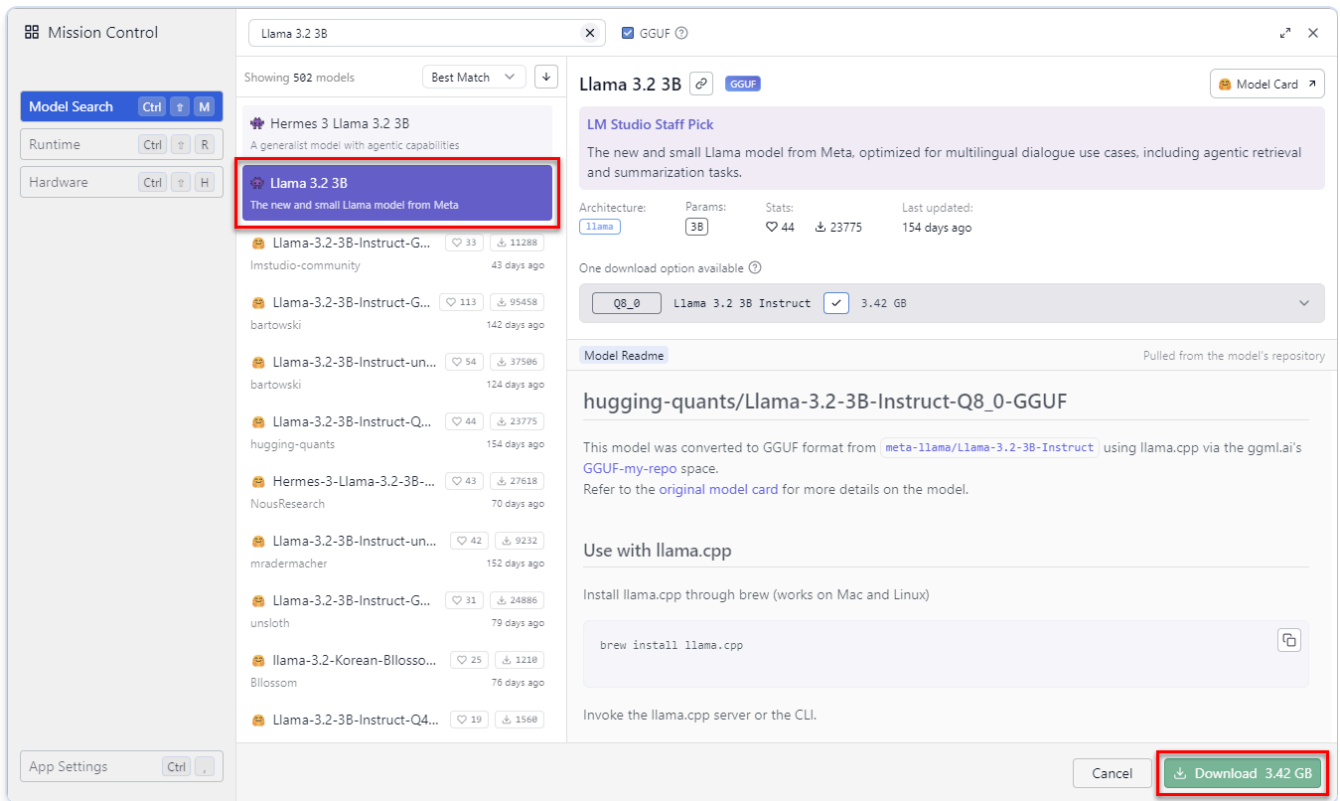
To set up LM Studio on macOS:

- 1 [Install LM Studio and download a model.](#)
- 2 [Start and configure the LM Studio server.](#)
- 3 (Optional) [Enable HTTPS for the LM Studio server.](#)

Install LM Studio and download a model

- 1 Download and run the [macOS installer](#). Follow the on-screen instructions to complete the installation.
- 2 Run LM Studio.
- 3 On the welcome screen, click **Skip**.
- 4 In LM Studio, in the sidebar, select **Discover**.
- 5 Find and select the model you want to use, and click **Download**. For example, to get started

with a small model, select [Llama 3.2 3B](#).

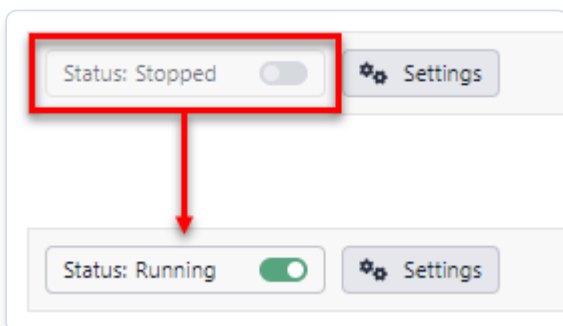


After the download completes, the model is available for prompting in LM Studio.

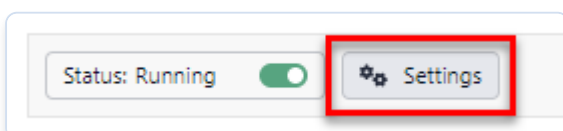
You have installed LM Studio and downloaded your first model. For more information about working with models, see the [LM Studio documentation](#).

Start and configure the LM Studio server

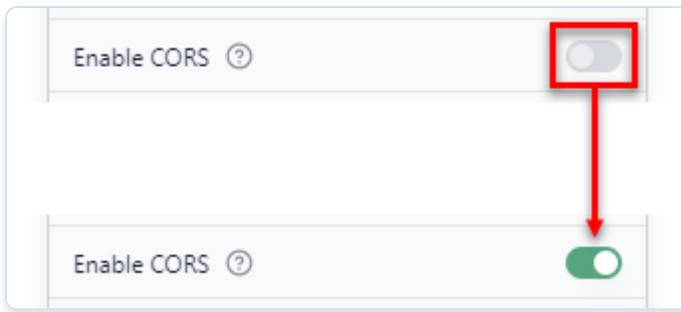
- 1 In LM Studio, in the sidebar, select **Developer**.
- 2 Click the **Status** toggle to change the status from **Stopped** to **Running**. You have started the LM Studio server.



- 3 Click **Settings**.



- 4 Click the **Enable CORS** toggle to enable the setting.

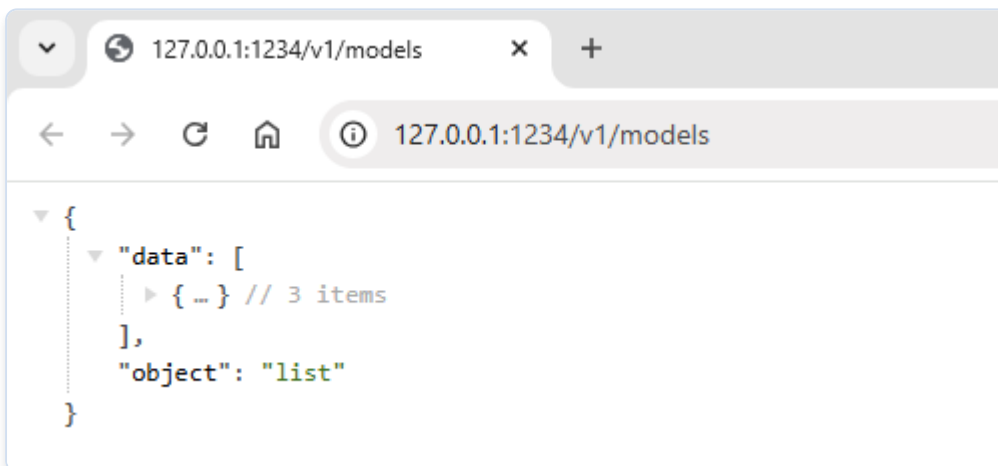


INFO

By default, the LM Studio server only accepts [same-origin requests](#). Since GPT for Excel always has a different origin from the LM Studio server, you must enable [cross-origin resource sharing \(CORS\)](#) for the server.

- 5 To verify that the `/v1/models` endpoint of the LM Studio server works, open <http://127.0.0.1:1234/v1/models>.

GPT for Excel uses the endpoint to fetch a list of models installed on the server. If the endpoint works, the server returns a JSON object with a `data` property listing all currently installed models:



You have started and configured the LM Studio server.

WHAT'S NEXT

You have completed the minimum setup required to access LM Studio from GPT for Excel on the same machine. You can now set `http://127.0.0.1:1234` as the [endpoint URL in GPT for Excel](#) provided the add-in is not running on Safari or on Microsoft Excel for Mac.

If you use GPT for Excel on Safari or on Excel for Mac, [enable HTTPS for the LM Studio server](#).

Enable HTTPS for the LM Studio server

The LM Studio server uses HTTP to serve models, while GPT for Excel runs on HTTPS. By default, therefore, any request from GPT for Excel to the server is a [mixed-content request](#) (HTTP vs. HTTPS). Modern web browsers do not allow mixed content, as a rule. The only exceptions are mixed-content requests to `http://127.0.0.1` and `http://localhost`, which most browsers treat as safe and therefore allow. Safari, however, blocks mixed-content requests even on the current machine.

To avoid mixed content, you must make the LM Studio server accessible over HTTPS if you use GPT for Excel from:

- Excel for the web on Safari
- Excel for Mac (uses Safari)

You make the LM Studio server accessible over HTTPS by setting up a [reverse proxy](#) that hides the server behind an HTTPS interface. This guide uses [nginx](#) to set up the reverse proxy.

TIP

You can also use [Cloudflare Tunnel](#), [ngrok](#), or a similar cloud-based tunneling service to set up HTTPS with minimal configuration. Note that with a cloud-based service your traffic will be routed through an external service over the internet.

To set up the reverse proxy:

1 Install nginx:

```
brew install nginx
```

2 Create a self-signed SSL certificate for the LM Studio server:

1 Change to the nginx configuration directory (varies based on your Mac version):

```
# Mac with an Apple silicon processor
cd /opt/homebrew/etc/nginx

# Mac with an Intel processor
cd /usr/local/etc/nginx
```

2 Generate the certificate:

```
openssl req \
  -x509 \
  -newkey rsa:2048 \
  -nodes \
```

```
-sha256 \  
-days 365 \  
-keyout lm-studio.key \  
-out lm-studio.crt \  
-subj '/CN=127.0.0.1' \  
-extensions extensions \  
-config <(printf "  
[dn]\nCN=127.0.0.1\n[req]\ndistinguished_name=dn\n[extensions]\nsubjectA]
```

The command generates two files in the current directory:

- `lm-studio.crt`: Public self-signed certificate
- `lm-studio.key`: Private key used to sign the certificate

3 Add the certificate to trusted root certificates:

```
sudo security add-trusted-cert -d -r trustRoot -k  
/Library/Keychains/System.keychain ./lm-studio.crt
```

3 Create a site configuration for the LM Studio server:

1 Open the `nginx.conf` file in your preferred text editor. The file is in the nginx configuration directory:

```
# Mac with an Apple silicon processor  
/opt/homebrew/etc/nginx/nginx.conf  
  
# Mac with an Intel processor  
/usr/local/etc/nginx/nginx.conf
```

2 Replace the content of the file with the following configuration:

```
events {}  
  
http {  
    server {  
        listen      127.0.0.1:1235 ssl;  
        server_name 127.0.0.1;  
  
        http2 on;  
  
        ssl_certificate      lm-studio.crt;  
        ssl_certificate_key  lm-studio.key;  
  
        location / {  
            proxy_pass http://127.0.0.1:1234;  
  
            # Keep connection to backend alive.
```

```
        proxy_http_version 1.1;
        proxy_set_header    Connection '';
    }
}
}
```

The configuration uses port `1235` for HTTPS. Requests to `https://127.0.0.1:1235` are forwarded to the LM Studio server running at `http://127.0.0.1:1234`.

- 3 Save and close the file.
- 4 Test the nginx configuration:

```
sudo nginx -t
```

Response if the configuration is valid:

```
nginx: the configuration file /opt/homebrew/etc/nginx/nginx.conf syntax
is ok
nginx: configuration file /opt/homebrew/etc/nginx/nginx.conf test is
successful
```

- 5 Start nginx:

```
sudo nginx
```

- 4 Verify that the `/v1/models` endpoint of the LM Studio server works over the HTTPS connection:

```
curl -k https://127.0.0.1:1235/v1/models
```

GPT for Excel uses the endpoint to fetch a list of models installed on the server. If the endpoint works, the server returns a JSON object with a `data` property listing all currently installed models:

```
{
  "data": [
    {
      ...
    },
  ],
  "object": "list"
}
```

You have enabled HTTPS for the LM Studio server.

WHAT'S NEXT

You have completed the setup required to access LM Studio from GPT for Excel on the same machine. You can now set `https://127.0.0.1:1235` as the [endpoint URL in GPT for Excel](#), including when the add-in is running on Safari or on Microsoft Excel for Mac.

Set up LM Studio on Windows

This guide walks you through the main steps of setting up [LM Studio](#) for [use in GPT for Excel](#) on Windows.

This guide assumes that you use GPT for Excel on the same machine that hosts LM Studio.

▼ Prerequisites

- [System requirements](#)
- Windows user account with administrator privileges
- Installed software:
 - [curl](#) (ships with Windows)
 - [PowerShell 7](#)

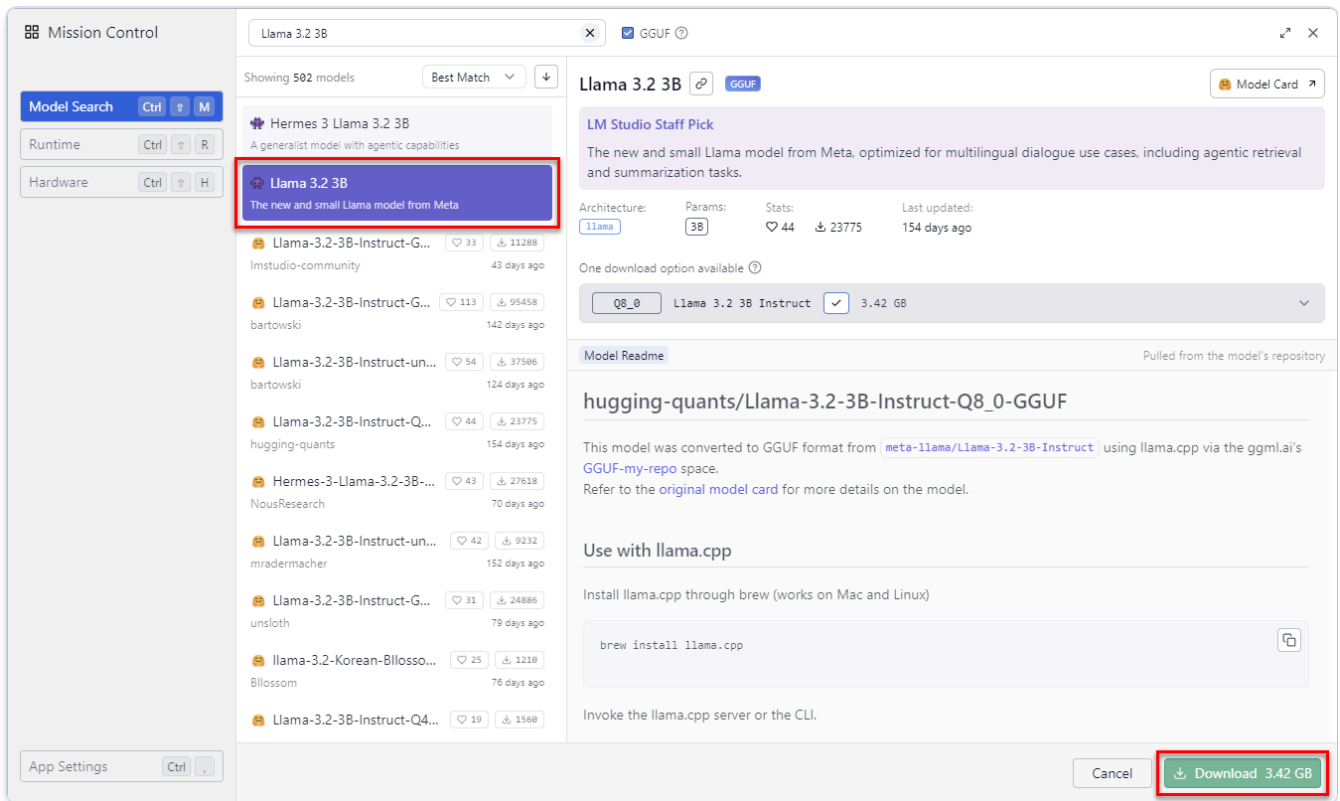
To set up LM Studio on Windows:

- 1 [Install LM Studio and download a model.](#)
- 2 [Start and configure the LM Studio server.](#)

Install LM Studio and download a model

- 1 Download and run the [Windows installer](#). Follow the on-screen instructions to complete the installation.
The installer sets LM Studio to start automatically as a background service on system boot.
- 2 Run LM Studio.
- 3 On the welcome screen, click **Skip**.
- 4 In LM Studio, in the sidebar, select **Discover**.
- 5 Find and select the model you want to use, and click **Download**. For example, to get started

with a small model, select [Llama 3.2 3B](#).

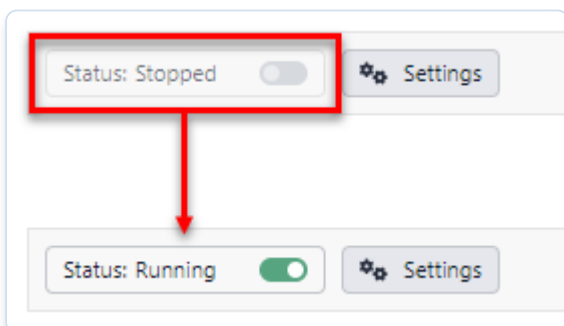


After the download completes, the model is available for prompting in LM Studio.

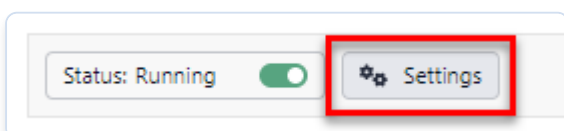
You have installed LM Studio and downloaded your first model. For more information about working with models, see the [LM Studio documentation](#).

Start and configure the LM Studio server

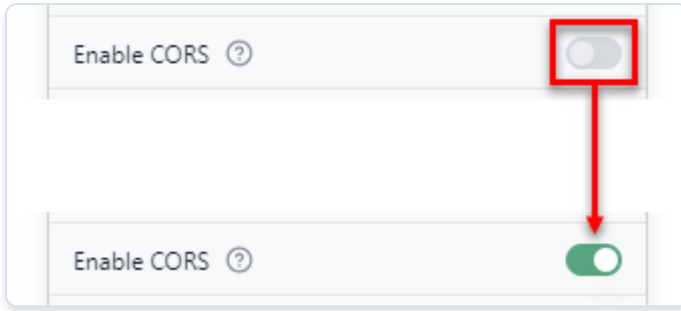
- 1 In LM Studio, in the sidebar, select **Developer**.
- 2 Click the **Status** toggle to change the status from **Stopped** to **Running**. You have started the LM Studio server.



- 3 Click **Settings**.



- 4 Click the **Enable CORS** toggle to enable the setting.

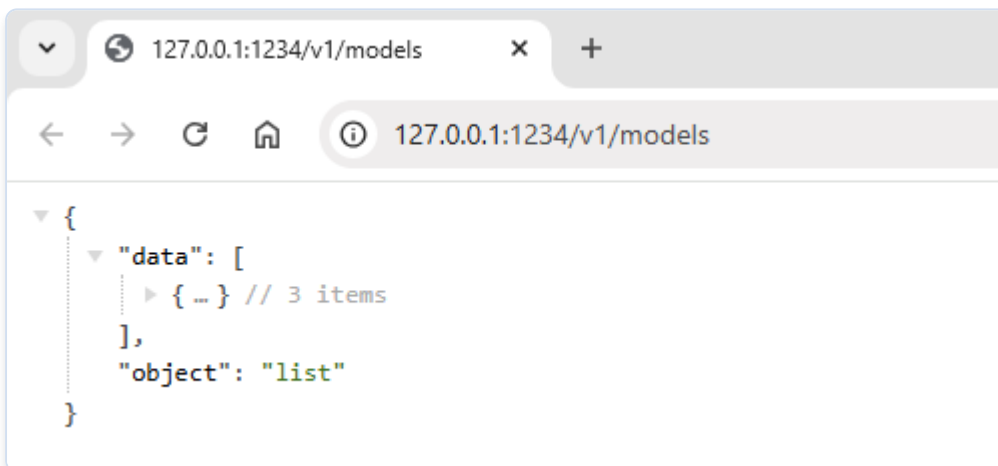


INFO

By default, the LM Studio server only accepts [same-origin requests](#). Since GPT for Excel always has a different origin from the LM Studio server, you must enable [cross-origin resource sharing \(CORS\)](#) for the server.

- 5 To verify that the `/v1/models` endpoint of the LM Studio server works, open <http://127.0.0.1:1234/v1/models>.

GPT for Excel uses the endpoint to fetch a list of models installed on the server. If the endpoint works, the server returns a JSON object with a `data` property listing all currently installed models:



You have started and configured the LM Studio server.

WHAT'S NEXT

You have completed the setup required to access LM Studio from GPT for Excel on the same machine. You can now set `http://127.0.0.1:1234` as the [endpoint URL in GPT for Excel](#).

Connect to Ollama from Excel

GPT for Excel can connect to an [Ollama server](#) to use [locally running open-source models](#). Ollama is an open-source platform that allows you to easily install, run, and serve models from a local machine, keeping your prompting entirely offline. You can use any model from the [Ollama library](#).

▼ Prerequisites

You have an Ollama server running with one or more models. For instructions on how to set up the server, see:

- [Set up Ollama on macOS](#)
- [Set up Ollama on Windows](#)

INFO

You cannot currently use Ollama models with the [Agent](#).

INFO

Depending on the model you use, the model settings defined in GPT for Excel (temperature (creativity), top-p, frequency penalty, and presence penalty) may not work as expected. If you get bad results, try tweaking the settings.

To use models from an Ollama server:

- 1 [Set up the API endpoint for the Ollama server.](#)
- 2 [Select a model available on the Ollama server.](#)

Set up the API endpoint for an Ollama server

- 1 Sign in to the [GPT for Work dashboard](#) with your [Microsoft account](#).
- 2 In the sidebar, select **API endpoints**.
- 3 Click **OpenAI-compatible endpoints**.

TIP

If you already have OpenAI-compatible API endpoints set up, click **Add another OpenAI compatible endpoint**.

4 Define the endpoint settings:

- **Endpoint URL:** Enter the URL of the Ollama server.
- **Display name (optional):** Enter a short name that is prefixed to the model names in the model switcher. By default, the model names are prefixed with "custom/".
- **API key (optional):** Leave this field empty. The Ollama server does not require an API key for access.

Add new OpenAI-compatible endpoint ✕

Endpoint URL

- The endpoint must be compatible with OpenAI's chat completions endpoint
- CORS must be enabled on your server for <https://excel-addin.gptforwork.com> and <https://dashboard.gptforwork.com> or everything (*).
- HTTPS is required for non-localhost endpoints.
- HTTPS is required even for localhost endpoints to enable use of the add-in from desktop Mac Excel or Word, Excel and Word Online through Safari.

[Read full documentation](#)

Display name (optional)

API key (optional)

- 5 Click **Check** to validate the settings and click **Save**.

API key (optional)



Your endpoint is valid.



Cancel

Check

Save

 **TIP**

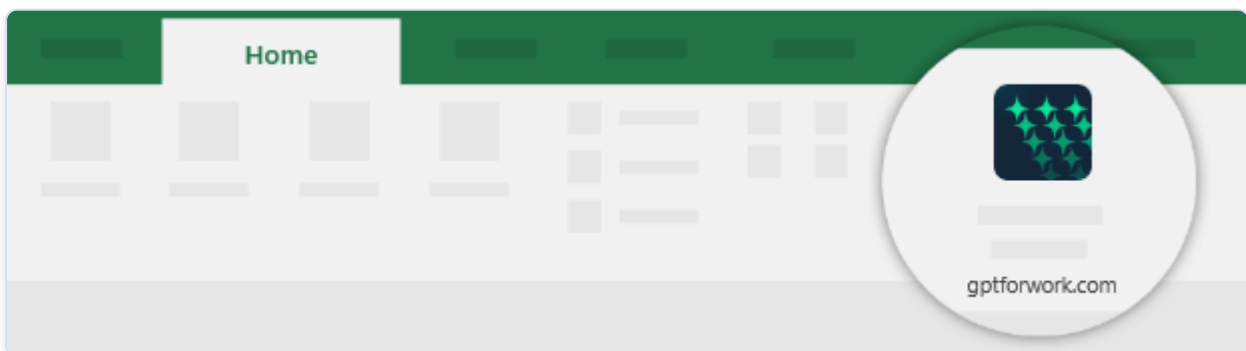
If you get an error saying that the URL is invalid, make sure that the Ollama server supports:

- **Cross-origin resource sharing (CORS)**. See the Ollama server setup instructions for [macOS](#) or [Windows](#).
- **HTTPS (needed with Safari and with Microsoft Office for Mac)**. See the Ollama server setup instructions for [macOS](#).

You have set up the Ollama server API endpoint. You can now use all models available through the endpoint in GPT for Excel.

Select a model from the Ollama server

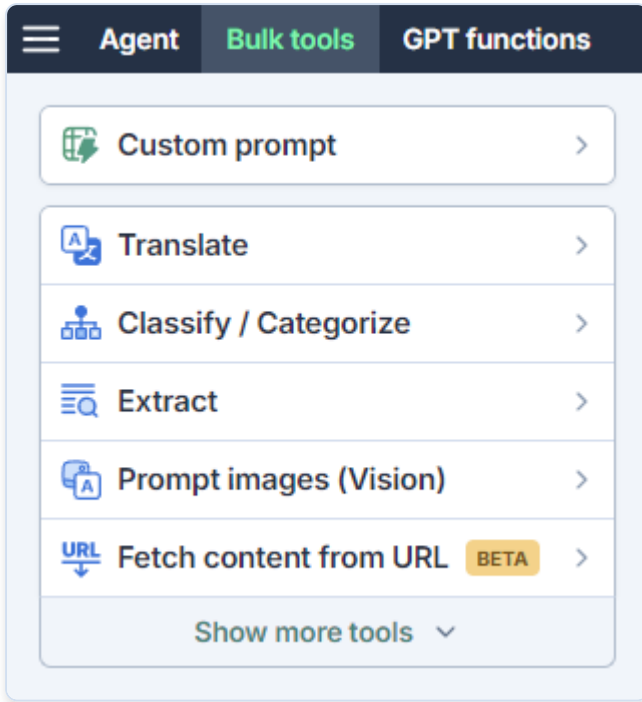
- 1 Open a Microsoft Excel workbook.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



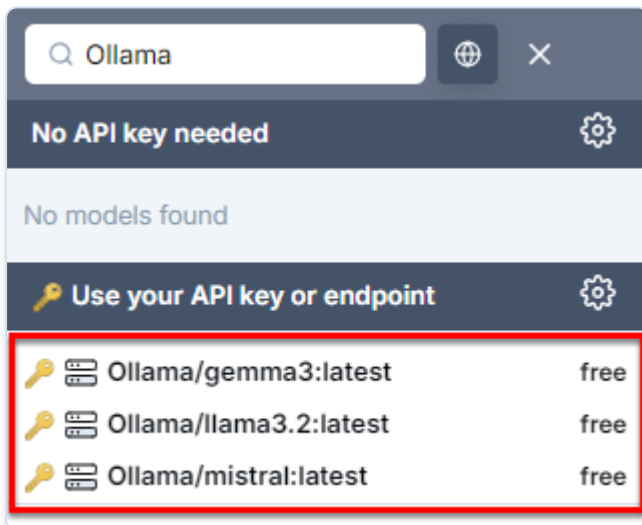
 **INFO**

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 3 In the sidebar, select **Bulk tools** and select one of the tools.



- 4 Open the model switcher. You can find the Ollama models under **Use your API key or endpoint**.



NOTE

The available models depend on the models available on the Ollama server.

- 5 Select a model.

GPT for Excel now uses the selected model to generate responses for bulk tools and GPT functions.

What's next

- Set up an Ollama server on [macOS](#) or [Windows](#).

Set up Ollama on macOS

This guide walks you through the main steps of setting up an [Ollama server](#) for [use in GPT for Excel](#) on macOS.

This guide assumes that you use GPT for Excel on the same machine that hosts Ollama.

▼ Prerequisites

- Local machine with enough processing power and memory to run LLMs (see the [Ollama documentation](#) for hardware support information)
- macOS Sonoma (version 14) or newer (see the [Ollama documentation](#) for detailed system requirements)
- Mac user account with administrator (sudo) privileges
- Installed software:
 - [curl](#) (ships with macOS)
 - [Homebrew](#)
 - [OpenSSL](#) (ships with macOS)

To set up an Ollama server on macOS:

- 1 [Install the server.](#)
- 2 [Install a model on the server.](#)
- 3 [Enable CORS for the server.](#)
- 4 (Optional) [Enable HTTPS for the server.](#)

Install an Ollama server

- 1 Download and run the [macOS installer](#). Follow the on-screen instructions to complete the installation.

The installer starts the Ollama server in the background and sets the server to start automatically on system boot. The installer also installs the Ollama desktop application for easily starting and stopping the server.

TIP

You can manually start a new instance of the Ollama server in a terminal by running `ollama serve`. However, to avoid port conflicts, make sure no other Ollama server instances are running at the same time.

- 2 Open Terminal and verify that the server is running:

```
curl http://localhost:11434
```

Response if the server is running:

```
Ollama is running
```

You have installed the Ollama server.

For more information about installing and managing the server on macOS, see the [Ollama documentation](#).

Install a model on the Ollama server

- 1 Install a model from the [Ollama library](#):

```
ollama pull <model-name>
```

For example, to install the [Meta Llama 3.2 3B](#) model:

```
ollama pull llama3.2
```

After the installation completes, the model is available for prompting on the Ollama server.

- 2 Verify that the model works:

```
curl http://localhost:11434/api/generate -d '{ "model": "llama3.2",  
"prompt": "Who are you?", "stream": false }'
```

The above request asks the server to generate a response for the specified prompt with the specified model and to return the response in a single reply. If the model works, the server returns a JSON object containing the response and metadata about the response.

You have installed the model on the Ollama server. For more information about working with models, see the [Ollama documentation](#).

Enable CORS for the Ollama server

By default, the Ollama server only accepts [same-origin requests](#). Since GPT for Excel always has a different origin from the Ollama server, you must enable [cross-origin resource sharing \(CORS\)](#) for the server using the `OLLAMA_ORIGINS` environment variable.

To enable CORS for the Ollama server:

- 1 Set `OLLAMA_ORIGINS` with the origins that are allowed to access the server:

```
# Set a single origin
launchctl setenv OLLAMA_ORIGINS "<ORIGIN>"

# Set multiple origins
launchctl setenv OLLAMA_ORIGINS "<ORIGIN_1>, <ORIGIN_2>, ..."
```

For example:

- o Allow any origin to make requests to the server:

```
launchctl setenv OLLAMA_ORIGINS "*"
```

- o Allow only GPT for Excel to make requests to the server:

```
launchctl setenv OLLAMA_ORIGINS "https://excel-addin.gptforwork.com"
```

- 2 Restart the server for the variable to take effect.
- 3 Verify that the `/api/tags` endpoint of the server works:

```
curl http://localhost:11434/api/tags
```

GPT for Excel uses the endpoint to fetch a list of models installed on the server. If the endpoint works, the server returns a JSON object with a `models` property listing all currently installed models:

```
{
  "models": [
    {
      ...
    }
  ]
}
```

You have enabled CORS for the Ollama server.

WHAT'S NEXT

You have completed the minimum setup required to access the Ollama server from GPT for Excel on the same machine. You can now set `http://localhost:11434` as the [endpoint URL in GPT for Excel](#) provided the add-in is not running on Safari or on Microsoft Excel for Mac.

If you use GPT for Excel on Safari or on Excel for Mac, [enable HTTPS for the Ollama server](#).

Enable HTTPS for the Ollama server

The Ollama server uses HTTP to serve models, while GPT for Excel runs on HTTPS. By default, therefore, any request from GPT for Excel to the server is a [mixed-content request](#) (HTTP vs. HTTPS). Modern web browsers do not allow mixed content, as a rule. The only exceptions are mixed-content requests to `http://127.0.0.1` and `http://localhost`, which most browsers treat as safe and therefore allow. Safari, however, blocks mixed-content requests even on the current machine.

To avoid mixed content, you must make the Ollama server accessible over HTTPS if you use GPT for Excel from:

- Excel for the web on Safari
- Excel for Mac (uses Safari)

You make the Ollama server accessible over HTTPS by setting up a [reverse proxy](#) that hides the server behind an HTTPS interface. This guide uses [nginx](#) to set up the reverse proxy.

TIP

You can also use [Cloudflare Tunnel](#), [ngrok](#), or a similar cloud-based tunneling service to set up HTTPS with minimal configuration. Note that with a cloud-based service your traffic will be routed through an external service over the internet.

To set up the reverse proxy:

1 Install nginx:

```
brew install nginx
```

2 Create a self-signed SSL certificate for the Ollama server:

1 Change to the nginx configuration directory (varies based on your Mac version):

```
# Mac with an Apple silicon processor
cd /opt/homebrew/etc/nginx

# Mac with an Intel processor
cd /usr/local/etc/nginx
```

2 Generate the certificate:

```
openssl req \
  -x509 \
  -newkey rsa:2048 \
  -nodes \
```

```
-sha256 \  
-days 365 \  
-keyout ollama.key \  
-out ollama.crt \  
-subj '/CN=localhost' \  
-extensions extensions \  
-config <(printf "  
[dn]\nCN=localhost\n[req]\ndistinguished_name=dn\n[extensions]\nsubjectA]
```

The command generates two files in the current directory:

- `ollama.crt`: Public self-signed certificate
- `ollama.key`: Private key used to sign the certificate

3 Add the certificate to trusted root certificates:

```
sudo security add-trusted-cert -d -r trustRoot -k  
/Library/Keychains/System.keychain ./ollama.crt
```

3 Create a site configuration for the Ollama server:

- 1 Open the `nginx.conf` file in your preferred text editor. The file is in the nginx configuration directory:

```
# Mac with an Apple silicon processor  
/opt/homebrew/etc/nginx/nginx.conf  
  
# Mac with an Intel processor  
/usr/local/etc/nginx/nginx.conf
```

- 2 Replace the content of the file with the following configuration:

```
events {}  
  
http {  
    server {  
        listen      11435 ssl;  
        server_name localhost;  
  
        http2 on;  
  
        ssl_certificate      ollama.crt;  
        ssl_certificate_key  ollama.key;  
  
        location / {  
            proxy_pass http://localhost:11434;  
  
            # Keep connection to backend alive.        }  
    }  
}
```

```
        proxy_http_version 1.1;
        proxy_set_header    Connection '';
    }
}
}
```

The configuration uses port `11435` for HTTPS. Requests to `https://localhost:11435` are forwarded to the Ollama server running at `http://localhost:11434`.

- 3 Save and close the file.
- 4 Test the nginx configuration:

```
sudo nginx -t
```

Response if the configuration is valid:

```
nginx: the configuration file /opt/homebrew/etc/nginx/nginx.conf syntax
is ok
nginx: configuration file /opt/homebrew/etc/nginx/nginx.conf test is
successful
```

- 5 Start nginx:

```
sudo nginx
```

- 4 Verify that the `/api/tags` endpoint of the Ollama server works over the HTTPS connection:

```
curl -k https://localhost:11435/api/tags
```

GPT for Excel uses the endpoint to fetch a list of models installed on the server. If the endpoint works, the server returns a JSON object with a `models` property listing all currently installed models:

```
{
  "models": [
    {
      ...
    }
  ]
}
```

You have enabled HTTPS for the Ollama server.

WHAT'S NEXT

You have completed the setup required to access the Ollama server from GPT for Excel on the same machine. You can now set `https://localhost:11435` as the [endpoint URL in GPT for Excel](#), including when the add-in is running on Safari or on Microsoft Excel for Mac.

Set up Ollama on Windows

This guide walks you through the main steps of setting up an [Ollama server](#) for [use in GPT for Excel](#) on Windows.

This guide assumes that you use GPT for Excel on the same machine that hosts Ollama.

▼ Prerequisites

- Local machine with enough processing power and memory to run LLMs (see the [Ollama documentation](#) for hardware support information)
- Windows 10 22H2 or newer (see the [Ollama documentation](#) for detailed system requirements)
- Windows user account with administrator privileges
- Installed software:
 - [curl](#) (ships with Windows)
 - [PowerShell 7](#)

To set up an Ollama server on Windows:

- 1 [Install the server.](#)
- 2 [Install a model on the server.](#)
- 3 [Enable CORS for the server.](#)

Install an Ollama server

- 1 Download and run the [Windows installer](#). Follow the on-screen instructions to complete the installation.

The installer starts the Ollama server in the background and sets the server to start automatically on system boot. The installer also installs the Ollama desktop application for easily starting and stopping the server.

TIP

You can manually start a new instance of the Ollama server in a terminal by running `ollama serve`. However, to avoid port conflicts, make sure no other Ollama server instances are running at the same time.

- 2 Open PowerShell as an administrator and verify that the server is running:

```
curl http://localhost:11434
```

Response if the server is running:

```
Ollama is running
```

NOTE

Make sure you're using `curl` and not an aliased command, such as `Invoke-WebRequest`:

```
Remove-Item alias:curl
```

If `curl` has an alias, the command removes it for the current terminal session, ensuring that subsequent `curl` commands in this guide work as expected.

You have installed the Ollama server.

For more information about installing and managing the server on Windows, see the [Ollama documentation](#).

Install a model on the Ollama server

- 1 Install a model from the [Ollama library](#):

```
ollama pull <model-name>
```

For example, to install the [Meta Llama 3.2 3B](#) model:

```
ollama pull llama3.2
```

After the installation completes, the model is available for prompting on the Ollama server.

- 2 Verify that the model works:

```
curl http://localhost:11434/api/generate -d '{ "model": "llama3.2",  
"prompt": "Who are you?", "stream": false }'
```

The above request asks the server to generate a response for the specified prompt with the specified model and to return the response in a single reply. If the model works, the server returns a JSON object containing the response and metadata about the response.

You have installed the model on the Ollama server. For more information about working with models, see the [Ollama documentation](#).

Enable CORS for the Ollama server

By default, the Ollama server only accepts [same-origin requests](#). Since GPT for Excel always has a different origin from the Ollama server, you must enable [cross-origin resource sharing \(CORS\)](#) for the server using the `OLLAMA_ORIGINS` environment variable.

To enable CORS for the Ollama server:

- 1 Set `OLLAMA_ORIGINS` with the origins that are allowed to access the server:

```
# Set a single origin
setx OLLAMA_ORIGINS "<ORIGIN>"

# Set multiple origins
setx OLLAMA_ORIGINS "<ORIGIN_1>, <ORIGIN_2>, ..."
```

For example:

- Allow any origin to make requests to the server:

```
setx OLLAMA_ORIGINS "*"
```

- Allow only GPT for Excel to make requests to the server:

```
setx OLLAMA_ORIGINS "https://excel-addin.gptforwork.com"
```

i INFO

By default, the `setx` command sets a user variable. If you want to set a system variable, which applies to all users of the current machine, run the command (as an administrator) with the `/m` parameter. For example:

```
setx OLLAMA_ORIGINS "*" /m
```

- 2 Restart the server for the variable to take effect.
- 3 Verify that the [/api/tags](#) endpoint of the server works:

```
curl http://localhost:11434/api/tags
```

GPT for Excel uses the endpoint to fetch a list of models installed on the server. If the endpoint works, the server returns a JSON object with a `models` property listing all currently installed models:

```
{
  "models": [
```

```
{  
  ...  
}  
]  
}
```

You have enabled CORS for the Ollama server.

WHAT'S NEXT

You have completed the setup required to access the Ollama server from GPT for Excel on the same machine. You can now set `http://localhost:11434` as the [endpoint URL in GPT for Excel](#).

Remove account access from GPT for Excel

WARNING

Removing Microsoft account access from GPT for Excel removes access from the **GPT for Excel Word** add-in, which also removes access from GPT for Word.

INFO









The following instructions only apply to personal accounts. If you have a school or work account, contact your organization administrator about add-in access.

- 1 In your browser, log in to the Microsoft account you use in GPT for Excel.
- 2 Open the [privacy dashboard](#) for your Microsoft account.

- 3 In the **Empower your productivity** section, select **App access**.

Empower your productivity

Your personal data can be used to improve your productivity across Microsoft products. If you have a privacy question or concern—[contact our privacy team](#).

	Location Give me directions and other info by using my location data	No data >
	Browsing and search Show me more relevant suggestions and results by using my browsing and search history	No data >
	Apps and services Help improve Microsoft products by using my activity and performance data	No data >
	Spelling and text Improve typing suggestions and handwriting recognition by using my typing and handwriting info	No data >
	App access Choose which apps and services can access my info	Apps: 1 >
	People suggestions Expand my suggestions by including people I have contacted or who have contacted me	>
	Search and news personalization Set preferences for viewing search results and news feeds that reflect my interests	>
	Copilot Manage data from Microsoft Copilot	>


- 4 In the **Manage your app access** section, click **Don't Allow** for GPT for Excel Word.

Manage your app access

App Access Apps: 1

The apps and services that appear on this page can access or request access to the data that is associated with your Microsoft account. You can choose to stop allowing access to any of these apps and view details about the data that you share.

App

 GPT for Excel Word	09:59 AM	Don't Allow	Details
--	----------	--------------------	-------------------------

The **GPT for Excel Word** add-in no longer has access to your Microsoft account.

INFO

Removing account access does not uninstall the add-in from Microsoft Excel. The next time you open the add-in, Excel displays a welcome screen in the sidebar, after which you can sign in with your Microsoft account and grant access again.

Uninstall GPT for Excel

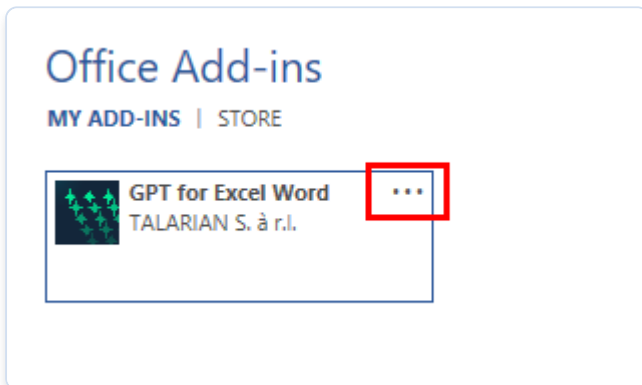
⚠️ PREREQUISITES

Remove all GPT formulas from all of your workbooks before uninstalling the add-in. Leaving any GPT formulas in a workbook causes Excel to reinstall the add-in automatically when you open the workbook.

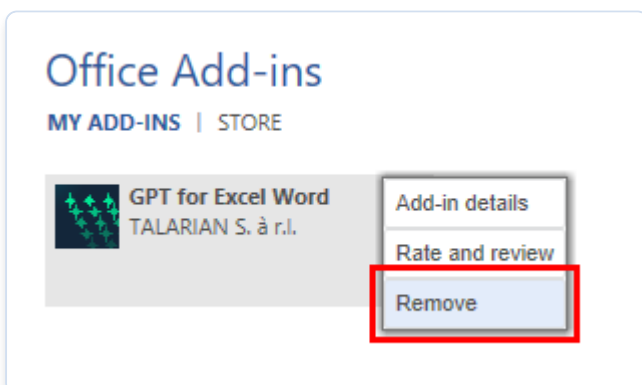
⚠️ WARNING

Uninstalling GPT for Excel removes the **GPT for Excel Word** add-in from both Microsoft Excel and Microsoft Word.

- 1 Open Excel.
- 2 On the [ribbon](#), select **Home > Add-ins > More Add-ins**. The **Office Add-ins** dialog opens.
- 3 Select the **My Add-ins** tab.
- 4 Hover over **GPT for Excel Word** and open its **Options** menu (⋮).



- 5 Select **Remove**.



A confirmation pop-up opens.

 **TIP**

If the **Remove** option is not available in the menu, clear the Microsoft Office cache:

- 1 Close all Office applications.
- 2 Follow [Microsoft's instructions for clearing the cache](#).
- 3 Open Excel and try removing the add-in again.

- 6 Click **Remove** to confirm.

The **GPT for Excel Word** add-in is removed from your Microsoft account. If you ever need to use the add-in again, follow the [installation process](#).

 **INFO**

Removing the add-in does not remove its app access permissions from your Microsoft account. You can [remove access manually](#).

Agent in Excel

The **Agent** is the chat interface for spreadsheet work in GPT for Excel. Describe what you need in plain language — from everyday spreadsheet tasks to row-by-row bulk processing across large datasets — and the Agent reads your data, determines the required steps, and executes them directly in your spreadsheet.

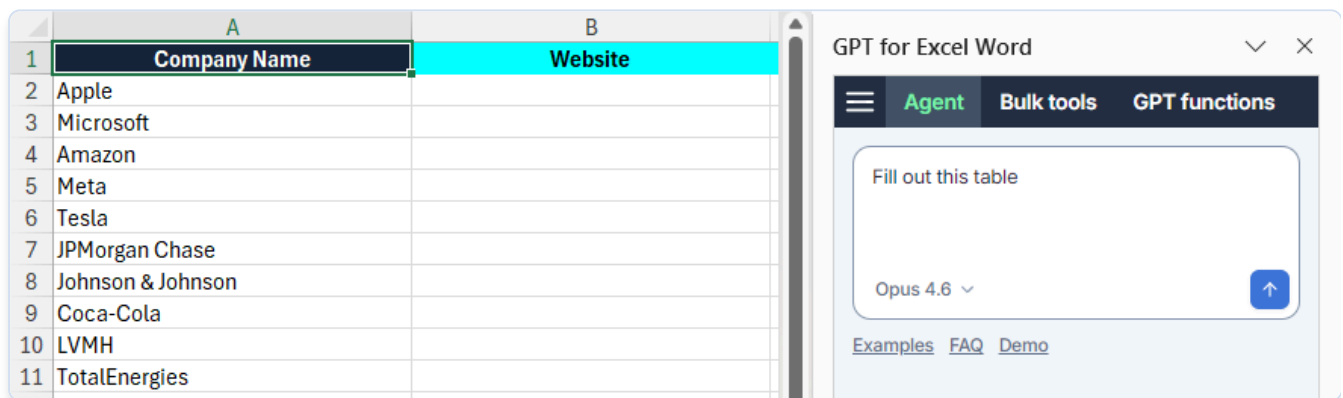
Learn more about what the Agent [can and cannot do](#).

[Watch video on YouTube](#)

How to use the Agent

To use the Agent in GPT for Excel:

- 1 Open your spreadsheet.
- 2 [Open GPT for Excel](#).
- 3 In the sidebar, in the **Agent** tab, enter your prompt and click the send button.



Next, the Agent:

- 1 Analyzes your request and drafts a plan.
- 2 Processes the data in the current sheet according to the plan.

	A	B	C
1	Company Name	Website	CEO Name
2	Apple	apple.com	
3	Microsoft	microsoft.com	
4	Amazon	amazon.com	
5	Meta	meta.com	
6	Tesla	tesla.com	
7	JPMorgan Chase	jpmorganchase.com	
8	Johnson & Johnson	jnj.com	
9	Coca-Cola	coca-cola.com	
10	LVMH	lvmh.com	
11	TotalEnergies	totalenergies.com	
12	Alphabet	abc.xyz	
13	Nvidia	nvidia.com	
14	Samsung Electronics	samsung.com	
15	Oracle	oracle.com	
16	Intel	intel.com	
17	IBM	ibm.com	
18	Salesforce	salesforce.com	
19	Adobe	adobe.com	
20	Cisco	cisco.com	
21	SAP	sap.com	
22	Walmart	walmart.com	
23	Costco	costco.com	
24	Procter & Gamble	us.pg.com	
25	PepsiCo	pepsico.com	
26	Nestlé	nestle.com	
27	Unilever	unilever.com	

GPT for Excel Word

Agent Bulk tools GPT functions

Fill out this table

Copy Edit Retry

Thought for 1s

Let me first read the full data to see what's already filled and what's missing.

Reading done 1

A1:F51

Thought for 6s

I have 50 companies with 5 empty columns to fill. I'll populate them one at a time using web search. Starting with Website.

Col B done sonar

50 successful executions

B2:B51 00:08:00

Websites done. Now filling CEO Name.

2

1

Examples

Find out what the Agent can do with the examples below. You can try these examples, and many more, directly from the sidebar.

Agent Bulk tools GPT functions

Ask to translate a column

Opus 4.6

Examples [FAQ](#) [Demo](#)

Translate into multiple languages

Translate spreadsheet content into multiple languages in bulk.

Translate these product titles into each language. Keep brand names intact. Capitalize the first letter of the product type.

	A	B	C
1	Product title	German	Japanese
2	CookEase non-stick frying pan 28 cm black finish	CookEase Antihft-Bratpfanne 28 cm schwarzes Finish	CookEase ノンステック 28cm ブラック仕上げ
3	SoftDream premium duvet cover set, queen size in pure cotton	SoftDream Premium Bettwasche-Set, Queen-Size aus reiner Baumwolle	SoftDream プレミアムカクイーンサイズピュア
4	BakeMaster OvenPro muffin tray with 12 cups	BakeMaster OvenPro Muffinform mit 12 Mulden	BakeMaster OvenPro マフィン・トレイ 12個
5	ChopMate bamboo chopping board 40x30 cm	ChopMate Bambus Schneidebrett 40x30 cm	ChopMate 竹製まな板 40
6	AromaPro coffee machine stainless steel 15 bar pressure	AromaPro Kaffeemaschine Edelstahl 15 bar Druck	AromaPro エスプレッソ ステンレス製 15気圧
7	GlassyLife crystal wine glasses set of 6	GlassyLife Kristallweinglaser 6er-Set	GlassyLife クリスタルワ 6脚セット
8	CozyHome blackout curtains, 2 panels dark grey 140x240 cm	CozyHome Verdunkelungsvorhange, 2 Paneele dunkelgrau 140x240 cm	CozyHome 遮光カーテン ダークグレー 140×240cr
9	FreshBox airtight storage containers pack of 10 with lids	FreshBox Luftdichte Aufbewahrungsbehalter 10er-Pack mit Deckeln	FreshBox 密閉保存容器 1 蓋付き
10	DineWell porcelain dinnerware set 16 pcs white collection	DineWell Porzellan-Geschirrset 16-teilig Weie Kollektion	DineWell 磁器食器セット ホワイトコレクション
11	PureBrew Classic teapot glass 1 liter stainless filter	PureBrew Classic Teekanne Glas 1 Liter Edelstahlfilter	PureBrew Classic ティーポット 1リットルステンレスフ
12	SoftDream fitted sheet jersey cotton 160x200 cm light grey	SoftDream Spannbettlaken Jersey-Baumwolle 160x200 cm hellgrau	SoftDream ボックスシー ジャージーコットン 160 ライトグレー
13	EcoDry clothes drying rack foldable stainless steel	EcoDry Waschestander klappbar Edelstahl	EcoDry 折りたたみステンレス製

GPT for Excel Word

Agent Bulk tools GPT functions

Translate these product titles into each language. Keep brand names intact. Capitalize the first letter of the product type.

Thought for 2s

Translating product titles into all four languages now. I'll process each language column separately.

- Col B done gpt-4.1
20 successful executions
B2:B21 00:04:60
- Col C done gpt-4.1
20 successful executions
C2:C21 00:07:05
- Col D done gpt-4.1
20 successful executions
D2:D21 00:04:47

Now I'll categorize the revenue into buckets based on the values in column E.

Search the web

When necessary, the Agent searches the web to find the information you need. Learn more about the [models used by the Agent](#).

Fill out this table

	A	B	C	D	E
1	Company Name	Website	CEO Name	HQ city, country	2024
2	Apple	apple.com	Tim Cook	Cupertino, USA	
3	Microsoft	microsoft.com	Satya Nadella	Redmond, USA	
4	Amazon	amazon.com	Andy Jassy	Seattle, USA	
5	Meta	meta.com	Mark Zuckerberg	Menlo Park, USA	
6	Tesla	tesla.com	Elon Musk	Austin, USA	
7	JPMorgan Chase	jpmorganchase.com	James Dimon	New York, USA	
8	Johnson & Johnson	jnj.com	Joaquin Duato	New Brunswick, USA	
9	Coca-Cola	coca-cola.com	James Quincey	Atlanta, USA	
10	LVMH	lvmh.com	Bernard Arnault	Paris, France	
11	TotalEnergies	totalenergies.com	Patrick Pouyanne	Courbevoie, France	
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

GPT for Excel Word

Agent Bulk tools GPT functions

- Col B done sonar
10 successful executions
B2:B11 00:06:55
- Col C done sonar
10 successful executions
C2:C11 00:05:25
- Col D done sonar
10 successful executions
D2:D11 00:06:66
- Col E done sonar
10 successful executions
E2:E11 00:07:14

Now I'll categorize the revenue into buckets based on the values in column E.

TIP

To scrape specific URLs, use the [Fetch content from URL bulk tool](#).

Generate and autofill formulas

Describe what you need in natural language, and the Agent generates the appropriate Excel formula, inserts it in the starting cell, and automatically fills the formula across the range.

Calculate employee seniority

	A	B	C
1	Employee start date	Seniority (Years)	
2	2007-03-15	18	
3	2012-08-22	13	
4	2020-01-10	6	
5	2003-11-05	22	
6	2017-06-18	8	
7	2001-09-27	24	
8	2023-04-02	2	
9	2010-12-14	15	
10	2015-07-30	10	
11	2005-02-19	21	
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			

GPT for Excel Word

Agent Bulk tools GPT functions

Calculate employee seniority

Copy Edit Retry

Thought for 7s

Writing a seniority formula in column B and filling it down for all rows.

Writing done

B1:B2

Formulas filled

B2 → B3:B11

Added Seniority (Years) in column B using:

```
=DATEDIF(A2, TODAY(), "Y")
```

Insert in selected cell Copy

This calculates the number of complete years each employee has been with the company, from their start date to today.

What the Agent can and cannot do

The Agent excels at both everyday spreadsheet tasks and row-by-row bulk processing across large datasets.

The Agent can:

- Add, remove, or reorganize columns and rows.
- Create charts, pivot tables, and dashboards from your data.
- Create, fix, and explain spreadsheet formulas using natural language.
- Generate lists and tables from scratch based on a prompt.
- Process data in bulk, including generating or rewriting content, translating text, categorizing or tagging data, cleaning and preparing data, and searching the web.
- Style your spreadsheet, including colors, text formatting, and conditional formatting.
- Summarize large cell ranges.

The Agent cannot yet:

- Scrape specific URLs. (Use the [Fetch content from URL bulk tool](#) instead.)
- Take documents as input. (Use the [Fetch content from URL bulk tool](#) instead.)
- Take images as input. (Use the [Prompt images \(Vision\) bulk tool](#) instead.)

FAQ

What models does the Agent use?

[Agent models](#) handle chat messages, create formulas, and execute complex tasks by breaking them down into smaller tasks and delegating these to [bulk models](#).

For a list of the models available for the Agent, see [AI providers & models supported by GPT for Work](#).

Can I change the models used by the Agent?

Yes, you can change the models used by the Agent:

- [Select the Agent model](#) in the GPT for Excel sidebar.
- [Set the bulk models](#) in the GPT for Work dashboard.

What's next

- [Select the models used by the Agent](#).
- [Try out example Agent use cases](#).

Select the models for the Agent in Excel

In [GPT for Excel](#), the Agent uses two types of models:

- **Agent models** handle chat messages, create formulas, and execute complex tasks by breaking them down into smaller tasks and delegating these to bulk models.
- **Bulk models** handle bulk tasks and web search tasks. The Agent uses bulk models when needed. The Agent can only use the bulk models you set in the [GPT for Work dashboard](#).

Recommended models

The following tables list our recommended models for the Agent available without an API key.

Agent models

Use case	Recommended model
General purpose	gpt-5.4
Open-ended or complex tasks	claude-4.6-opus
Tasks that require polished formatting	claude-4.6-opus

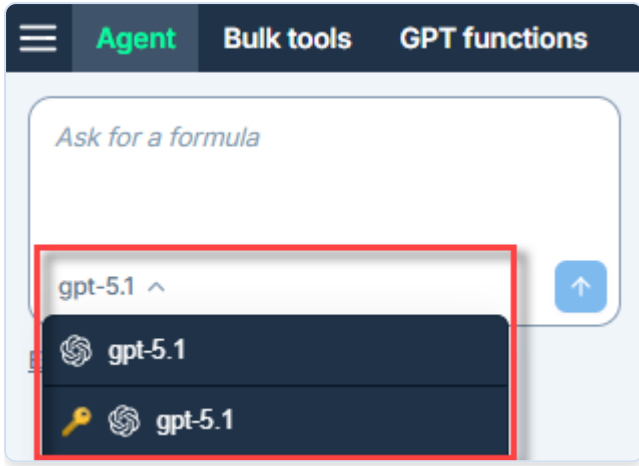
Bulk models

Use case	Recommended model
Bulk tasks	gpt-5.4-mini
Bulk tasks with web search	sonar

Select the Agent model

You can select the Agent model in the GPT for Excel sidebar. The models available depend on the models enabled for your space in the [GPT for Work dashboard](#).

- 1 In the sidebar, select **Agent**.
- 2 Open the model switcher and select the Agent model.



The Agent now uses the selected Agent model.

Set the bulk models

▼ Prerequisites

You are the owner or an admin of the space.

You can set two bulk models for the Agent:

- The **Default model for bulk tasks** is used by the Agent for bulk tasks. For new users in your space, this model is also selected by default in the bulk tools and GPT functions model switcher.
- The **Default model for web search bulk tasks** is used by the Agent for bulk tasks that require web search. This model is also used by the [GPT_WEB](#) function.

The models available depend on the [models enabled for your space](#).



📘 NOTE

You cannot currently select models available through [OpenAI-compatible API endpoints](#).

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, select **Bulk models**.

- 3 Select the bulk models you want the Agent to use for bulk tasks and web searches.





Default model for bulk tasks

 gpt-4o 

Used by the Agent for bulk tasks. Also selected by default in the Bulk tools and GPT functions model switcher for new users in your space.

Recommended: gpt-4.1

Default model for web search bulk tasks

  sonar  

Used by the agent for bulk tasks that require web search. Also used by GPT_WEB.

Recommended: sonar

The Agent now uses the selected default bulk models for bulk tasks and web searches.

What's next

Learn more about models:

- [AI providers & models supported by GPT for Work](#)
- [LiveBench \(a good model benchmark\)](#)

Bulk tools in Excel

Run any type of operation on an entire spreadsheet column at once, or on a specific section of your data.

Get started

Learn the basics of using bulk tools in GPT for Excel.

Bulk tools reference

Learn how to use all the bulk tools available in GPT for Excel.

Select a model

Select the model used by bulk tools in GPT for Excel.

Select rows to process

Let GPT for Excel process only the relevant rows in your spreadsheet, or target a specific section of your data.

Search the web

Learn how to use web search models in bulk tools to get up-to-date information from the web.

Use images in prompts

Include images in bulk tool prompts in Microsoft Excel.

Configure behavior

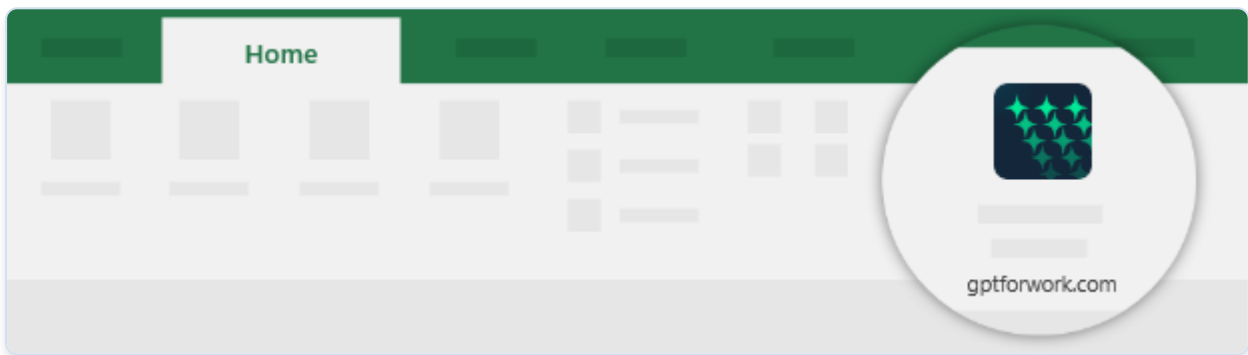
Configure model settings to customize how bulk tools behave in Microsoft Excel.

Get started with bulk tools in Excel

Bulk tools allow you to run prompts on specific spreadsheet columns at once without writing any formulas. You configure and run bulk tools from the add-in sidebar. You can also easily reuse past prompts and configurations with the **History** feature.

To get started with bulk tools, let's generate some text with the **Custom prompt** tool:

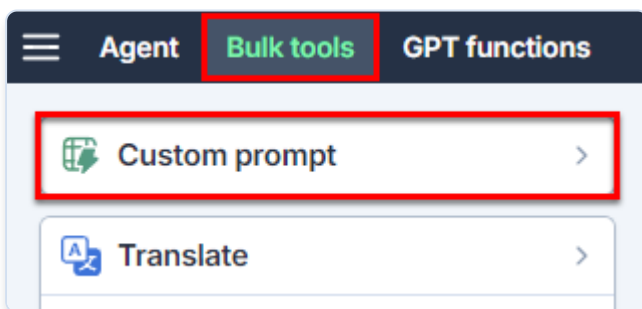
- 1 Download our [bulk tools starter template](#), and open it in Excel as a new workbook.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 3 In the sidebar, select **Bulk tools** and select **Custom prompt**.



- 4 Define the following settings:

- **Header row:** Select **5**. The bulk tool will process all rows with content below this row.
- **Prompt to run for each row:** Enter the following prompt for the AI:

```
Write a short SEO-optimized product description for a bike based on its specifications: {{Specifications}}
```

- **Put results in column:** Select **C**.
- Leave all other settings to their default values.

5 Run the bulk tool:

- 1 Select **All rows**
- 2 Click **Run all rows**.

The bulk tool executes the prompt for every row with content, starting from row 6, and puts the responses generated by the AI in column C.

The following video shows the entire process.

What's next

- Discover [all bulk tools available in GPT for Excel](#).
- Try out example use cases for different [business applications](#) and [product capabilities](#).
- Browse all our [bulk tool resources](#).
- [Select the model](#) that best fits your needs.
- [Configure the model settings](#) to customize how the currently selected model behaves.

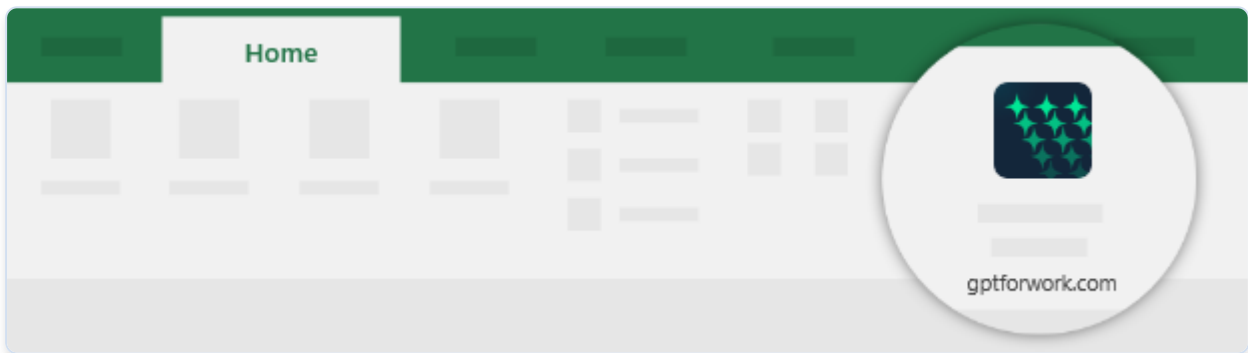
Bulk tools reference for Excel

Bulk tools allow you to run prompts on specific spreadsheet columns at once without writing any formulas. You configure and run bulk tools from the add-in sidebar. You can also easily reuse past prompts and configurations with the **History** feature.

This guide shows you how to use every bulk tool available in GPT for Excel.

Run a bulk tool

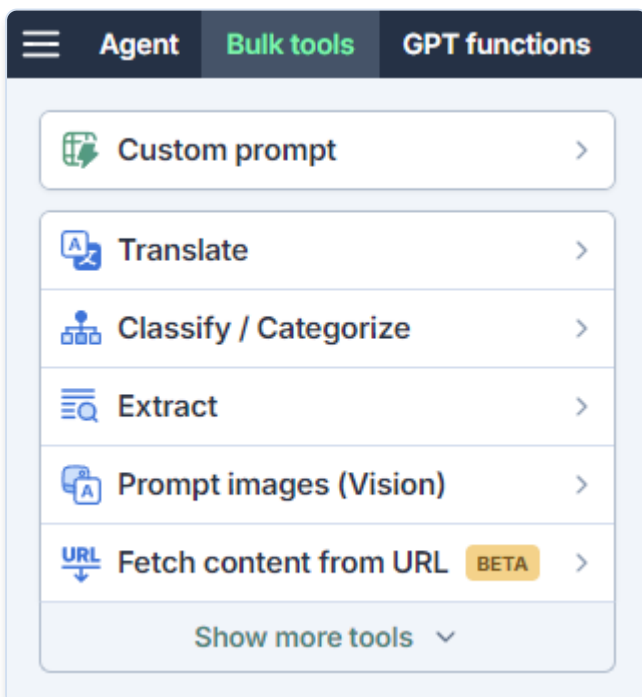
- 1 Open a workbook.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 3 In the sidebar, select **Bulk tools** and select the bulk tool you want to use.

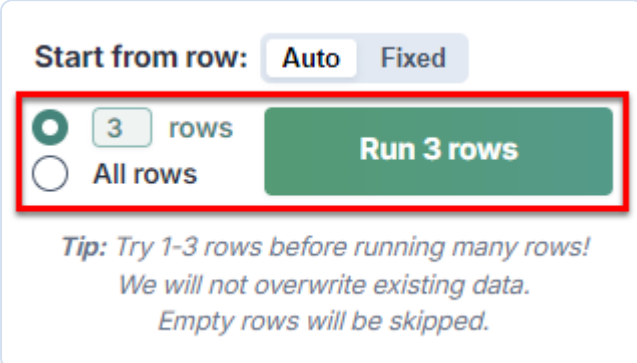


4 Set up the bulk tool run:

- [Custom prompt](#)
- [Translate](#)
- [Classify / Categorize](#)
- [Extract](#)
- [Prompt images \(Vision\)](#)
- [Fetch content from URL](#)
- [Generate](#)
- [Rewrite](#)
- [Reformat](#)

5 Run the bulk tool:

- 1 Select a specific number of rows to run or select **All rows**. [Learn more](#).
- 2 Click **Run rows**.



Start from row: **Auto** Fixed

3 rows **Run 3 rows**

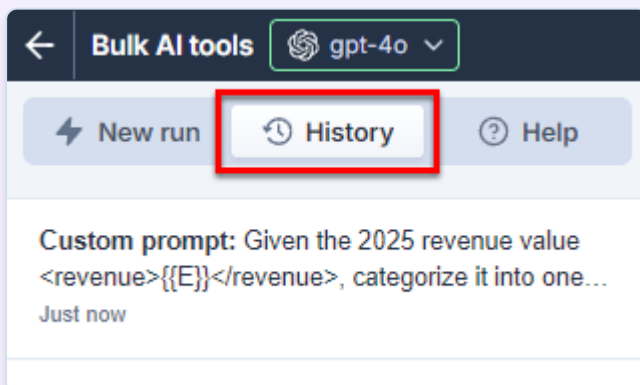
All rows

*Tip: Try 1-3 rows before running many rows!
We will not overwrite existing data.
Empty rows will be skipped.*

The bulk tool runs, starting from the first empty cell in the results column(s).

i INFO

GPT for Excel saves the setup in its bulk tool run history. You can reuse the setup by selecting it from **History**.



6 Check the results.

7 (Optional) If needed, try improving the results.

Custom prompt



Use the **Custom prompt** bulk tool to perform high-volume, free-form prompting directly in Excel. For example, if you have product specifications in one column, you can generate a unique product description for each row based on the specification column value for that row.

INFO

- **Custom prompt** and **Prompt images (Vision)** are the only bulk tools that accept images as input.
- To use **Custom prompt** with image input, you must select a [vision model](#).

Settings (Custom prompt)

The screenshot shows the 'Custom prompt' settings in Excel. The table has two columns: 'A' (Specifications) and 'B' (Description). The settings panel on the right is configured as follows:

- Header row:** 2 (indicated by a red callout '1')
- Prompt to run for each row:** Write an SEO-optimized description for a bike based on its specifications: `{{Bike specifications}}` (indicated by a red callout '2')
- Put results in column:** B: Description (indicated by a red callout '3')
- Start from row:** Auto
- Rows:** 3 rows (selected)
- Run 3 rows** button

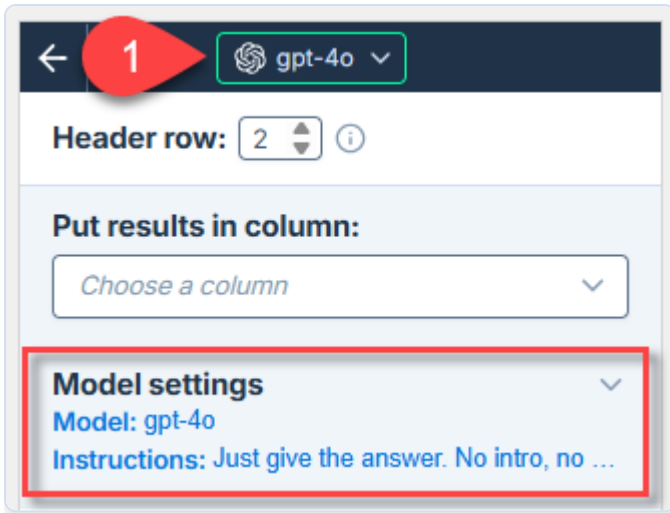
	Field	Description	Example
	Header row (optional)	If your column headers aren't in the first row, select the number of the row that contains the headers. The bulk tool will run on the rows below this one.	

	Field	Description	Example
2	Prompt to run for each row	Enter the prompt you want to run for each row. You can use column, cell, and range variables to reference content in other columns and cells in the spreadsheet. You must define at least one column variable for context. Learn more.	Write an SEO-optimized description for a bike based on its specifications: <code>{{Bike specifications}}</code>
3	Put results in column	Select the column to put the results in. Cells in this column won't be overwritten with the results if they contain text.	B: Description

Improve results (Custom prompt)

Try different models

[Find out which model works best for your use case.](#) You can try different models by selecting them in the [model switcher](#).

**INFO**

The model selection applies to all bulk tool runs and all GPT function executions in the current workbook.

Provide additional instructions

You can improve response quality by providing specific instructions that help the AI more closely follow your requirements for tone, style, format, rules, target audience, context, consistency, and other aspects.

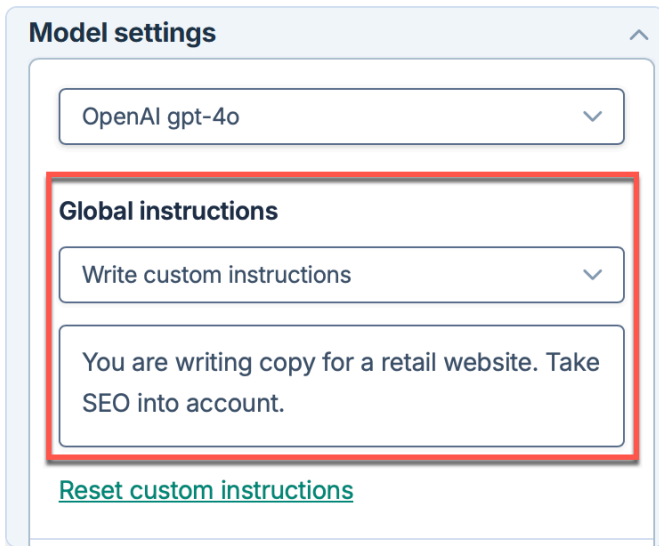
Define the instructions as **Global instructions** in the [Model settings](#). The instructions apply to all bulk tools and GPT functions in the current workbook.

INFO

Global instructions apply to all bulk tool runs and all GPT function executions in the current workbook.

For example, to add instructions to follow SEO best practices:

```
You are writing copy for a retail website. Take SEO into account.
```

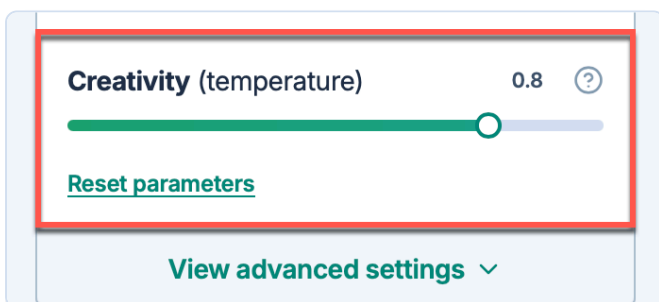


Adjust the creativity level

Adjust the level of [creativity](#) (accuracy vs. freedom) the AI is allowed in generating results. The higher the value, the greater the creativity.

For example:

- If you're generating marketing content, set a high creativity level to generate more engaging and imaginative text.
- If you're generating technical specifications, set a low creativity level to ensure the generated text is precise and factual.
- If you need the AI to follow your instructions to the letter, set the creativity level to **0**.



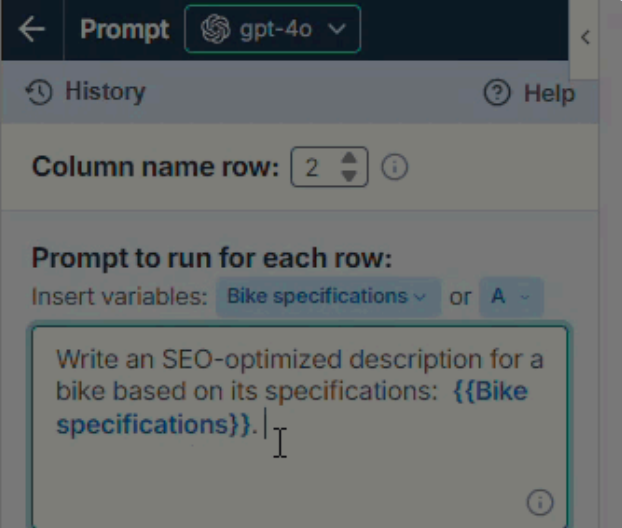
INFO

The creativity level applies to all bulk tool runs and all GPT function executions in the current workbook.

Use multiple variables in a custom prompt

You must define at least one column variable in a custom prompt for context, for example `{{A}}` or `{{Bike specifications}}`. To generate more accurate results, provide more context by using additional variables in the prompt.

2	Bike specifications	Available colors
3	Model: Specialized Allez, Price: 1200 €, Weight: 9.1 kg (20 lbs), Frame: E5 Premium Aluminum	Navy, Red, Black
4	Model: Specialized Tarmac, Price: 3500 €, Weight: 6.8 kg (15 lbs), Frame: Carbon Fiber	White, Enamel
5	Model: Specialized Roubaix, Price: 2500 €, Weight: 7.8 kg, Frame: FACT 10r carbon	Green, Light blue, Yellow
	Model: Specialized Diverge, Price: 2500 €, Weight: 9.5 kg, Frame: FACT carbon	Orange, Black




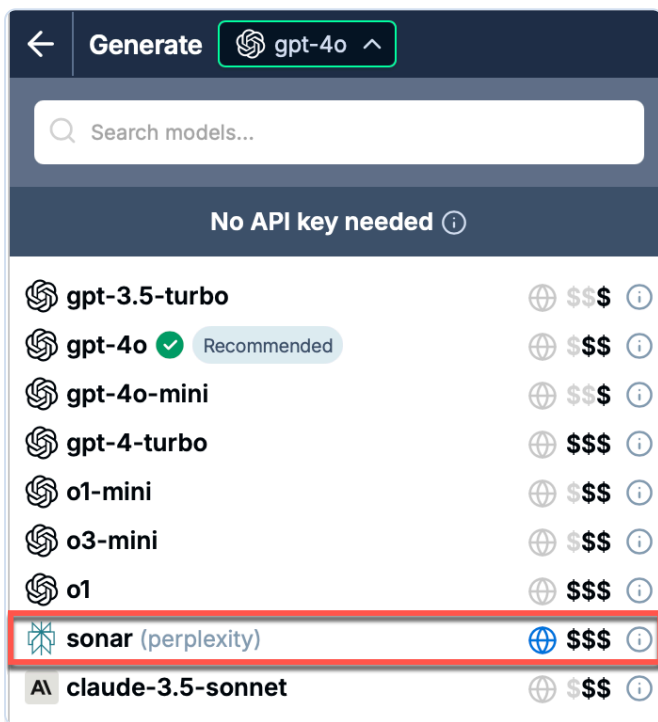
You can insert variables to reference columns, cells, and ranges in the prompt:

Variable	Description	Example
Column	<p>Reference a column to include row-specific information from an adjacent column.</p> <p>Column variables work like relative references and are highlighted in blue.</p> <p>To add a column variable, use the Insert variables menus above the prompt. You can add a variable either by column label or column letter.</p>	<p>Write a product description for {{Product name}} that costs {{Price}} and is made by {{Manufacturer}}.</p>
Cell or range from the current sheet	<p>Reference a specific cell or range to include the same content as context for each row. Cell and range variables work like absolute references and are highlighted in green. To add a cell or range variable, type it directly in the prompt.</p>	<p>Create a tagline for {{Company name}}.</p> <p>Follow these rules: {{A1}}</p> <p>Use 1 term from this list: {{A2:A100}}</p>

Variable	Description	Example
Cell or range from another sheet	Reference a cell or a range from another sheet in the same spreadsheet. The content can be, for example, reference data or other shared information.	<p>Translate {{Source text}} to Japanese.</p> <p>Use the glossary: {{Glossary!A1:B100}}</p>

Use web search capabilities

To generate more up-to-date content, select a model with web search capabilities (indicated by the  icon in the model switcher). The available web search options vary depending on the model you select. [Learn more about web search options.](#)



TIP

Enable **Show sources** to write the source references in the column to the right of the results column. This helps you understand the origin of the content and assess its reliability.

Put results in column:

Choose a column 

Get 2 variants per row 

Show sources

Include images in a custom prompt

To include images in a custom prompt, select a [vision model](#) in the model switcher. Then, select the columns that contain image URLs so they can be attached to the prompt for each corresponding row. [Learn more about vision options.](#)

The image shows two side-by-side screenshots of the GPT for Work interface, illustrating the steps to configure a custom prompt to include image URLs.

Left Screenshot: Shows the 'Custom prompt' configuration screen for the 'gpt-4.1' model. The 'Header row' is set to 2. The 'Prompt to run for each row' is: 'Write an SEO-optimized description for a bike based on its specifications: {{Bike specifications}}'. The 'Import from cell' button is visible. A red box highlights the 'Configure image columns' link at the bottom of the prompt area.

Right Screenshot: Shows the 'Configure image columns' dialog. The 'Header row' is set to 2. The 'Columns containing image URLs' section shows 'C: Image URL' selected. A red arrow points from the 'Configure image columns' link in the left screenshot to this dialog. The 'Model settings' section shows 'Start from row' set to 'Auto' and '3 rows' selected.

Both screenshots show a '\$80.68 remaining' balance and a 'Buy more' button at the bottom.

Translate

Use the **Translate** bulk tool to translate product catalogs, website copy, customer reviews, or any other content directly in Excel, and optimize your translations by adding specific instructions and a glossary to guide the AI in the process. For example, you can translate a list of product names for a shoe store into French.

Settings (Translate)

	Field	Description	Example
1	Header row (optional)	If your column headers aren't in the first row, select the number of the row that contains the headers. The bulk tool will run on the rows below this one.	2
2	Translate each cell in column	Select the column that contains the text you want to translate.	A: Product Name
3	From (optional)	Enter the source language, or leave the field empty if you want the AI to detect the source language for each cell.	Empty
4	To	Enter the target language.	French
5	Put results in column	Select the column to put the results in. Cells in this column won't be overwritten with the results if they contain text.	B: Product Name - FR

	Field	Description	Example
6	Translation instructions (optional)	Enter specific instructions for the translation.	We are translating a shoe store catalog.
7	Translation glossary (optional)	<p>Enter a list of word pairs where the first word is the source language word and the second word is the target language translation of the first word.</p> <p>Use the following syntax for each pair:</p> <pre><Source word> : <Target Word></pre> <p>Enter one pair per line.</p> <p>If your glossary is in the current document, you can import it by clicking Import from sheet.</p>	<p>Sneakers: Sneakers</p> <p>Running: Chaussures de course</p>

	A	B
1	Translating product names	
2	Product Name	Product name - FR
3	Classic Leather Sneakers	Sneakers en cuir classiques
4	Vintage Suede Loafers	Mocassins en daim vintage
5	Sporty Mesh Running Shoes	Chaussures de course en mesh sportif
6	Elegant High Heels	Escarpins élégants
7	Casual Slip-On Canvas Shoes	Chaussures décontractées en toile à er
8	Durable Hiking Boots	Bottes de randonnée durables
9	Stylish Ankle Boots	Bottines élégantes
10	Trendy Platform Sandals	Sandales à plateforme tendance
11	Cozy Winter Boots	Bottes d'hiver confortables
12	Classic Ballet Flats	Classiques Ballerines
13	Comfortable Walking Shoes	Chaussures de marche confortables
14	Rugged Work Boots	Bottes de travail robustes
15	Sleek Dress Shoes	Chaussures habillées élégantes
16	Beach Flip Flops	Tongs de plage
17	Sporty Basketball Shoes	Chaussures de basketball sportives
18	Elegant Evening Sandals	Sandales de soirée élégantes
19	Versatile Cross-Training Shoes	Chaussures polyvalentes d'entraîne
20	Comfortable House Slippers	Pantoufles confortables
21	Outdoor Adventure Sandals	Sandales d'aventure en plein air
22	Fashionable Wedge Sandals	Sandales compensées à la mode
23	Professional Oxfords	Oxfords professionnels
24	Lightweight Running Shoes	Chaussures de course légères
25	Trendy High-Top Sneakers	Sneakers montantes tendance

✔ Done! (27/27) ✕

27 successful executions

Close

Translation glossary ^

Sneakers: Sneakers

Running: Chaussures de course

Import from sheet
Copy to sheet

Spreadsheet settings v

Model: gpt-4o

Instructions: empty

Start from row: Auto Fixed

3 rows
 All rows
 Run all rows

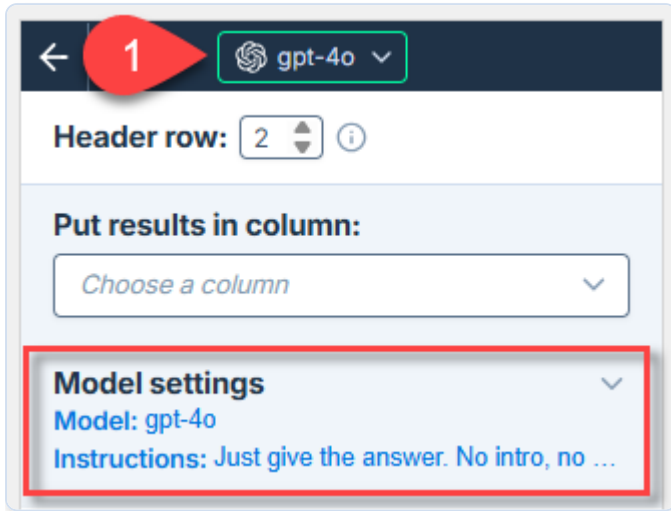
Tip: Try 1-3 rows before running many rows!
 We will not overwrite existing data.
 Empty rows will be skipped.

\$72.33 remaining Buy more

Improve results (Translate)

Try different models

[Find out which model works best for your use case.](#) You can try different models by selecting them in the [model switcher](#).



INFO

The model selection applies to all bulk tool runs and all GPT function executions in the current workbook.

Provide additional instructions

You can improve translation quality by providing specific instructions that help the AI more closely follow your requirements for tone, style, format, rules, target audience, context, consistency, and other aspects.

You can define the following types of instructions for the AI:

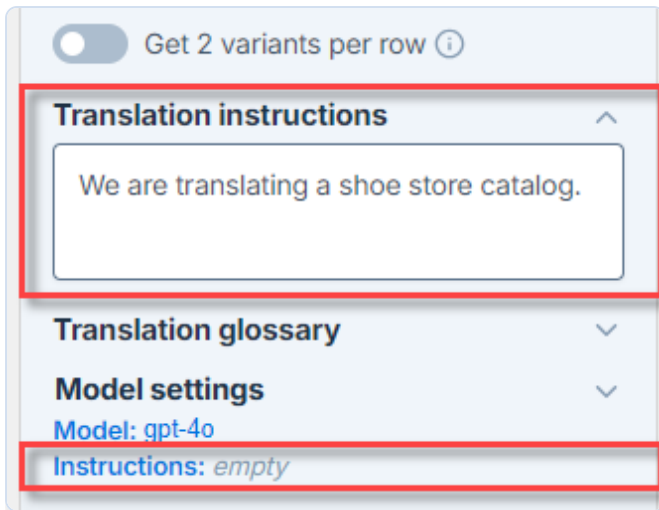
- **Translation instructions** are defined for the current bulk tool run.
- **Global instructions** are defined in the [Model settings](#) and apply to all bulk tools and GPT functions in the current workbook.

If both bulk tool instructions and global instructions are defined, the AI uses both as a combined set of instructions. For consistent results, make sure both sets of instructions are aligned and do not contradict each other.

INFO

Global instructions apply to all bulk tool runs and all GPT function executions in the current workbook.

For example, to omit the global instructions and only define translation instructions:

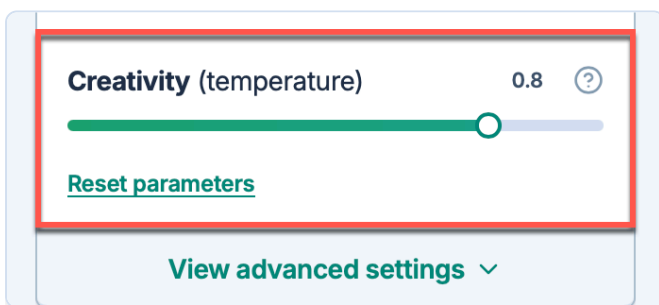


Adjust the creativity level

Adjust the level of [creativity](#) (accuracy vs. freedom) the AI is allowed in generating results. The higher the value, the greater the creativity.

For example:

- If you're generating marketing content, set a high creativity level to generate more engaging and imaginative text.
- If you're generating technical specifications, set a low creativity level to ensure the generated text is precise and factual.
- If you need the AI to follow your instructions to the letter, set the creativity level to **0**.

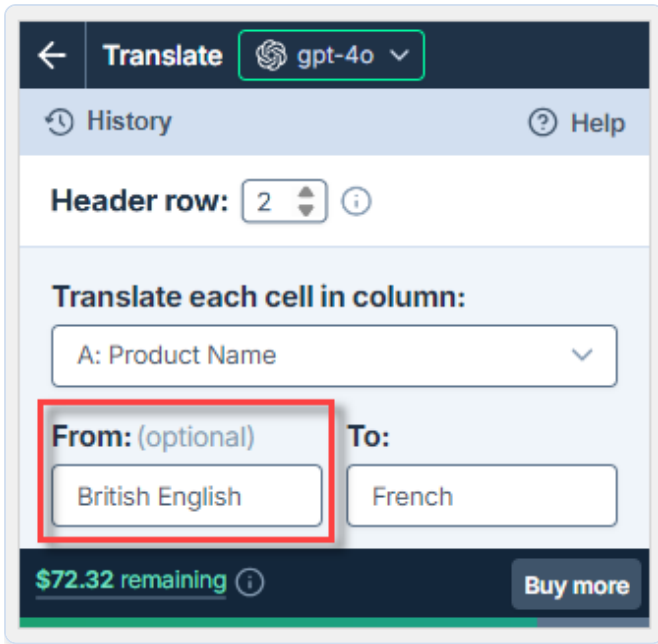


i INFO

The creativity level applies to all bulk tool runs and all GPT function executions in the current workbook.

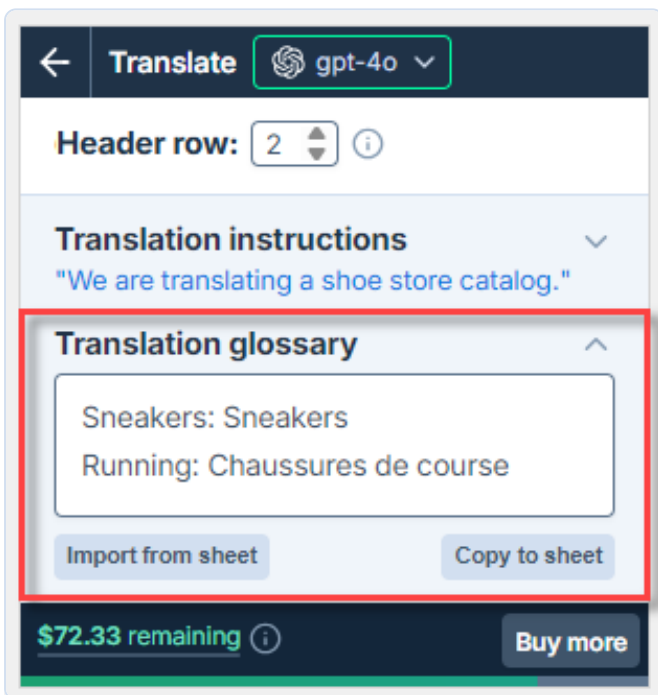
Set the source language for translations

The AI can automatically detect the source language for translations, but manually defining it helps if the source text contains short, ambiguous phrases, which can confuse the AI. For example, "Trainers" in British English means "Sports shoes", whereas in American English, it means "People who train others".



Create a glossary for translations

Glossaries ensure that translations are consistent, respect corporate terminology, and remain on-brand. If your glossary is in the current spreadsheet, you can import it by clicking **Import from sheet**.



Classify / Categorize



Use the **Classify / Categorize** bulk tool to classify your catalog items, press articles, customer reviews, social media comments, or any other text directly in Excel. The tool classifies the content of each cell into one of the categories you provide if a match is found; if not match is found, the

tool fills in #N/A. For example, you can improve your lifecycle inventory management by classifying apparel products according to the activity they are used for.

Settings (Classify / Categorize)

The screenshot shows a spreadsheet titled "Classifying a product list" with columns for Category list, Product Name, and Activity. The settings panel on the right is configured as follows:

- Header row:** 2
- Classify each cell in column:** B: Product Name
- Into one of these categories:** Running, Workout, Casual
- Put results in column:** C: Activity
- Classify instructions:** Polos fall into the Golf category. Do not classify items with technical properties as Casual.
- Model settings:** Model: gpt-4o, Instructions: empty

	Field	Description	Example
1	Header row (optional)	If your column headers aren't in the first row, select the number of the row that contains the headers. The bulk tool will run on the rows below this one.	2
2	Classify each cell in column	Select the column that contains the text you want to classify.	B: Product Name

	Field	Description	Example
3	Into one of these categories	Enter the categories to classify the text into. If the categories are listed in the current document, you can import them by clicking Import from sheet .	<div style="border: 1px solid #ccc; padding: 10px;"> Running Workout Casual Yoga Golf Tennis </div>
4	Put results in column	Select the column to put the results in. Cells in this column won't be overwritten with the results if they contain text.	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;"> C: Activity </div>
5	Classify instructions (optional)	Enter specific instructions for the classification. Learn more .	<div style="border: 1px solid #ccc; padding: 10px;"> Polos fall into the Golf category. Do not classify items with technical properties as Casual. </div>

	A	B	C
1	Classifying a product list		
2	Category list	Product Name	Activity
3	Running	Always Effortless Jacket	Casual
4	Workout	Define Jacket Luon	Yoga
5	Casual	Lululemon Energy Bra, Medium Support, B-D Cups	Yoga
6	Yoga	Soft Jersey Classic-Fit Mid-Rise Jogger 7/8 Length	Casual
7	Golf	Relaxed-Fit Mesh Training Short 8"	Workout
8	Tennis	Lululemon Align™ High-Rise Mini-Flare Pant Regular	Yoga
9		Swiftly Tech Cropped Short-Sleeve Shirt 2.0	Workout
10		Lightweight High-Rise Tennis Skirt	Tennis
11		Perfectly Oversized Fleece Crew Graphic	Casual
12		Scuba Oversized Full-Zip Hoodie	Casual
13		Groove Nulu Super-High-Rise Flared Pant Regular	Yoga
14		New Parent Backpack 17L	Casual
15		Love Long-Sleeve Shirt	Casual
16		Swiftly Tech Cropped Long-Sleeve Shirt 2.0	Workout

✓ Done! (40/40) ✕

40 successful executions

Close

Classify each cell in column:

B: Product Name ▼

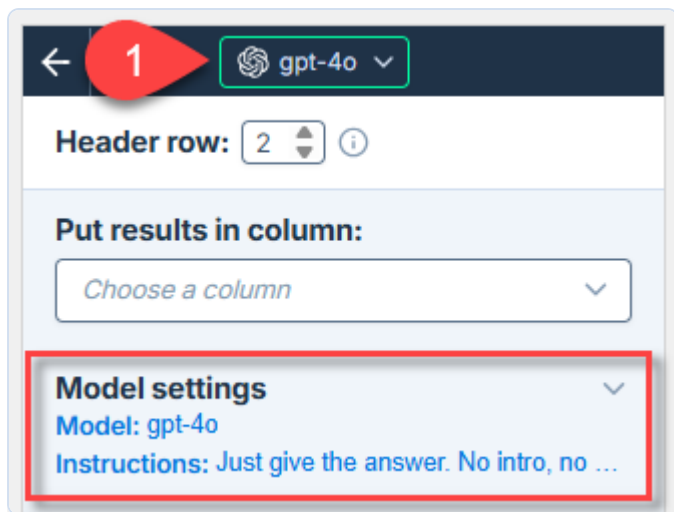
Into one of these categories:

Running
 Workout
 Casual
 Yoga
 Golf
 Tennis

Improve results (Classify / Categorize)

Try different models

[Find out which model works best for your use case.](#) You can try different models by selecting them in the [model switcher](#).



INFO

The model selection applies to all bulk tool runs and all GPT function executions in the current workbook.

Provide additional instructions

You can improve classification quality by providing specific instructions that help the AI more closely follow your requirements for tone, style, format, rules, target audience, context, consistency, and other aspects.

You can define the following types of instructions for the AI:

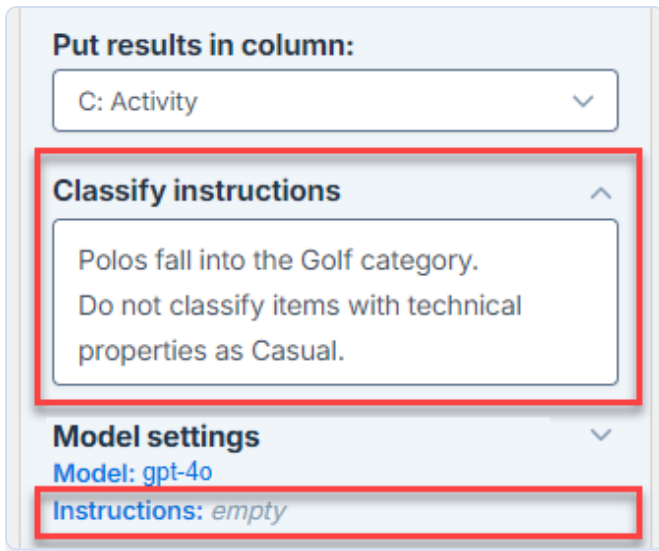
- **Classify instructions** are defined for the current bulk tool run.
- **Global instructions** are defined in the [Model settings](#) and apply to all bulk tools and GPT functions in the current workbook.

If both bulk tool instructions and global instructions are defined, the AI uses both as a combined set of instructions. For consistent results, make sure both sets of instructions are aligned and do not contradict each other.

INFO

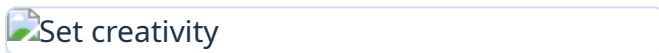
Global instructions apply to all bulk tool runs and all GPT function executions in the current workbook.

For example, to omit the global instructions and only define classify instructions:



Set Creativity to 0

Ensure **Creativity** is set to **0**. This helps the AI follow instructions more closely.



INFO

The [creativity level](#) applies to all bulk tool runs and all GPT function executions in the current workbook.

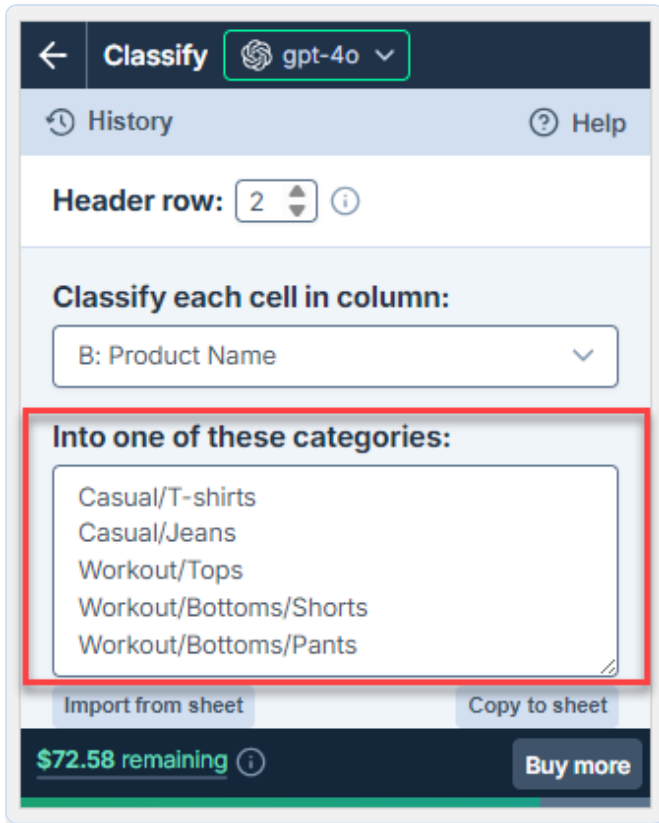
Use full path for categories

If your categories form a hierarchy, use the full path of each category instead of just its name. This helps avoid ambiguity and ensures that the classification is as precise as possible.

Using only category names can lead to ambiguity. For example, `T-shirts` and `Tops` could be considered as very largely overlapping categories. By specifying `Casual/T-shirts` and `Workout/Tops`, you provide a clear context, ensuring that the AI classifies the items accurately according to the intended category.

For example, instruct the AI to classify items according to these category paths:

```
Casual/T-shirts  
Casual/Jeans  
Workout/Tops  
Workout/Bottoms/Shorts  
Workout/Bottoms/Pants
```



Extract



Use the **Extract** bulk tool to extract key information like names, email addresses, and product attributes from unstructured text directly in Excel. For example, you can extract name, weight, and price from bike model descriptions to create a catalog.

Settings (Extract)

The screenshot shows a spreadsheet with the following data:

	A	B	C	D
1	Extracting specifications			
2	Description	Name	Weight	Price
3	Discover the Specialized Allez, a high-performance road bike priced at just 1200 €. Weighing in at a sleek 9.1 kg (20 lbs), this bike features an E5 Premium Aluminum frame for exceptional durability and lightweight agility. Perfect for both beginners and seasoned cyclists, the Specialized Allez offers a smooth, responsive ride that excels in various terrains. Elevate your cycling experience with this top-tier road bike designed for speed and comfort.			
4	The Specialized Tarmac is a high-performance road bike priced at 3500 €. Weighing just 6.8 kg (15 lbs), this lightweight marvel features a premium carbon fiber frame, ensuring both durability and speed. Ideal for competitive cyclists and enthusiasts alike, the Tarmac offers unparalleled agility and responsiveness on any terrain. Experience the perfect blend of cutting-edge technology and sleek design with the Specialized Tarmac.			
5	Discover the Specialized Roubaix, a high-performance road bike priced at 2500 €. Weighing just 7.8 kg, this bike features a FACT 10r carbon frame for unmatched durability and lightweight efficiency. Perfect for long-distance rides and competitive racing, the Specialized Roubaix offers exceptional speed and comfort. Elevate your cycling experience with this top-tier model designed for serious cyclists.			

The settings panel on the right includes:

- Header row:** 2
- Extract:** Name, Weight, Price
- From each cell in column:** A: Description
- Put results in columns:** B, C, D
- Extraction instructions:** "Name: extract only the model name, ..."

	Field	Description	Example
1	Header row (optional)	If your column headers aren't in the first row, select the number of the row that contains the headers. The bulk tool will run on the rows below this one.	2
2	Extract	Enter the entities you want to extract.	<input type="text" value="Name"/> <input type="text" value="Weight"/> <input type="text" value="Price"/>
3	From each cell in column	Select the column that contains the text from which you want to extract entities.	A: Description

	Field	Description	Example
4	Put results in column	Select the column or columns to put the results in. Cells in these columns won't be overwritten with the results if they contain text.	B, C, D
5	Extraction instructions (optional)	Enter specific instructions for the extraction.	Name: Extract only the model name, without manufacturer or year

The screenshot shows a spreadsheet with the following data:

Description	Name	Weight	Price
Discover the Specialized Allez, a high-performance road bike priced at just 1200 €. Weighing in at a sleek 9.1 kg (20 lbs), this bike features an E5 Premium Aluminum frame for exceptional durability and lightweight agility. Perfect for both beginners and seasoned cyclists, the Specialized Allez offers a smooth, responsive ride that excels in various terrains. Elevate your cycling experience with this top-tier road bike designed for speed and comfort.	Specialized Allez	9.1 kg	1200 €
The Specialized Tarmac is a high-performance road bike priced at 3500 €. Weighing just 6.8 kg (15 lbs), this lightweight marvel features a premium carbon fiber frame, ensuring both durability and speed. Ideal for competitive cyclists and enthusiasts alike, the Tarmac offers unparalleled agility and responsiveness on any terrain. Experience the perfect blend of cutting-edge technology and sleek design with the Specialized Tarmac.	Specialized Tarmac	6.8 kg	3500 €
Discover the Specialized Roubaix, a high-performance road bike priced at 2500 €. Weighing just 7.8 kg, this bike features a FACT 10r carbon frame for unmatched durability and lightweight efficiency. Perfect for long-distance rides and competitive racing, the Specialized Roubaix offers exceptional speed and comfort. Elevate your cycling experience with this top-tier model designed for serious cyclists.	Specialized Roubaix	7.8 kg	2500 €

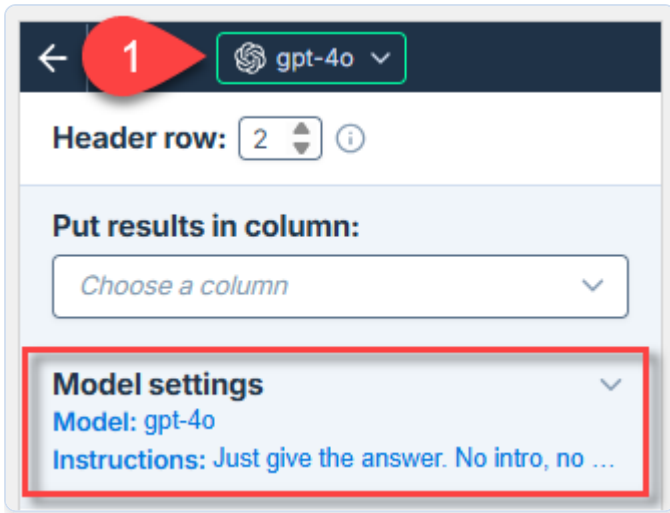
On the right, a control panel displays:

- Done! (9/9)
- 9 successful executions
- Close button
- Extraction instructions: B, C, D
- Spreadsheet settings: Model: gpt-4o, Instructions: empty
- Start from row: Auto (selected), Fixed
- 3 rows (selected), All rows
- Run all rows button
- Tip: Try 1-3 rows before running many rows! We will not overwrite existing data. Empty rows will be skipped.
- \$72.12 remaining
- Buy more button

Improve results (Extract)

Try different models

[Find out which model works best for your use case.](#) You can try different models by selecting them in the [model switcher](#).

**INFO**

The model selection applies to all bulk tool runs and all GPT function executions in the current workbook.

Provide additional instructions

You can improve extraction quality by providing specific instructions that help the AI more closely follow your requirements for tone, style, format, rules, target audience, context, consistency, and other aspects.

You can define the following types of instructions for the AI:

- **Extraction instructions** are defined for the current bulk tool run.
- **Global instructions** are defined in the [Model settings](#) and apply to all bulk tools and GPT functions in the current workbook.

If both bulk tool instructions and global instructions are defined, the AI uses both as a combined set of instructions. For consistent results, make sure both sets of instructions are aligned and do not contradict each other.

INFO

Global instructions apply to all bulk tool runs and all GPT function executions in the current workbook.

For example, to omit the global instructions and only define extraction instructions:

Extract:

Name +

From each cell in column:

A: Name

Put results in column:

B: Standard format

Extraction instructions

Name: Extract only the model name, without manufacturer or year

Model settings

Model: gpt-4o

Instructions: empty

The following table provides examples of extraction instructions for different goals:

Goal	Description	Example
Remove irrelevant information	Define what should be excluded from the extraction to get cleaner results.	Name: Extract only the model name, without manufacturer or year
Normalize entities	Set a consistent output for variations of the same entity in your text.	Weight: Extract weight in kilograms
Extract numerical values and units	Separate numbers from units to simplify their manipulation.	Add Price value and Price currency as entities in the Extract field, then instruct: Price value: Extract only the numerical value Price currency: Extract only the currency code (for example USD, or EUR)

Perform open-ended extraction

Open-ended extraction helps you gather a wide range of information without specifying each entity. This approach works well when entities vary from one cell to another or when you want to avoid missing any extraction.

For example, enter the following in the **Extract** field:

All relevant product details as a comma-separated list.

	A	B
1	Extracting specifications	
2	Description	Product details
3	Discover the Specialized Allez, a high-performance road bike priced at just 1200 €. Weighing in at a sleek 9.1 kg (20 lbs), this bike features an E5 Premium Aluminum frame for exceptional durability and lightweight agility. Perfect for both beginners and seasoned cyclists, the Specialized Allez offers a smooth, responsive ride that excels in various terrains. Elevate your cycling experience with this top-tier road bike designed for speed and comfort.	Specialized Allez, 1200 €, 9.1 kg, E5 Premium Aluminum frame
4	The Specialized Tarmac is a high-performance road bike priced at 3500 €. Weighing just 6.8 kg (15 lbs), this lightweight marvel features a premium carbon fiber frame, ensuring both durability and speed. Ideal for competitive cyclists and enthusiasts alike, the Tarmac offers unparalleled agility and responsiveness on any terrain. Experience the perfect blend of cutting-edge technology and sleek design with the Specialized Tarmac.	Specialized Tarmac, high-performance road bike, 3500 €, 6.8 kg, 15 lbs, premium carbon fiber frame, durability, speed, competitive cyclists, enthusiasts, unparalleled agility, responsiveness, cutting-edge technology, sleek design
	Discover the Specialized Roubaix, a high-performance road	Specialized Roubaix, 2500 €, 7.8 kg, FACT 10r

← Extract
gpt-4o

History
Help

Header row: 2 ⓘ

Extract:

+

From each cell in column:

A: Description
▼

Put results in column:

B: Product details
▼

\$72.17 remaining ⓘ
Buy more

Prompt images (Vision) ▼

Use the **Prompt images (Vision)** bulk tool to generate content based on images directly in Excel. For example, you can generate descriptions for your product images to improve your listings.

📘 INFO

- [Custom prompt](#) and **Prompt images (Vision)** are the only bulk tools that accept images as input.
- To use **Prompt images (Vision)**, you must select a [vision model](#).

Settings (Vision)

← Prompt images gpt-4o

1 Header row: 1 ⓘ

Prompt:

2 Ask a question to analyse or describe your image(s)

3 Columns containing image URLs: Choose columns

Supported formats: PNG, JPEG, WEBP and GIF. URLs must be publicly accessible.

Image resolution ⓘ

4 Low

Put results in column:

5 Choose a column

Start from row: Auto Fixed

3 rows All rows Run 3 rows

	Field	Description	Example
1	Header row (optional)	If your column headers aren't in the first row, select the number of the row that contains the headers. The bulk tool will run on the rows below this one.	4
2	Prompt	Describe the task you want the AI to perform based on the target images. For example, ask a question about the images or request content based on the images.	Write a short description of this product based on how it looks, how it's used, and its build quality.

	Field	Description	Example
3	Columns containing image URLs	<p>Select up to five columns that contain image URLs. For each row, the tool processes all images present in the selected columns. URLs must be publicly accessible.</p> <p>Supported image formats:</p> <ul style="list-style-type: none"> • PNG • JPEG • WebP • Non-animated GIF 	<p>B: Front image, C: In-use image, D: Material detail image</p>
4	Image resolution (optional)	<p>Choose the level of detail for image processing:</p> <ul style="list-style-type: none"> • High: Better image understanding, higher latency and cost • Low: Faster processing, lower cost • Auto: Let the model decide (default) 	<p>Low</p>
5	Put results in column (optional)	<p>Select the column to put the results in. Cells in this column won't be overwritten with the results if they contain text.</p>	<p>E: Description</p>

1	Generating product descriptions				
2	Scenario You're a tech content creator building a comparison catalog for creators (photographers, videographers, streamers). You want GPT to analyze images of each product from different perspectives and generate professional, visually-informed product descriptions.				
3	Prompt Write a short description of this product based on how it looks, how it's used, and its build quality.				
4	Product name	Front image	In-use image	Material detail image	Description
5	Sony Alpha 7 IV	https://images.unsplash.com	https://plus.unsplash.com	https://images.unsplash.com	This product is a digital SLR camera, designed for both amateur and professional photographers. It has a sturdy and ergonomic design featuring a textured grip for comfortable handling. The camera is equipped with a large lens, ideal for capturing high-quality images with precision. Its control dials and buttons are strategically placed for easy access, facilitating quick adjustments while shooting. The high-resolution LCD screen allows for clear image review and navigation. Overall, the camera boasts excellent build quality, durability and reliable performance in various shooting environments.
6	Rode NT1 Microphone	https://images.unsplash.com	https://plus.unsplash.com	https://images.unsplash.com	This product is a dynamic handheld microphone, featuring a professional metal build ideal for live performances and public speaking. The microphone has a black matte finish and durable steel mesh grille that gives it a professional appearance. The microphone is designed for easy handling with an ergonomic grip that enhances comfort during prolonged use. It connects via a standard XLR cable, ensuring reliable audio transmission. The robust construction and quality materials make it suitable for frequent use in various environments, from stage performances to studio recordings.
7					This sleek, modern drone features a compact and aerodynamic design, highlighting its advanced technology and portability. With four sturdy rotors, it ensures stable flight and smooth maneuverability. Users can capture high-quality aerial footage with the integrated camera system, ideal for both enthusiasts and professionals. The build quality appears robust, with durable materials and precise engineering.

Done! gpt-4o

3 rows to process
3 successful executions
0 errors

⌚ 00:10:36

Close

product based on how it looks, how it's used, and its build quality. ✕

Columns containing image URLs:
B: Front image, C: In-use image, ...

Supported formats: PNG, JPEG, WEBP and GIF. URLs must be publicly accessible.

Image resolution
Low

Put results in column:

Start from row: Auto Fixed

3 rows All rows Run 3 rows

Improve results (Vision)

Use the recommended vision model

In the [model switcher](#), select **gpt-5.4** as the vision model. For more information about image-related tasks, see [Use images in prompts](#).

←
1

gpt-4o
▼

Header row: 2 ⬆️ ⬇️ ⬆️ ⓘ

Put results in column:

Choose a column
▼

Model settings ▼

Model: gpt-4o

Instructions: Just give the answer. No intro, no ...

ⓘ INFO

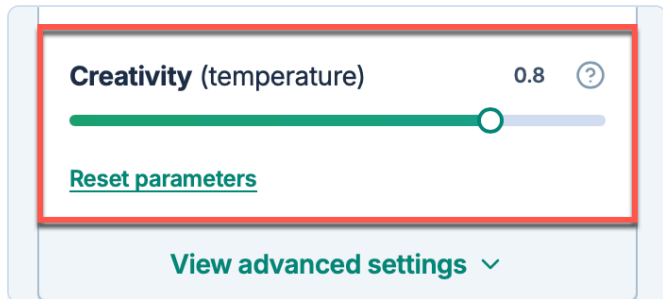
The model selection applies to all bulk tool runs and all GPT function executions in the current workbook.

Adjust the creativity level

Adjust the level of [creativity](#) (accuracy vs. freedom) the AI is allowed in generating results. The higher the value, the greater the creativity.

For example:

- If you're generating marketing content, set a high creativity level to generate more engaging and imaginative text.
- If you're generating technical specifications, set a low creativity level to ensure the generated text is precise and factual.
- If you need the AI to follow your instructions to the letter, set the creativity level to **0**.



INFO

The creativity level applies to all bulk tool runs and all GPT function executions in the current workbook.

Adjust image resolution

Choose the appropriate image resolution setting based on your needs:

- **High:** Use for detailed analysis where image quality and understanding are critical. This setting provides better image understanding but increases latency and cost.
- **Low:** Use for faster processing and lower cost when basic image recognition is sufficient.
- **Auto:** Let the model decide the optimal resolution (default).

For product descriptions and detailed analysis, consider using **High** resolution to ensure the AI captures all important visual details.

Fetch content from URL

Use the **Fetch content from URL** bulk tool to fetch and convert web page content from URLs directly in Excel. This tool converts any publicly accessible URL into markdown, including PDFs. For example, you can fetch product pages to extract details, or collect company information for enrichment.

INFO

This bulk tool always uses the **speed** model from [Parallel](#), regardless of the model selected in the model switcher. For detailed pricing information, see [Model prices](#).

Settings (Fetch content from URL)

The screenshot shows the 'Fetch content from URL' tool interface. The spreadsheet has two columns: 'URL' and 'Content'. The 'URL' column contains five URLs from Ikea. The 'Content' column is empty. The tool settings panel on the right shows 'Header row' set to 2, 'Column containing URLs' set to 'A: URL', and 'Put results in column' set to 'B: Content'. The 'Start from row' is set to 'Auto' and 'Fixed'. The 'Run 3 rows' button is highlighted. The remaining balance is \$53.42.

	Field	Description	Example
1	Header row (optional)	If your column headers aren't in the first row, select the number of the row that contains the headers. The bulk tool will run on the rows below this one.	2
2	Column containing URLs	Select the column that contains the URLs to fetch content from.	A: URL
3	Put results in column	Select the column to put the fetched content in. Cells in this column won't be overwritten with the results if they contain text.	B: Content

INFO

Content exceeding 50,000 characters will be truncated from the end.

	A	B
1	Fetch content from URL	
2	URL	Content
	https://www.ikea.com/us/en/p/bekant-desk-sit-stand-white-s49022538/	<p>[Skip to main content]()</p> <p>[Accessibility] (/us/en/customer-service/accessibility/)</p> <p>[Skip to product list]()</p> <p>[IKEA Family members get free shipping on qualifying small or</p> <ol style="list-style-type: none"> [Products](https://www.ikea.com/us/en/cat/products-products) [Desks & desk chairs](https://www.ikea.com/us/en/cat/works) [Desks & computer desks](https://www.ikea.com/us/en/cat/d) Standing desks <p># Standing desks</p> <p>A standing desk can be a great investment in your well-being a</p> <p>### Standing desks</p> <p>Break up your routine with desks designed to get you up and o</p> <p>## Find the perfect height with height adjustable desks</p> <p>Changing things up from sitting, to stretching and standing is e</p>

Done!

5 rows to process

5 successful executions

0 errors

⌚ 00:06:14

Close

Put results in column:

B: Content

This tool converts any publicly accessible URL into markdown automatically, including PDFs. Content exceeding 50,000 characters will be truncated from the end.

Start from row: Auto Fixed

3 rows **Run all rows**

All rows

\$53.41 remaining Buy more

Generate

Use the **Generate** bulk tool to generate content by combining cells from multiple columns in Excel. For example, you can generate product descriptions based on specifications from different columns.

Settings (Generate)

	A	B	C	D	E	
1	Generating product specification descriptions					
2	Model name	Type	Price	Weight	Frame	Description
3	Domane	Road bike	2500	18.3 lbs (8.3 kg)	Carbon fiber	
4	M6L	Folding Bike	1500	11.26 kg	Steel	
5	Grail CF SL	Gravel bike	2500	8.5 kg (size M)	Carbon Fiber	
6	Anthem	Mountain bike	2500	12.5 kg	ALUXX SL-grade aluminum	
7	Redux	Hybrid bike	N/A	24.5 lbs	Aluminum	
8	SuperSix EVO	Road Bike	3500	7.3 kg	Carbon Fiber	
9	Electrified S2	Electric Bike	2500	19 kg (41.9 lbs)	Aluminum	
10	Aerium	Time Trial Bike	2500	9.4 kg	Carbon	
11	Addict RC	Road bike	3500	7.8 kg	Carbon Fiber	
12	Gain	Electric Road Bike	2500	13.5 kg	Carbon or aluminum (depending on the model)	
13						
14						
15						
16						
17						
18						

GPT for Excel Word

Generate gpt-4o

History Help

Header row: 2

Using cells in column(s):

A: Model name, B: Type, C: Price, D: Weight, E: F...

Generate for each row:

Description

With these instructions:

Language: English
 Tone: Optimistic
 Writing style: empty
 Audience: empty
 Format: empty
 Length: empty
 Custom instructions: Use a few emojis

Put results in column:

F: Description

Get 2 variants per row

	Field	Description	Example
1	Header row (optional)	If your column headers aren't in the first row, select the number of the row that contains the headers. The bulk tool will run on the rows below this one.	2
2	Using cells in column(s)	Select one or more columns containing the cells you want to use as context for the generation.	A: Model name, B: Type, C: Price, D: Weight, E: Frame
3	Generate for each row	Select the type of content you want to generate, such as a title or description. You can also enter a custom content type to generate, such as Social media ad or Email body.	Description
4	With these instructions	Customize the output by setting the language, tone, writing style, audience, format, length, and custom instructions specific to this generation task.	Language: English Tone: Optimistic Custom instructions: Use a few emojis
5	Put results in column	Select the column to put the results in. Cells in this column won't be overwritten with the results if they contain text.	F: Description
6	Get 2 variants per row (optional)	Enable this option to generate two variants for each row. The variants are placed in adjacent columns.	<i>Disabled</i>

Generating product specification descriptions						
Model name	Type	Price	Weight	Frame	Description	
Domane	Road bike	2500	18.3 lbs (8.3 kg)	Carbon fiber	Experience the thrill of the open road with the Domane, a top-tier road bike designed for those who crave speed and performance! 🚴♂️💨 Priced at just \$2,500, this sleek machine offers incredible value for its high-quality features. Weighing in at a mere 18.3 lbs (8.3 kg), the Domane is crafted with a lightweight carbon fiber frame, ensuring a smooth and agile ride. Whether you're tackling steep climbs or cruising on flat terrain, this bike promises an exhilarating journey every time. Get ready to elevate your cycling adventures with the Domane! 🌟	
M6L	Folding Bike	1500	11.26 kg	Steel	Experience the joy of cycling with the M6L Folding Bike! 🚴♂️ This innovative bike combines convenience and style, making it the perfect companion for urban adventures. Priced at just \$1500, the M6L offers exceptional value with its robust steel frame, ensuring durability and a smooth ride. Weighing only 11.26 kg, it's incredibly easy to carry and store, making your commute a breeze. Whether you're navigating city streets or exploring new paths, the M6L is designed to fit seamlessly into your lifestyle. Get ready to unfold new possibilities and enjoy the ride! 🌟	
Grail CF SL	Gravel bike	2500	8.5 kg (size M)	Carbon Fiber	Experience the thrill of adventure with the Grail CF SL, a top-tier gravel bike designed for those who crave the open road and beyond! 🚴♂️💨 Priced at just \$2,500, this bike offers exceptional value with its lightweight 8.5 kg carbon fiber frame, ensuring a smooth and agile ride. Whether you're tackling rugged trails or cruising through city streets, the Grail CF SL is your perfect companion for every journey. Get ready to explore new horizons and embrace the freedom of cycling with confidence and style! 🌟🌍	
Anthem	Mountain bike	2500	12.5 kg	ALLUX SL-grade aluminum		
Redux	Hybrid bike	N/A	24.5 lbs	Aluminum		

GPT for Excel Word

✅ Done! (3/3) ✕

3 successful executions

Close

Length: empty

Custom instructions: Use a few emojis

Put results in column:

F: Description

Get 2 variants per row

Spreadsheet settings

Model: gpt-4o

Instructions: empty

Start from row: Auto Fixed

3 rows Run 3 rows

All rows

Tip: Try 1-3 rows before running many rows! We will not overwrite existing data. Empty rows will be skipped.

\$78.56 remaining Buy more

Improve results (Generate)

Try different models

Find out which model works best for your use case. You can try different models by selecting them in the [model switcher](#).

← 1 gpt-4o

Header row: 2 ⓘ

Put results in column:

Choose a column ▾

Model settings ▾

Model: gpt-4o

Instructions: Just give the answer. No intro, no ...

INFO

The model selection applies to all bulk tool runs and all GPT function executions in the current workbook.

Provide additional instructions

You can improve generation quality by providing specific instructions that help the AI more closely follow your requirements for tone, style, format, rules, target audience, context, consistency, and other aspects.

You can define the following types of instructions for the AI:

- **Generation instructions** are defined for the current bulk tool run.
- **Global instructions** are defined in the [Model settings](#) and apply to all bulk tools and GPT functions in the current workbook.

If both bulk tool instructions and global instructions are defined, the AI uses both as a combined set of instructions. For consistent results, make sure both sets of instructions are aligned and do not contradict each other.

INFO

Global instructions apply to all bulk tool runs and all GPT function executions in the current workbook.

For example, to set the current run to use a few emojis and instruct the AI to be concise in all runs:

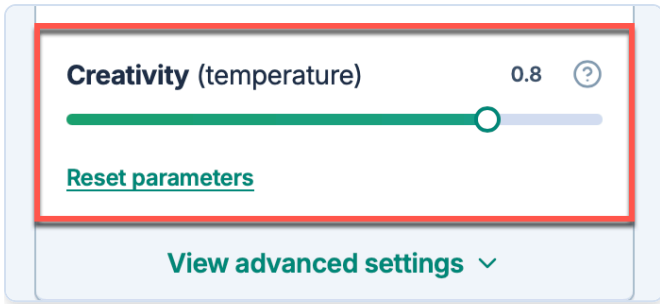
The screenshot shows a settings panel for a GPT tool. At the top, it says "Length: empty". Below that, a red box highlights the "Custom instructions: Use a few emojis" field. Underneath is a dropdown menu for "Put results in column:" set to "F: Description". There is a toggle switch for "Get 2 variants per row" which is currently off. The "Model settings" section is expanded, showing a dropdown for "OpenAI gpt-4o". Below that is the "Global instructions" section, which has a dropdown menu set to "Write custom instructions". A red box highlights the text area for global instructions, containing the text: "Just give the answer. No intro, no explanation, no markdown unless explicitly requested."

Adjust the creativity level

Adjust the level of [creativity](#) (accuracy vs. freedom) the AI is allowed in generating results. The higher the value, the greater the creativity.

For example:


- If you're generating marketing content, set a high creativity level to generate more engaging and imaginative text.
- If you're generating technical specifications, set a low creativity level to ensure the generated text is precise and factual.
- If you need the AI to follow your instructions to the letter, set the creativity level to **0**.

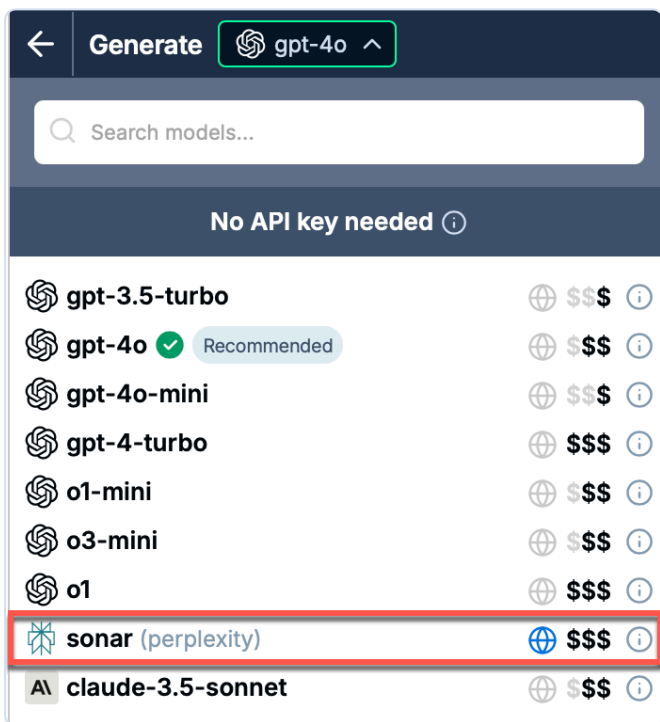


INFO

The creativity level applies to all bulk tool runs and all GPT function executions in the current workbook.

Use web search capabilities

To generate more up-to-date content, select a model with web search capabilities (indicated by the  icon in the model switcher). The available web search options vary depending on the model you select. [Learn more about web search options.](#)



TIP

Enable **Show sources** to write the source references in the column to the right of the results column. This helps you understand the origin of the content and assess its reliability.

Put results in column:

Choose a column 

Get 2 variants per row 

Show sources

Rewrite

Use the **Rewrite** bulk tool to rewrite existing content in Excel to match your desired tone and style. For example, you can transform casual product descriptions into professional ones.

Settings (Rewrite)

The screenshot shows the GPT for Excel Word interface. On the left is an Excel spreadsheet with the following data:

Model name	Type	Price	Weight	Frame	Description	Rewrite description
Domane	Road bike	2500	18.3 lbs (8.3 kg)	Carbon fiber	Get ready to elevate your cycling experience with the Domane, a road bike that perfectly balances performance and comfort! 🚴🏍️ Priced at just \$2500, this sleek machine is crafted with a lightweight carbon fiber frame, tipping the scales at a mere 18.3 lbs (8.3 kg). Whether you're conquering long distances or enjoying a leisurely ride, the Domane promises a smooth and exhilarating journey. Embrace the open road and let the adventures begin! 🌟🌍	
M6L	Folding Bike	1500	11.26 kg	Steel	Get ready to revolutionize your commute with the M6L Folding Bike! 🚴🏍️ This sleek and stylish bike is designed for those who value convenience and performance. Priced at just \$1500, the M6L offers incredible value with its robust steel frame, ensuring durability and a smooth ride. Weighing in at only 11.26 kg, it's easy to carry and perfect for city living. Whether you're navigating busy streets or enjoying a leisurely ride in the park, the M6L is your perfect companion. Embrace the freedom of cycling with this fantastic folding bike! 🌟	
Grail CF SL	Gravel bike	2500	8.5 kg (size M)	Carbon Fiber	Experience the thrill of adventure with the Grail CF SL, a top-tier gravel bike designed to elevate your cycling journey! 🚴🏍️ With its lightweight carbon fiber frame, this bike weighs in at just 8.5 kg, making it perfect for those who crave speed and agility on any terrain. At an incredible price of \$2500, the Grail CF SL offers exceptional value, combining cutting-edge technology with sleek design. Whether you're tackling rugged trails or cruising through scenic routes, this bike promises a smooth and exhilarating ride every time. Get ready to explore the great outdoors like never before! 🌟	
Anthem	Mountain bike	2500	12.5 kg	ALUXX SL-grade aluminum	The Anthem is a top-tier mountain bike designed for adventure enthusiasts! 🚴🏍️ With a lightweight ALUXX SL-grade aluminum frame, it weighs just 12.5 kg, making it perfect for tackling rugged terrains. Priced at \$2500, this bike offers exceptional performance and durability for your off-road escapades. 🌟🏔️	

The sidebar on the right contains the following settings:

- Header row:** 2
- Rewrite each cell in column:** Choose a column
- With these instructions:**
 - Tone: empty
 - Audience: empty
 - Length: empty
 - Writing style: empty
 - Format: empty
 - Custom instructions: empty
 - Fix grammar and spelling: No
- Add context (optional):** Choose context columns
- Put results in column:** Choose a column
- Get 2 variants per row:** (checked)
- Model settings:**
 - Model: gpt-4o
 - Instructions: Just give the answer. No intro, no expl...

	Field	Description	Example
1	Header row (optional)	If your column headers aren't in the first row, select the number of the row that contains the headers. The bulk tool will run on the rows below this one.	2
2	Rewrite each cell in column	Select the column that contains the text you want to rewrite.	F: Description
3	With these instructions	Customize how the text should be rewritten by setting the tone, writing style, audience, format, length, and custom instructions, and whether to fix grammar and spelling errors.	<p>Tone: Professional</p> <p>Writing style: Business</p> <p>Custom instructions: Remove emojis and casual language</p>

	Field	Description	Example
4	Add context (optional)	Select additional columns to provide context for the rewrite.	A: Model name, B: Type, C: Price
5	Put results in column	Select the column to put the rewritten text in. Cells in this column won't be overwritten if they contain text.	G: Rewrite description
6	Get 2 variants per row (optional)	Enable this option to generate two rewrite variants for each row. The variants are placed in adjacent columns.	<i>Disabled</i>

Generating product specification descriptions

Model	name	Type	Price	Weight	Frame	Description	Rewrite description
3	Domane	Road bike	2500	18.3 lbs (8.3 kg)	Carbon fiber	Get ready to elevate your cycling experience with the Domane, a road bike that perfectly balances performance and comfort! 🚴🏍️ ⚡️ Priced at just \$2500, this sleek machine is crafted with a lightweight carbon fiber frame, tipping the scales at a mere 18.3 lbs (8.3 kg). Whether you're conquering long distances or enjoying a leisurely ride, the Domane promises a smooth and exhilarating journey. Embrace the open road and let the adventures begin! 🌄 🌊	Prepare to enhance your cycling experience with the Domane, a road bike that expertly combines performance and comfort. Priced at \$2,500, this sophisticated model features a lightweight carbon fiber frame, weighing only 18.3 lbs (8.3 kg). Whether tackling long distances or enjoying a leisurely ride, the Domane ensures a smooth and exhilarating journey. Embrace the open road and embark on new adventures.
4	M6L	Folding Bike	1500	11.26 kg	Steel	Get ready to revolutionize your commute with the M6L Folding Bike! 🚴🏍️ ⚡️ This sleek and stylish bike is designed for those who value convenience and performance. Priced at just \$1500, the M6L offers incredible value with its robust steel frame, ensuring durability and a smooth ride. Weighing in at only 11.26 kg, it's easy to carry and perfect for city living. Whether you're navigating busy streets or enjoying a leisurely ride in the park, the M6L is your perfect companion. Embrace the freedom of cycling with this fantastic folding bike! 🌄 🌊	Prepare to transform your daily commute with the M6L Folding Bike. This elegant and modern bicycle is crafted for individuals who prioritize both convenience and performance. At a price of \$1,500, the M6L provides exceptional value with its sturdy steel frame, ensuring both durability and a smooth riding experience. Weighing only 11.26 kg, it is easily portable and ideal for urban environments. Whether navigating through busy streets or enjoying a leisurely ride in the park, the M6L serves as an excellent companion. Experience the freedom of cycling with this outstanding folding bike.
5	Grail CF SL	Gravel bike	2500	8.5 kg (size M)	Carbon Fiber	Experience the thrill of adventure with the Grail CF SL, a top-tier gravel bike designed to elevate your cycling journey! 🚴🏍️ ⚡️ With its lightweight carbon fiber frame, this bike weighs in at just 8.5 kg, making it perfect for those who crave speed and agility on any terrain. At an incredible price of \$2500, the Grail CF SL offers exceptional value, combining cutting-edge technology with sleek design. Whether you're tackling rugged trails or cruising through scenic routes, this bike promises a smooth and exhilarating ride every time. Get ready to explore the great outdoors like never before! 🌄 🌊	The Grail CF SL is a premium gravel bike engineered to enhance your cycling experience. Featuring a lightweight carbon fiber frame, it weighs only 8.5 kg, making it ideal for those seeking speed and agility across various terrains. Priced at \$2500, the Grail CF SL delivers exceptional value by integrating advanced technology with a sleek design. Whether navigating rugged trails or enjoying scenic routes, this bike ensures a smooth and exhilarating ride. Prepare to explore the outdoors like never before.
6	Anthem	Mountain bike	2500	12.5 kg	ALUXX SL-grade aluminum	The Anthem is a top-tier mountain bike designed for adventure enthusiasts! 🚴🏍️ ⚡️ With a lightweight ALUXX SL-grade aluminum frame, it weighs just 12.5 kg, making it perfect for tackling rugged terrains. Priced at \$2500, this bike offers exceptional performance and durability for your off-road escapades. 🌄 🌊	The Redux is a sleek hybrid bike designed for versatility and performance. 🚴🏍️ ⚡️ With its lightweight aluminum frame, weighing just 24.5 lbs, it offers a smooth and agile ride. Perfect for urban

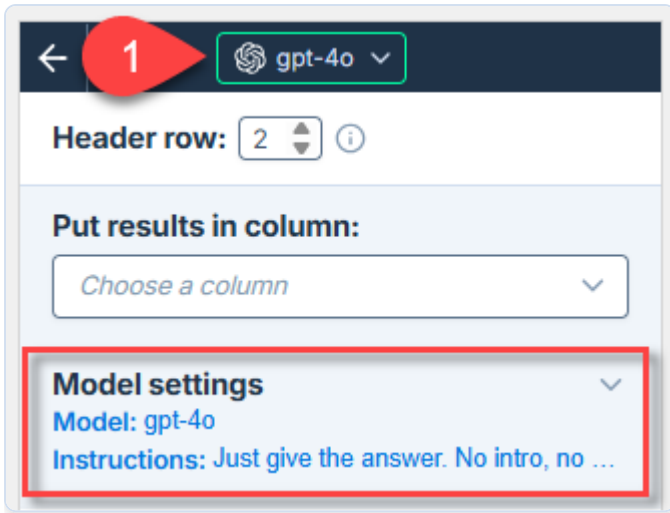
GPT for Excel Word

- Done! (3/3)
- 3 successful executions
- Close
- Custom instructions: Remove emojis
- Fix grammar and spelling: No
- Add context: (optional)
 - A: Model name, B: Type, C: Price
- Put results in column:
 - G: Rewrite description
- Get 2 variants per row (disabled)
- Spreadsheet settings
 - Model: gpt-4o
 - Instructions: Just give the answer. No intro, no expl...
- Start from row: Auto Fixed
- 3 rows (selected) / All rows
- Run 3 rows
- Tip: Try 1-3 rows before running many rows! We will not overwrite existing data. Empty rows will be skipped.

Improve results (Rewrite)

Try different models

Find out which model works best for your use case. You can try different models by selecting them in the model switcher.



INFO

The model selection applies to all bulk tool runs and all GPT function executions in the current workbook.

Provide additional instructions

You can improve reformatting quality by providing specific instructions that help the AI more closely follow your requirements for tone, style, format, rules, target audience, context, consistency, and other aspects.

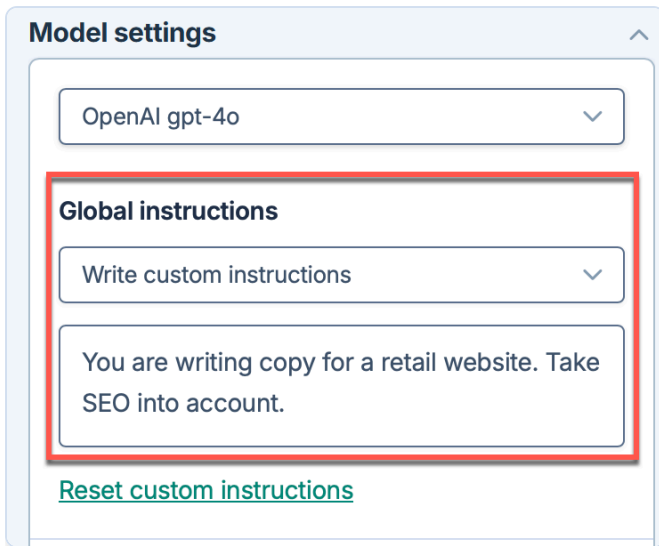
Define the instructions as **Global instructions** in the [Model settings](#). The instructions apply to all bulk tools and GPT functions in the current workbook.

INFO

Global instructions apply to all bulk tool runs and all GPT function executions in the current workbook.

For example, to add instructions to follow SEO best practices:

```
You are writing copy for a retail website. Take SEO into account.
```

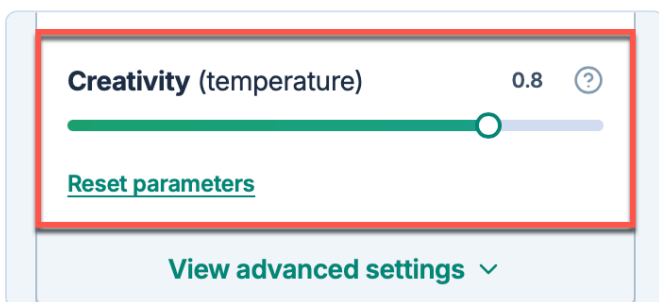


Adjust the creativity level

Adjust the level of [creativity](#) (accuracy vs. freedom) the AI is allowed in generating results. The higher the value, the greater the creativity.

For example:

- If you're generating marketing content, set a high creativity level to generate more engaging and imaginative text.
- If you're generating technical specifications, set a low creativity level to ensure the generated text is precise and factual.
- If you need the AI to follow your instructions to the letter, set the creativity level to **0**.



INFO

The creativity level applies to all bulk tool runs and all GPT function executions in the current workbook.

Reformat

Use the **Reformat** bulk tool to standardize dates, phone numbers, or any other text to a consistent format directly in Excel. For example, you can reformat product names before you include them in

your catalog.

Settings (Reformat)

The screenshot shows a spreadsheet with the following data:

	A	B
1	Reformatting product names	
2	Name	Standard format
3	BLACK T-SHIRT Small	
4	yellow t-shirt M	
5	Navy T-Shirt large	
6	WHITE T-SHIRT Small	
7	white t-shirt Medium	
8	red t-shirt L	
9	blue t-shirt S	
10	Purple t-shirt MEDIUM	
11	BLUE T-SHIRT L	
12	BLACK HOODIE small	
13	yellow hoodie M	
14	Black Hoodie large	
15	WHITE HOODIE S	
16	green HOODIE Medium	
17	WHITE hoodie L	
18	BLUE hoodie size small	
19	grey Hoodie Medium	
20	black jacket medium	
21	Blue Jacket L	
22	Yellow Jacket Size Small	
23	RED HOODIE LARGE	

The 'Reformat' settings panel includes the following options:

- Header row:** 2
- Reformat each cell in column:** A: Name
- To:** Color | Model | Size (S, M, or L)
- Put results in column:** B: Standard format
- Reformatting instructions:** Use title case

	Field	Description	Example
1	Header row (optional)	If your column headers aren't in the first row, select the number of the row that contains the headers. The bulk tool will run on the rows below this one.	2
2	Reformat each cell in column	Select the column that contains the text to reformat.	A: Name
3	To	Describe the format to which you want to convert the text.	Color Model Size (S, M, or L)

	Field	Description	Example
4	Put results in column	Select the column to put the results in. Cells in this column won't be overwritten with the results if they contain text.	B: Standard format
5	Reformatting instructions (optional)	Enter specific instructions for the reformatting.	Use title case

	A	B
1	Reformatting product names	
2	Name	Standard format
3	BLACK T-SHIRT Small	Black T-Shirt S
4	yellow t-shirt M	Yellow T-Shirt M
5	Navy T-Shirt large	Navy T-Shirt L
6	WHITE T-SHIRT Small	White T-Shirt S
7	white t-shirt Medium	White T-Shirt M
8	red t-shirt L	Red T-Shirt L
9	blue t-shirt S	Blue T-Shirt S
10	Purple t-shirt MEDIUM	Purple T-Shirt M
11	BLUE T-SHIRT L	Blue T-Shirt L
12	BLACK HOODIE small	Black Hoodie S
13	yellow hoodie M	Yellow Hoodie M
14	Black Hoodie large	Black Hoodie L
15	WHITE HOODIE S	White Hoodie S
16	green HOODIE Medium	Green Hoodie M
17	WHITE hoodie L	White Hoodie L
18	BLUE hoodie size small	Blue Hoodie S
19	grey Hoodie Medium	Grey Hoodie M
20	black jacket medium	Black Jacket M
21	Blue Jacket L	Blue Jacket L
22	Yellow Jacket Size Small	Yellow Jacket S
23	RED HOODIE LARGE	Red Hoodie L

Done! (24/24) ×
24 successful executions
Close

Use title case

Spreadsheet settings ▾
Model: gpt-4o
Instructions: empty

Start from row: **Auto** Fixed

3 rows All rows **Run all rows**

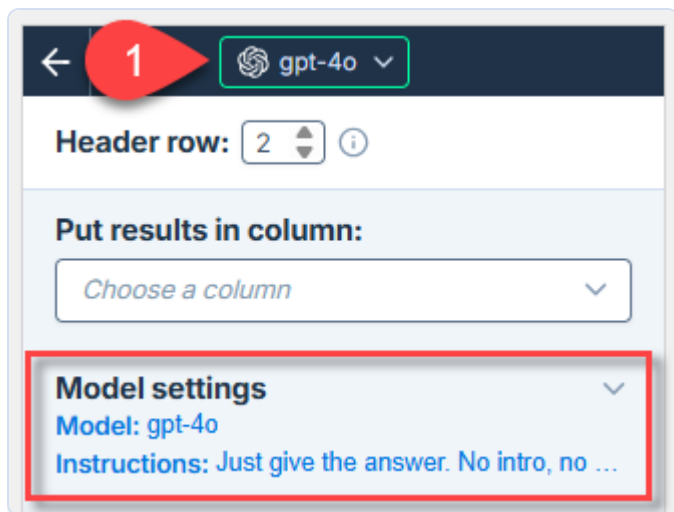
*Tip: Try 1-3 rows before running many rows!
We will not overwrite existing data.
Empty rows will be skipped.*

\$71.94 remaining ⓘ **Buy more**

Improve results (Reformat)

Try different models

[Find out which model works best for your use case.](#) You can try different models by selecting them in the [model switcher](#).

**INFO**

The model selection applies to all bulk tool runs and all GPT function executions in the current workbook.

Provide additional instructions

You can improve response quality by providing specific instructions that help the AI more closely follow your requirements for tone, style, format, rules, target audience, context, consistency, and other aspects.

You can define the following types of instructions for the AI:

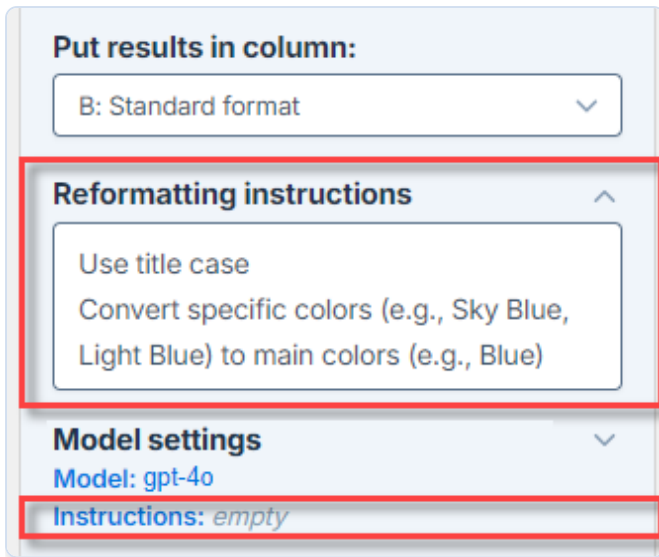
- **Reformatting instructions** are defined for the current bulk tool run.
- **Global instructions** are defined in the [Model settings](#) and apply to all bulk tools and GPT functions in the current workbook.

If both bulk tool instructions and global instructions are defined, the AI uses both as a combined set of instructions. For consistent results, make sure both sets of instructions are aligned and do not contradict each other.

INFO

Global instructions apply to all bulk tool runs and all GPT function executions in the current workbook.

For example, to omit the global instructions and only define reformatting instructions:



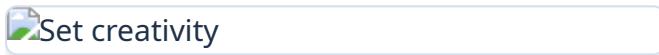
Put results in column:
B: Standard format

Reformatting instructions
Use title case
Convert specific colors (e.g., Sky Blue, Light Blue) to main colors (e.g., Blue)

Model settings
Model: gpt-4o
Instructions: empty

Set Creativity to 0

Ensure **Creativity** is set to **0**. This helps the AI follow instructions more closely.



Set creativity

i INFO

The [creativity level](#) applies to all bulk tool runs and all GPT function executions in the current workbook.

What's next

- [Select a model.](#)
- [Search the web with bulk tools.](#)
- [Use images with bulk tools.](#)
- [Configure bulk tool behavior.](#)

Select a model for bulk tools in Excel

[GPT for Excel](#) supports a [range of models](#) that you can use with the [bulk tools](#). To help you find the model that offers the best balance of accuracy, speed, and cost for your use case, see our [recommended models](#).

The available models depend on:

- **The API keys set for your current space.** GPT for Excel gives you access to a default set of models available without API keys. To access additional models, [set an API key for one or more AI providers](#).
- **The API endpoints set up for your current space.** To access even more models, set up a connection to an [Azure OpenAI endpoint](#) or any [OpenAI-compatible API endpoint](#).
- **The model settings for your current space.** Space owners and admins can [control which models are available in GPT for Excel](#).

Recommended models

As a general rule, OpenAI models are more reliable and less likely to decline prompts than models from other providers.

The following table lists our recommended models available without an API key.

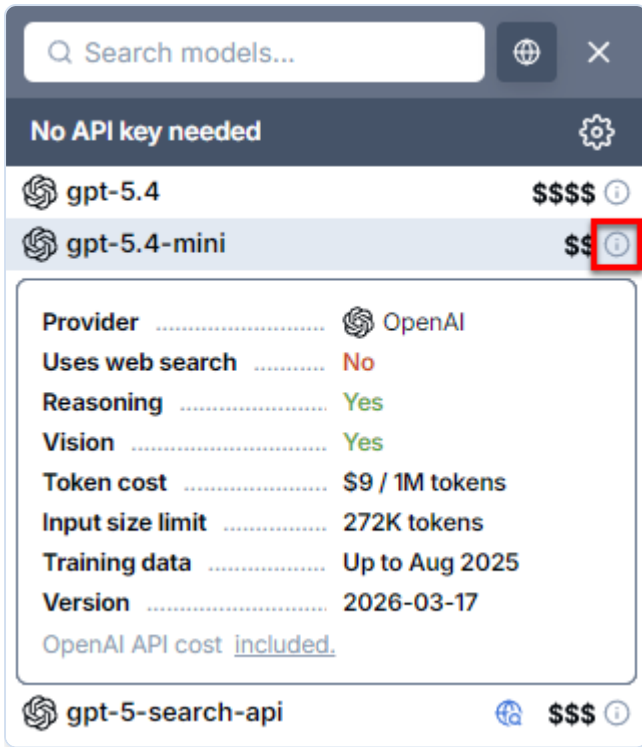
Use case	Recommended model	Alternative model
General purpose	gpt-5.4-mini	gpt-5.4-nano
Translation	claude-4.6-sonnet	gpt-5.4-mini
Content creation	claude-4.6-sonnet	

TIP

For information about recommended models when working with web search and images, see:

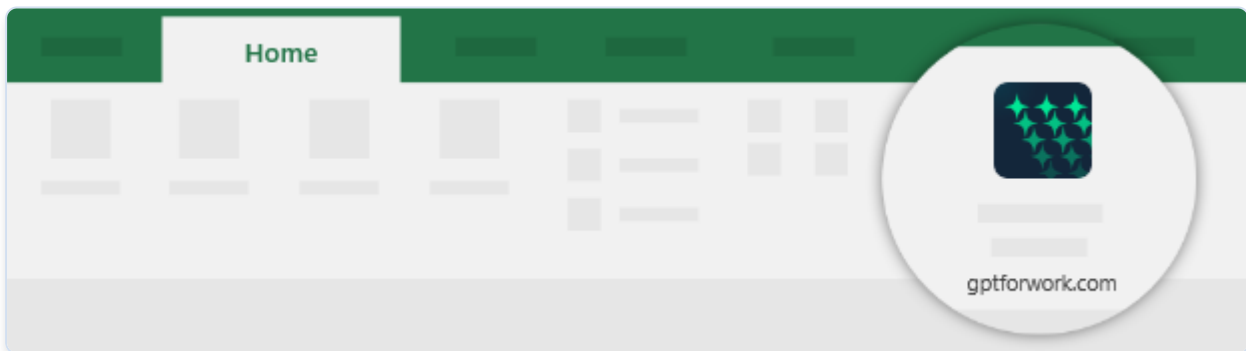
- [Search the web](#)
- [Use images in prompts](#)

To learn more about a model, hover over the model info icon in the model switcher. A tooltip opens with detailed information about the model.



Select a model without an API key

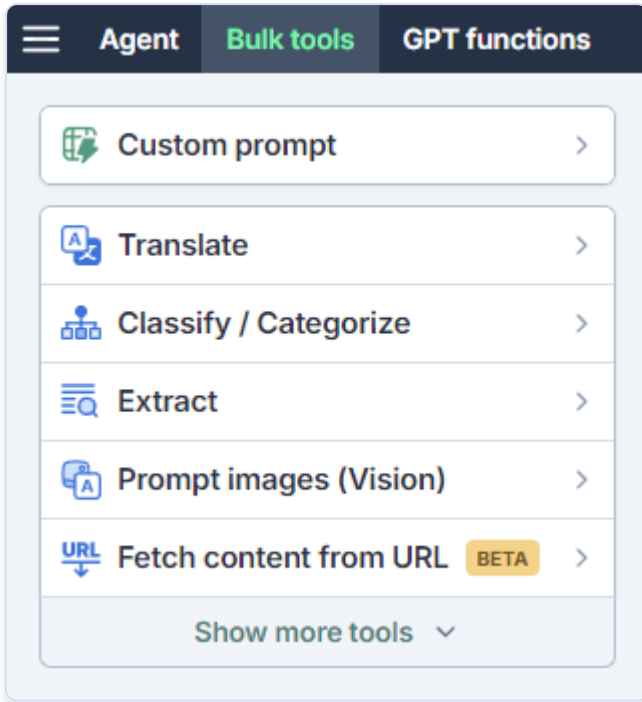
- 1 Open a Microsoft Excel workbook.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



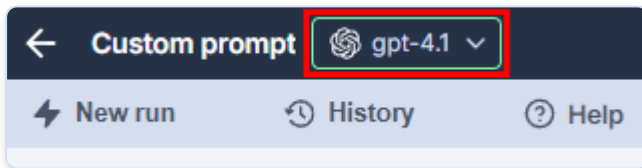
ⓘ INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more.](#)

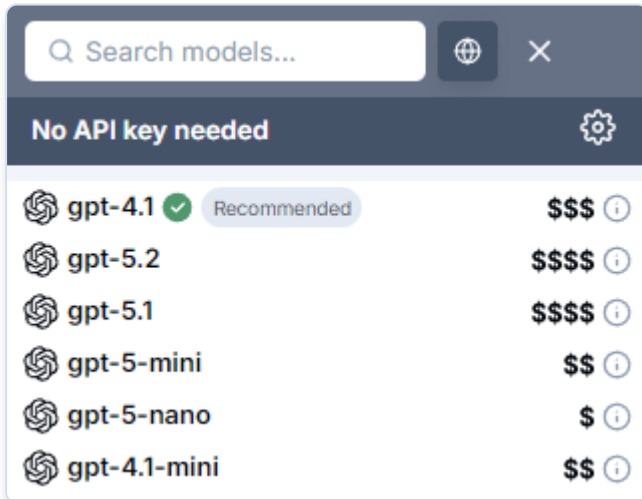
- 3 In the sidebar, select **Bulk tools** and select any bulk tool.



- 4 Open the model switcher.



- 5 Under **No API key needed**, select a model.



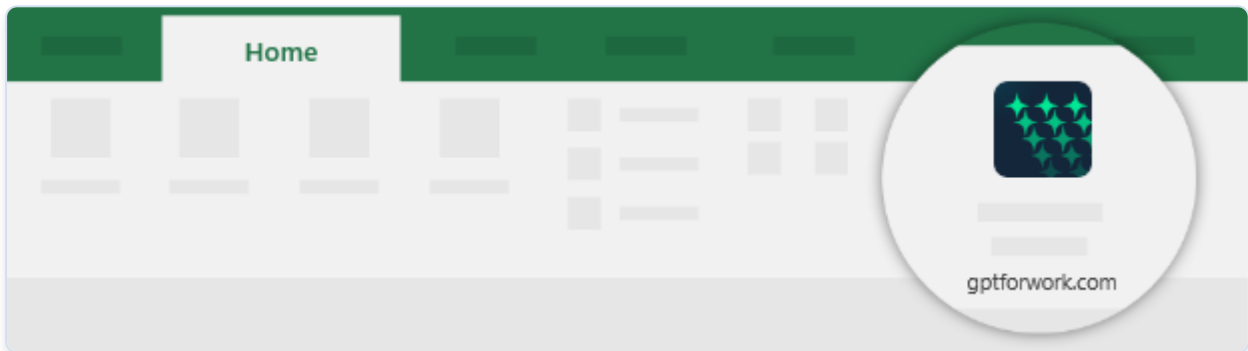
GPT for Excel now uses the selected model to generate responses for bulk tools.

Select a model with an API key

▼ Prerequisites

- You have [set an API key](#) for the AI provider whose model you want to use.
- If you want to use an Azure model or an OpenAI-compatible model from an API endpoint, you have set up the [correct endpoint](#).

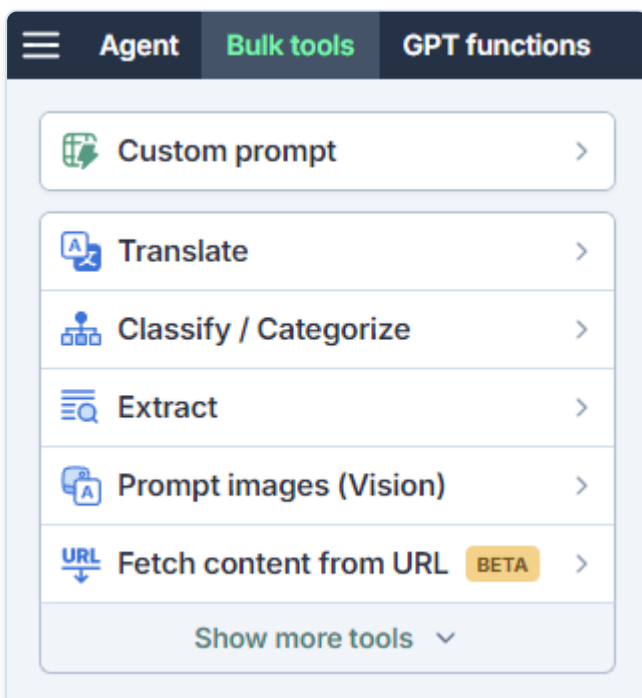
- 1 Open a Microsoft Excel workbook.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



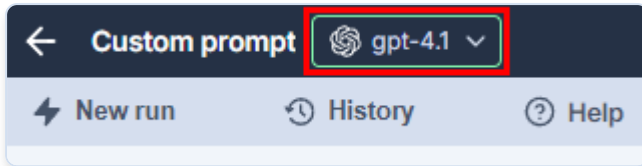
📘 INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

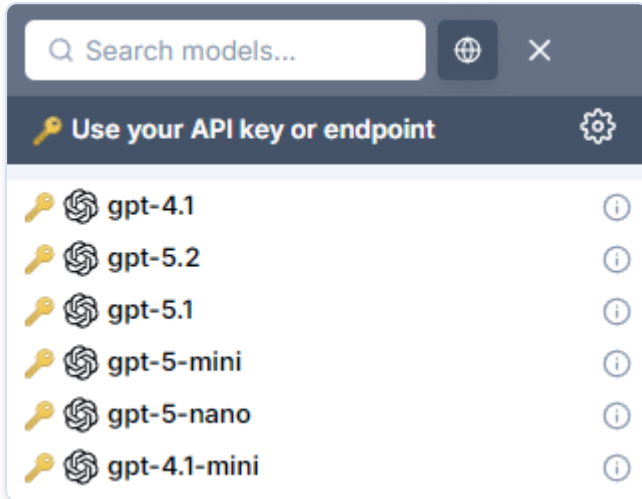
- 3 In the sidebar, select **Bulk tools** and select any bulk tool.



- 4 Open the model switcher.



- 5 Under **Use your API key or endpoint**, select a model with a key icon.



GPT for Excel now uses the selected model to generate responses for bulk tools.

What's next

Learn more about models:

- [AI providers & models supported by GPT for Work](#)
- [LiveBench \(a good model benchmark\)](#)

Select which rows to process with bulk tools in Excel

Bulk tools in GPT for Excel are designed to process only the relevant rows in your spreadsheet. You can additionally control where to start and how many rows to process, making it easy to test on a small sample before processing your entire dataset.

Bulk tools automatically skip:

- 1 The header row
- 2 Rows with content in the result column
- 3 Rows where all input columns are empty
- 4 Hidden or filtered rows

In the figure below, all rows with a green background will be processed by the [Translate bulk tool](#).

The screenshot displays the GPT for Excel interface for the 'Translate' bulk tool. The spreadsheet on the left has the following data:

	A	B
1	Translating product names	
2	Product Name	Product Name - FR
3	Classic Leather Sneakers	
4	Vintage Suede Loafers	
5	Sporty Mesh Running Shoes	Chaussures de course en mesh
6	Elegant High Heels	
7	Casual Slip-On Canvas Shoes	
8		
9	Stylish Ankle Boots	
10	Trendy Platform Sandals	
11	Comfortable Walking Shoes	
12		
13		
14	Rugged Work Boots	
15	Sleek Dress Shoes	
16	Beach Flip Flops	
17	Sporty Basketball Shoes	
18	Elegant Evening Sandals	

The tool settings on the right are:

- Header row: 2
- Translate each cell in column: A: Product Name
- From: (optional) Detect language
- To: French
- Put results in column: B: Product Name - FR
- Start from row: Auto
- rows: All rows (selected)
- Run all rows button

Try a bulk tool on a few rows, then run all rows

The default settings for bulk tool runs is ideal for starting with a quick test:

Setting	Value	Description
Header row	1	Row 1 contains the column headers.

Setting	Value	Description
Start from row	Auto	The tool processes the first 3 rows after the header row. If a row has a non-empty cell in the result column, the tool skips to the next row.
X rows	3	The tool processes 3 rows after the header row.

To run a bulk tool with the default settings, simply click **Run 3 rows**.

The following video shows you how to run the [Extract tool](#) on 3 rows to check that the specifications for your product descriptions are extracted correctly.

When you're ready to run the tool on the whole spreadsheet, change the row setting to **All rows** and click **Run all rows**. The tool skips the first 3 rows as they have already been processed.

Run a bulk tool on new content only

If you've already run a bulk tool on a spreadsheet and then add new data, you don't need to filter the new rows to process them. Just run the tool again on all rows. It skips the rows that have already been processed.

Setting	Value	Description
Start from row	Auto	The tool starts on the first empty cell in the result column.
X rows	All rows	The tool processes all remaining rows, skipping the rows that have already been processed.

The following video shows how to run the [Classify / Categorize](#) tool to process only new rows in a product list. Even if the list is already sorted so that the new rows are not all at the end, the tool only processes the new rows.

Run a targeted test

You can target a specific section of rows in a spreadsheet by explicitly defining the start row and the number of rows to process:

Setting	Value	Description
Start from row	Fixed: 5	The tool starts on the first empty cell in the result column on or after row 5.
X rows	2	The tool processes 2 rows, starting from the first empty cell in the result column on or after row 5.

The following video shows you how to run the [Translate tool](#) on 2 rows to check that your glossary is taken into account when translating your product names from English to French.

Rerun a bulk tool on a few cells

To rerun a bulk tool on a few cells, simply delete the cell content and rerun the tool. This allows you to easily update a few selected rows without affecting the rest of the results:

Setting	Value	Description
Start from row	Auto	The tool starts at the first empty cell in the result column.
X rows	All rows	The tool processes all rows with empty cells in the result column.

The following video shows how to rerun the [Custom tool](#) on a few cells to update the results after tweaking your prompt.

TIP

To rerun a bulk tool on the same rows, you can select a new column to write the results to. This way, you can keep the original results and compare them with the new ones.

What's next

- Discover [all bulk tools available in GPT for Excel](#).
- If you encounter issues with bulk tools, see the [troubleshooting guide](#).

Search the web with bulk tools in Excel

Search the web directly in [GPT for Excel](#) using bulk tools with [web search models](#). These models use fresh web search data, which allows you to generate up-to-date responses about companies, current events, facts, and more, directly in your workbook. You can also fetch content from specific URLs to extract information from web pages.

Choose the right web search model

Choose a web search model that best fits your use case.

Web search

Get information that is not in the model's built-in knowledge:

- **Example:** Finding the current CEO of a company.
- **How it works:**

All web search models can go beyond their built-in knowledge by accessing information from search engines, like Google or Bing. This allows models, which have compressed historical knowledge, to explore topics in greater depth, with more current data or with a specific focus.

- **Recommended models:**
 - [Sonar](#) for quick results (cheapest).
 - [Sonar Pro](#) or [OpenAI Search models](#) for high quality results.
 - [Gemini models with Web search](#) for Google search quality (most expensive).

Content fetching

Focus on specific URLs and extract content from them:

- **Example:** Extracting the product name and price from the URL of a product page.
- **How it works:** Some web search models can access the full content from specific URLs. The full content is added to the context of the models, so they can use it to answer questions about the content or extract information from it.
- **Recommended models:**
 - [Gemini 2.5 models with URL context](#)

Supported web search models

[Click here for a list of all web search models supported by GPT for Excel](#)



Provider	Model	Without API key	With API key 	URL fetch
<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	All 	All 	All 
 Perplexity	sonar	Yes	Yes	No
 Perplexity	sonar-pro	Yes	Yes	No
 Perplexity	sonar-reasoning-pro	No	Yes	No
 Google	gemini-2.5-flash	Yes	Yes	Yes
 Google	gemini-2.5-flash-lite	No	Yes	Yes
 Google	gemini-2.5-pro	No	Yes	Yes
 Google	gemini-3-flash-preview	No	Yes	Yes
 Google	gemini-3.1-flash-lite-preview	No	Yes	Yes
 Google	gemini-3.1-pro-preview	No	Yes	Yes
 OpenAI	gpt-4o-mini-search-preview	Yes	Yes	No
 OpenAI	gpt-4o-search-preview	Yes	Yes	No
 OpenAI	gpt-5-search-api	Yes	Yes	No
 Parallel	speed	Yes	No	No

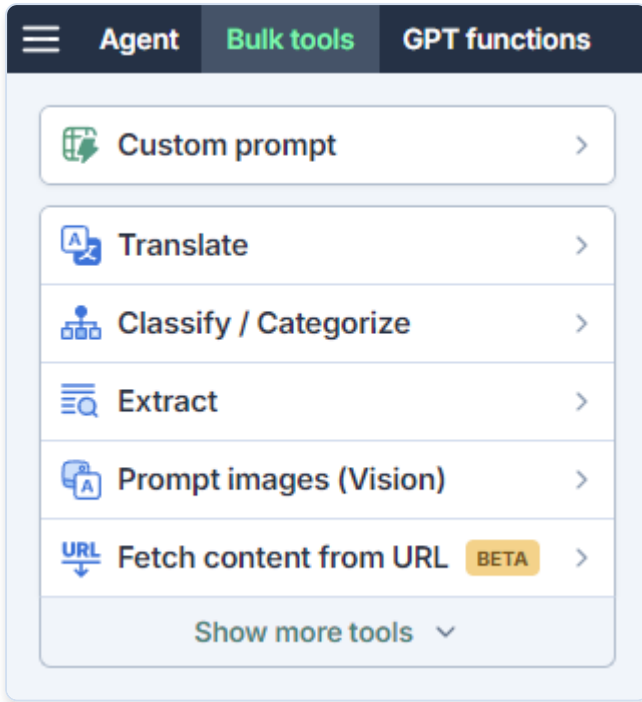
For detailed pricing information, see [Model prices](#).

Use web search models

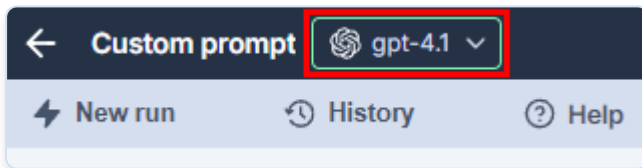
Use bulk tools to perform web searches with any model that has web search capabilities ().

- 1 [Open GPT for Excel](#).

- In the sidebar, select **Bulk tools** and select the bulk tool you want to use.



- Open the model switcher.



- 4 Enable the web search filter and select a web search model (🌐).

- 5 (Optional) Configure the [model-specific settings](#) in the sidebar. For Gemini models, make sure [web search is enabled](#).

- 6 Set up your bulk tool run. For example, to set up a **Custom prompt** run:

	A	B
1	Event	Information
2	SalsaRave Barcelona 2025	
3	SoulDance Bachata & Salsa Festival Vol.5 2025	
4	Cologne Salsa Congress 2025	
5	Amsterdam International Salsa Festival 2025	
6	Berlin Salsacongress 2025	
7	Paris International Salsa Congress 2025	
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		

	Field	Description	Example
1	Prompt to run for each row	Enter the prompt you want to run for each row.	Find and summarize reviews for: <code>'{{Event}}'</code> .
2	Put results in column	Select the column to put the results in. Cells in these columns won't be overwritten with the results if they contain text.	B: Information
3	Show sources	Enable this option to write source references in the column to the right of the results column.	Enabled

7 Click **Run rows**.

Your search results appear in the output column. If you enabled source references, they appear in the adjacent column.

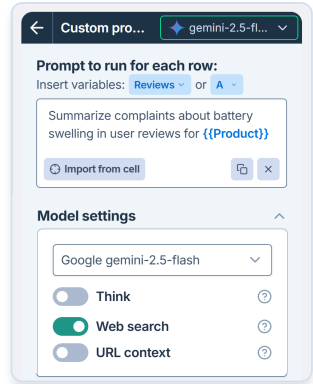
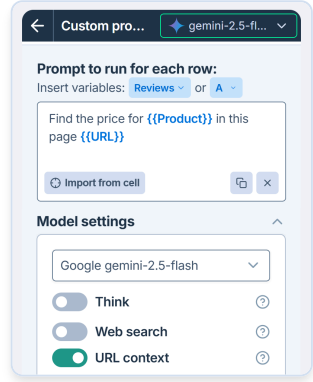
The screenshot displays an Excel spreadsheet with three columns: A (Event), B (Information), and C (Sources). The 'Event' column contains three rows of event names. The 'Information' column contains detailed text descriptions for each event. The 'Sources' column contains URLs for each event. To the right, the 'GPT for Excel Word' interface is visible, showing a 'Done!' notification with '6 successful executions' and '0 errors'. Below the notification, there are settings for 'Put results in column' (set to 'B: Information') and 'Show sources in column C' (checked). The 'Model settings' section shows 'Model: sonar' and 'Instructions: Just give the answer. No intro, ...'. The 'Web search options' section shows 'Context size: medi...' and 'Only in those domains: (Up to 3)'. The interface also includes a 'Close' button and a 'sonar' logo.

For instructions on how to use the tools, see [Bulk tools](#).

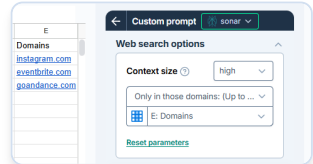
Model-specific settings

Use the model-specific settings to configure the web search model for your use case.

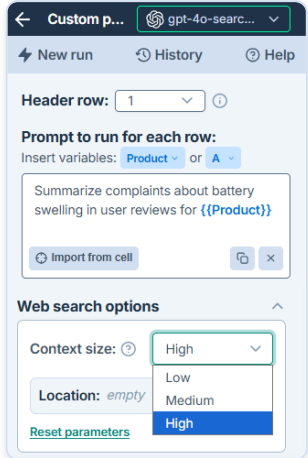
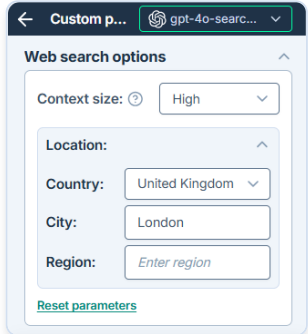
Google Gemini

Setting	Description	Example
Web search	Let Gemini decide when a Google search can improve the answer. This allows Gemini to provide more accurate answers and cite verifiable sources beyond its built-in knowledge. Enabling Web search incurs an additional search cost .	
URL context	Provide up to 20 URLs (pages, images, PDFs) in your prompt to focus your search. No search cost is incurred, but the content retrieved from URLs counts as input tokens.	

Perplexity Sonar

Setting	Description	Example
Context size	Choose how much content to retrieve from each source. Larger sizes produce richer and more detailed responses at a higher cost .	
Domains <i>Bulk tools only</i>	Specify up to 20 domains to generate responses based only on search results from these domains. Use simple domain names (e.g., <code>wikipedia.org</code>) without additional elements like the prefixes <code>https://</code> or <code>www.</code>	

OpenAI Search

Setting	Description	Example
<p>Context size</p>	<p>Choose how much content to retrieve from each source. Larger sizes produce richer and more detailed responses at a higher cost.</p>	
<p>Location</p>	<p>To refine search results based on geography, specify an approximate user location using country, city, and/or region.</p>	

Use images in bulk tool prompts in Excel

Use images in your prompts with [GPT for Excel](#) and [vision models](#). These models are multimodal and can process both text and images as input.

TIP

Don't have image URLs yet? Learn how to [host images on Google Drive for AI processing](#).













INFO











Supported image formats: PNG, JPEG, WebP, non-animated GIF

Supported vision models

We recommend using **gpt-5.4** to analyze images, but you can use any vision model supported by GPT for Excel.

[Click here for a list of all vision models supported by GPT for Excel](#) ▼

Provider	Model	Without API key	With API key 
<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	All ▼	All ▼
 OpenAI	gpt-4.1	Yes	Yes
 OpenAI	gpt-4.1-mini	Yes	Yes
 OpenAI	gpt-4.1-nano	Yes	Yes
 OpenAI	gpt-4o	Yes	Yes
 OpenAI	gpt-5	Yes	Yes
 OpenAI	gpt-5-chat	Yes	Yes
 OpenAI	gpt-5-mini	Yes	Yes
 OpenAI	gpt-5-nano	Yes	Yes
 OpenAI	gpt-5.1	Yes	Yes
 OpenAI	gpt-5.2	Yes	Yes
 OpenAI	gpt-5.4	Yes	Yes

Provider	Model	Without API key	With API key 
 OpenAI	gpt-5.4-mini	Yes	Yes
 OpenAI	gpt-5.4-nano	Yes	Yes
 OpenAI	gpt-5.5	Yes	Yes
 OpenAI	o1	Yes	Yes
 OpenAI	o3	Yes	Yes
 OpenAI	o4-mini	Yes	Yes
 Anthropic	claude-4-6-sonnet	Yes	Yes
 Anthropic	claude-4-sonnet	Yes	Yes
 Anthropic	claude-4.1-opus	No	Yes
 Anthropic	claude-4.5-haiku	Yes	Yes
 Anthropic	claude-4.5-opus	Yes	Yes
 Anthropic	claude-4.5-sonnet	Yes	Yes
 Anthropic	claude-4.6-opus	Yes	Yes
 Anthropic	claude-4.7-opus	Yes	Yes
 Mistral	mistral-medium	No	Yes
 xAI	grok-4-1-fast	No	Yes
 xAI	grok-4-1-fast-non-reasoning	No	Yes

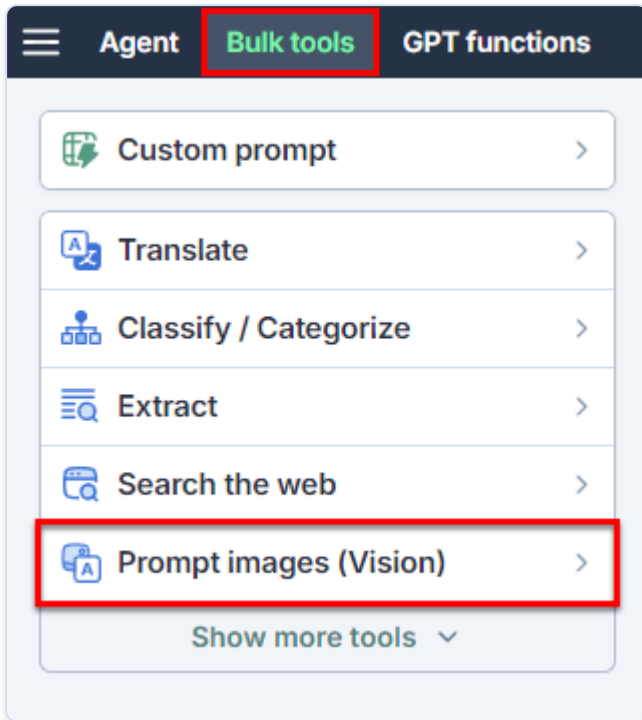
Prompt images

TIP

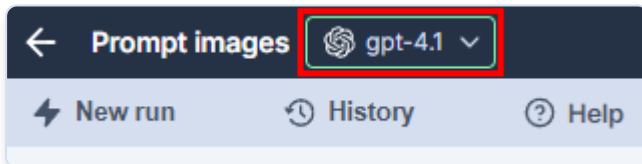
Want to use both text and images in your prompt? Skip to [Prompt images with additional text input](#).

Use the **Prompt images (Vision)** bulk tool to apply a prompt to images in your spreadsheet.

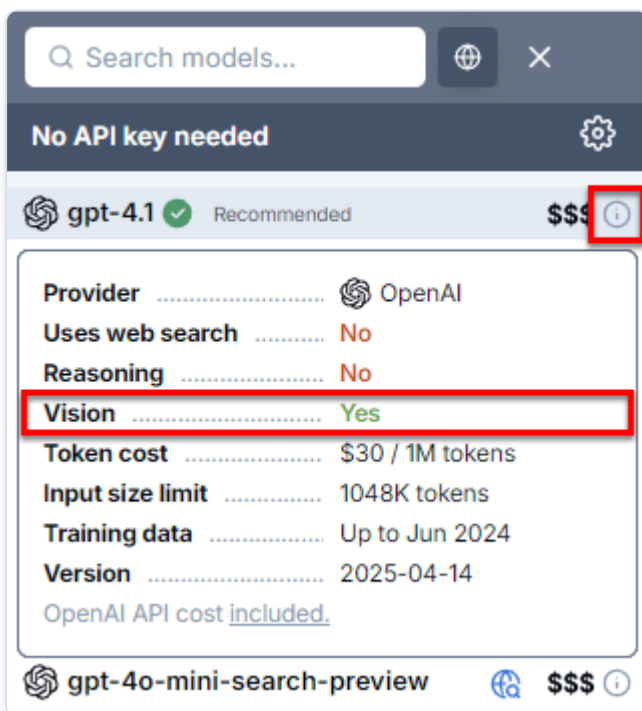
- 1 [Open GPT for Excel.](#)
- 2 In the sidebar, select **Bulk tools** and select **Prompt images (Vision)**.



- 3 Open the model switcher.



- 4 Select a vision model.



5 Set up your bulk tool run.

	Field	Description	Example
1	Prompt	Enter the prompt you want to apply to each image.	Write a short description of this product based on how it looks, how it's used, and its build quality.
2	Columns containing image URLs	Select up to five columns that contain image URLs. For each row, the tool processes all images present in the selected columns. URLs must be publicly accessible.	C: Front image, D: In-use image, E: Material detail image

	Field	Description	Example
3	Image resolution	<p>Choose the level of detail for image processing:</p> <ul style="list-style-type: none"> o High: Better image understanding, higher latency and cost o Low: Faster processing, lower cost o Auto: Let the model decide (default) 	Low
4	Put results in column	Select the column to put the results in. Cells in this column won't be overwritten with the results if they contain text.	F: Description

6 Click **Run rows**.

Start from row: Auto Fixed

3 rows All rows Run 3 rows

*Tip: Try 1-3 rows before running many rows!
We will not overwrite existing data.
Empty rows will be skipped.*

You have set up and run the **Prompt images (Vision)** bulk tool to apply a prompt to images in your spreadsheet.

The screenshot shows a spreadsheet with columns: Product name, Preview, Front image, In-use image, Material detail image, and Description. The first three rows contain data for a Sony Alpha 7 IV camera, a Rode NT1 Microphone, and a DJI Mini 3 Pro drone. The 'Description' column contains detailed text for each product. On the right, a sidebar shows a 'Done!' notification with '3 rows to process' and '3 successful executions'. Below it, the 'Model settings' panel is visible, showing 'Model: gpt-4.1', 'Instructions: Just give the answer. No intro, ...', and 'Creativity (temperature): 1'. The 'Start from row' section is also visible, with 'Auto' selected and 'Run 3 rows' button highlighted. At the bottom, it shows '\$80.71 remaining' and a 'Buy more' button.

For instructions on how to improve the results, see the [tool guide](#).

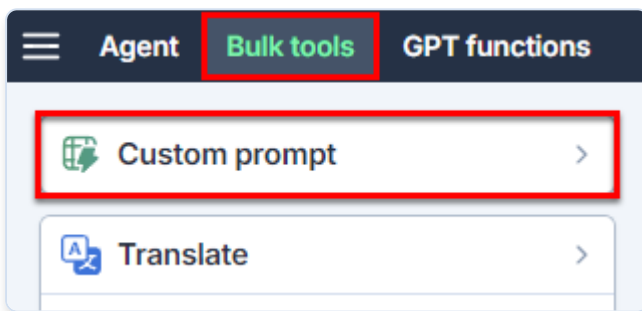
Prompt images with additional text input

Use the **Custom prompt** bulk tool to combine a prompt with text and images from your spreadsheet.

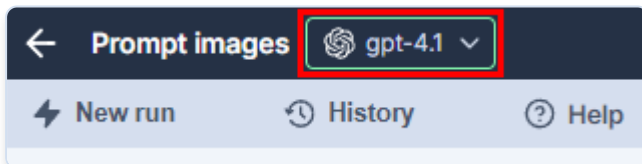
i INFO

In the **Custom prompt** bulk tool, the image resolution is fixed to **Low** and cannot be changed.

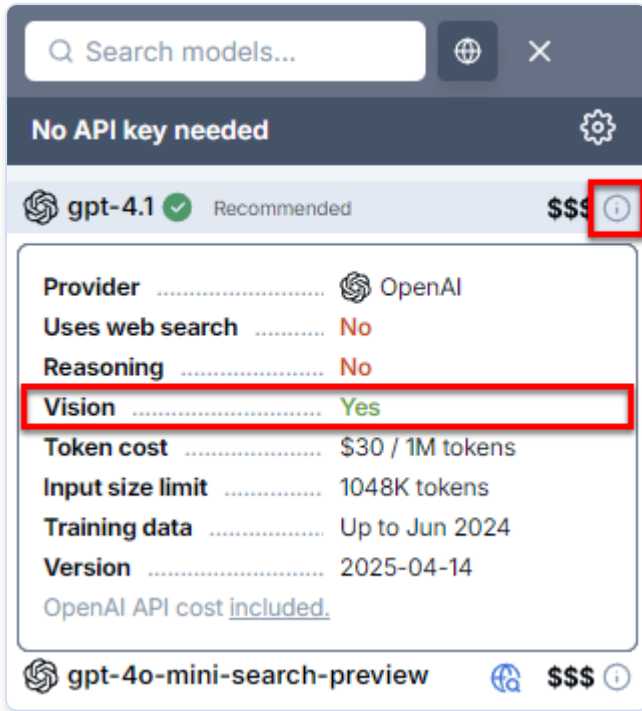
- 1 [Open GPT for Excel](#).
- 2 In the sidebar, select **Bulk tools** and select **Custom prompt**.



- 3 Open the model switcher.



4 Select a vision model.



5 Write your prompt and include any variables to be replaced with values from your spreadsheet.

```
Write a short description of {{Product name}} based on how it looks, how it's used, and its build quality.
```

6 Click **Configure image columns** to show the **Columns containing image URLs** dropdown,

and select the columns that contain image URLs.

The screenshot shows two side-by-side panels of the 'Custom prompt' tool. Both panels have a 'Header row' dropdown set to '1'. The left panel shows a text input field with the prompt: 'Write a short description of {{Product name}} based on how it looks, how it's used, and its build quality.' Below the input is an 'Import from cell' button and a close button. A red box highlights a 'Configure image columns' button, with a red arrow pointing to the right panel. The right panel shows the 'Remove image columns' button and a section titled 'Columns containing image URLs:' with a dropdown menu showing 'C: Front image, D: In-use image, E...'. Below this is a list of columns with checkboxes: 'A: Product name', 'B: Preview', 'C: Front image', 'D: In-use image', 'E: Material detail image', and 'F: Description'. The first three are checked. At the bottom, it shows '\$80.71 remaining' and a 'Buy more' button.

7 Click **Run rows**.

The screenshot shows the 'Run rows' configuration panel. It has a 'Start from row:' dropdown with 'Auto' and 'Fixed' options. Below this are two radio buttons: '3 rows' (selected) and 'All rows'. A green 'Run 3 rows' button is highlighted with a red box. Below the buttons is a tip: 'Tip: Try 1-3 rows before running many rows! We will not overwrite existing data. Empty rows will be skipped.'

You have set up and run the **Custom prompt** bulk tool to include images and text from your spreadsheet.

The screenshot shows the GPT for Excel interface. On the left, a table with columns A-F is visible. Row 1 has headers: Product name, Preview, Front image, In-use image, Material detail image, and Description. Rows 2-4 contain data for 'Camera 7 IV', 'XYZ Microphone', and 'ABC Mini 3 Pro' respectively. On the right, a sidebar shows a 'Done!' status with 3 rows to process, 3 successful executions, and 0 errors. A 'Close' button is present. Below that, a 'Start from row:' section has 'Auto' and 'Fixed' options, with '3 rows' selected. A 'Run 3 rows' button is visible. At the bottom of the sidebar, it shows '\$80.68 remaining' and a 'Buy more' button.

For instructions on how to improve the results, see the [tool guide](#).

Host images on Google Drive for AI processing

To process an image in GPT for Excel, you need the direct URL of the image and the URL must be publicly accessible.

To host an image on Google Drive so that GPT for Excel can access and process it:

- 1 Upload the image to Google Drive.
- 2 Share the image publicly using the **Anyone with the link** option. For more information, see [Google Drive Help](#).

TIP

To prevent other users from commenting or editing the image, set the access role to **Viewer**.

- 3 Copy the link.
- 4 Get the image file ID from the link URL, and build the following new URL with the ID:

```
https://drive.google.com/uc?id=<image-file-id>
```

For example:

```
# Original share URL from "Copy link"
https://drive.google.com/file/d/1dTZrIkAHsV_hKnvL2KjH1pfc00SpYVux/view

# Direct image URL
https://drive.google.com/uc?id=1dTZrIkAHsV_hKnvL2KjH1pfc00SpYVux
```

You now have a direct image URL that you can access and process in GPT for Excel.

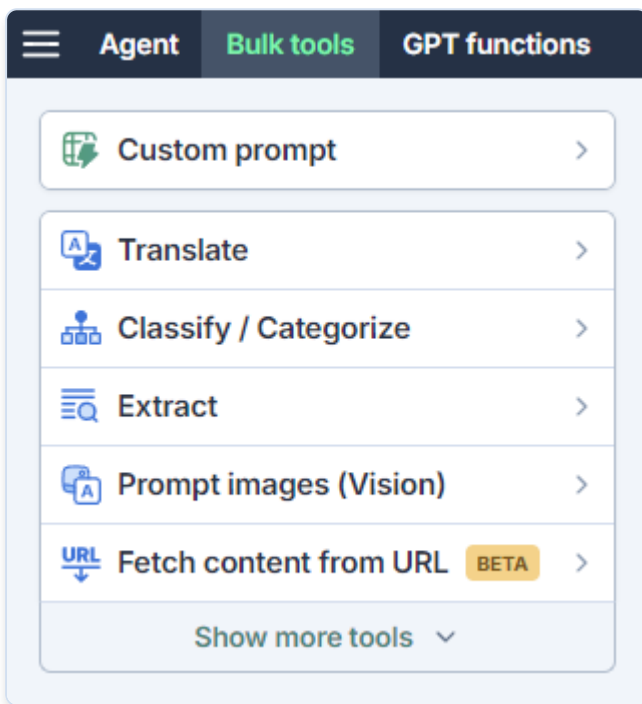
Configure bulk tool behavior in Excel

Configure model settings to customize how bulk tools behave in your workbook.

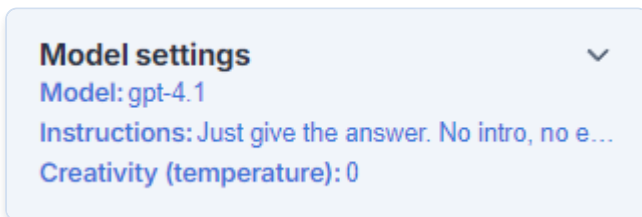
Add global instructions

Provide global instructions to specify preferences or requirements that you'd like the AI to consider when generating responses. The instructions apply to all bulk tools in the current workbook.

- 1 In the sidebar, select **Bulk tools** and select one of the tools.

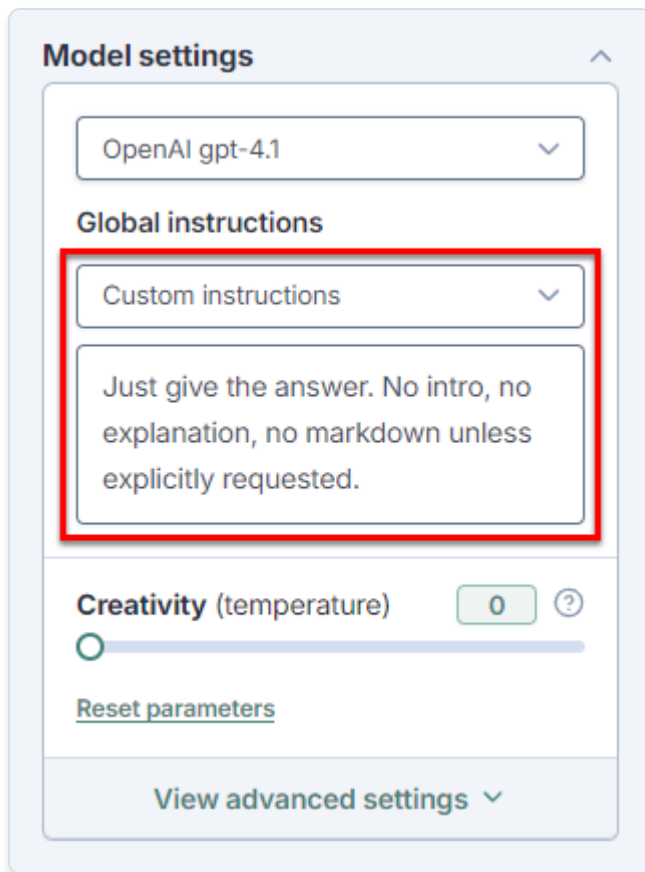


- 2 Expand **Model settings**.



- 3 In the **Global instructions** section, select the type of instructions you'd like to add and edit

them if needed.



Model settings

OpenAI gpt-4.1

Global instructions

Custom instructions

Just give the answer. No intro, no explanation, no markdown unless explicitly requested.

Creativity (temperature) 0

[Reset parameters](#)

[View advanced settings](#)

The AI takes the global instructions into account when generating responses for bulk tools in the current workbook.

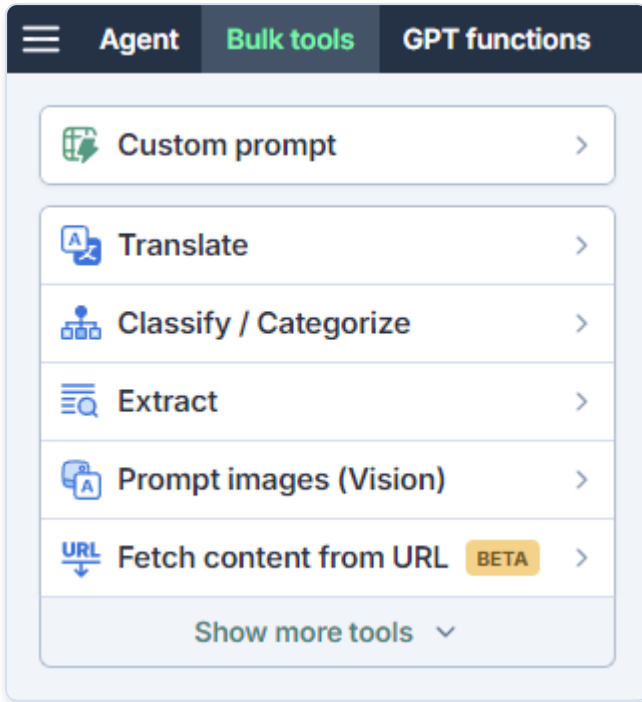
Set the creativity level

Control how creative the AI is by setting the **creativity level** (also called **temperature**). Lower creativity generates responses that are straightforward and predictable, while higher creativity generates responses that are more random and varied.

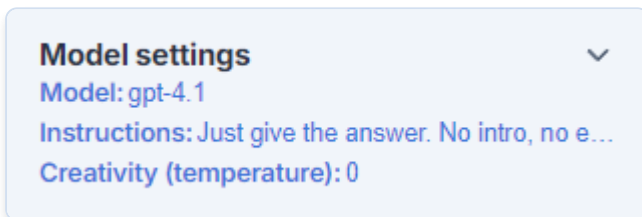
TIP

For more information about temperature as used by OpenAI to set the creativity level, see our [temperature guide](#).

- 1 In the sidebar, select **Bulk tools** and select one of the tools.



- 2 Expand **Model settings**.



- 3 Use the slider to set **Creativity** between **0** and **1**.

Model settings

OpenAI gpt-4.1

Global instructions

Custom instructions

Just give the answer. No intro, no explanation, no markdown unless explicitly requested.

Creativity (temperature) 0

[Reset parameters](#)

[View advanced settings](#)

The AI uses the creativity level when generating responses for bulk tools in the current workbook.

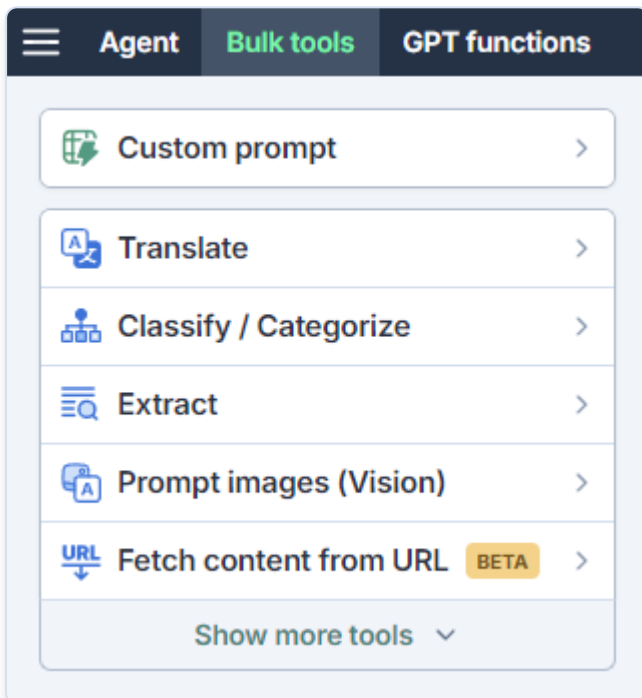
Adjust advanced settings

Adjust the advanced settings to have greater control over generated output for bulk tools in the current workbook. For more information about the settings, see the [OpenAI API documentation](#).

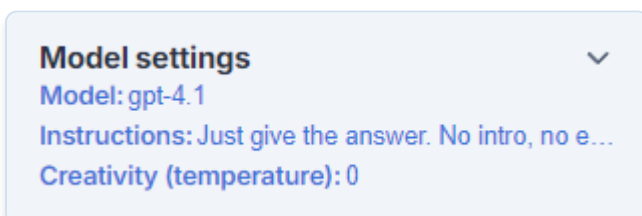
Term	Definition
Token	A token is a unit of text, such as a word, subword, punctuation mark, or symbol. Models split all input and output text into tokens for processing. Model providers use tokens as the basic unit for measuring model usage. The total number of tokens in a prompt (input) and the model's response (output) determines your credit consumption. For more information, see Tokens and How credits are consumed .
Top P	Helps adjust creativity level – Lower values result in more focused output, while higher values allow for more creative responses.

Term	Definition
Frequency penalty (not available for all models)	Penalizes tokens based on their frequency in the text so far – Higher values discourage the model from repeating the same tokens too frequently, as the more they appear in the text, the more penalized they get.
Presence penalty (not available for all models)	Penalizes new tokens based on whether they appear in the text so far – Higher values encourage the model to use new tokens that are not penalized.

- 1 In the sidebar, select **Bulk tools** and select one of the tools.



- 2 Expand **Model settings**.



3 Expand **View advanced settings**.

Model settings ^

OpenAI gpt-4.1 v

Global instructions

Custom instructions v

Just give the answer. No intro, no explanation, no markdown unless explicitly requested.

Creativity (temperature) 0 ?

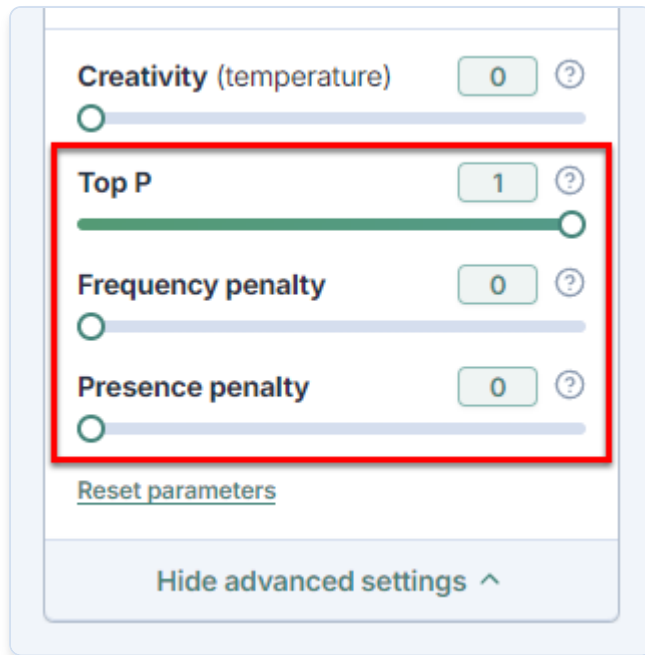
[Reset parameters](#)

View advanced settings v

4 Use the corresponding sliders to set the values for:

- **Top P:** Adjust creativity by setting the value between **0** and **1**.
Set the [creativity level](#) to **1** when the value for **Top P** is lower than **1**.
- **Frequency penalty:** Set a penalty between **0** and **2** to apply to tokens each time they are repeated in the result.
- **Presence penalty:** Set a one-time penalty between **0** and **2** for tokens that appear more

than once in the result.



GPT for Excel uses the advanced settings to generate responses for bulk tools in the current workbook (when a model supporting the settings is selected).

What's next

- [Select the model](#) that best fits your needs.
- [Run bulk tools.](#)

GPT functions in Excel

Build formulas with [GPT functions](#) to prompt AI from inside spreadsheet cells. Use the GPT for Excel sidebar to manage your GPT formulas.

Get started

Learn the basics of using GPT functions — from enabling GPT functions for a workbook to building formulas that combine GPT functions with native functions.

GPT functions reference

All the GPT functions, with simple examples and an extensive list of parameters.

Select a model

Select the model used by GPT functions in GPT for Excel.

Create GPT formulas

Create GPT formulas in Microsoft Excel and control the execution of GPT formulas.

Manage GPT formulas

Manage your GPT formulas and avoid unexpected changes and costs.

Search the web

Learn how to use web search models in GPT functions to get up-to-date information from the web.

Use images in prompts

Include images in GPT function prompts in Microsoft Excel.

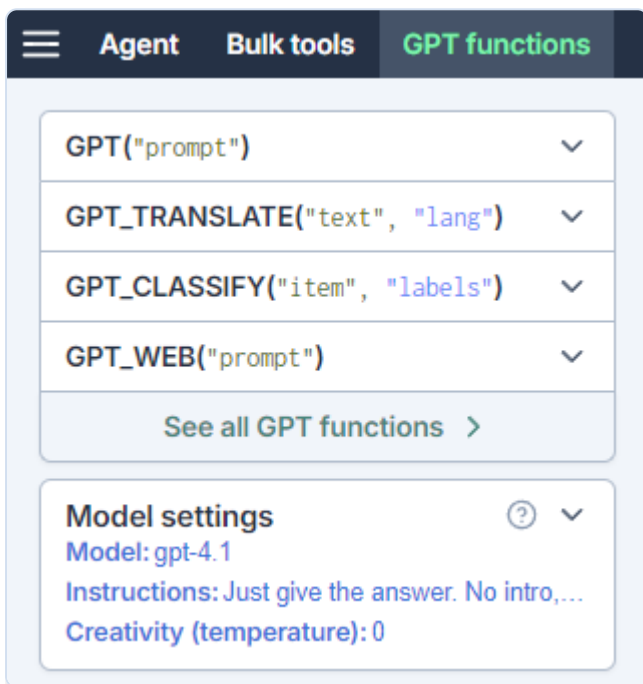
Configure behavior

Configure model settings to customize how GPT functions behave in Microsoft Excel.

Get started with GPT functions in Excel

GPT functions are custom [spreadsheet functions](#) in [GPT for Excel](#) that allow you to prompt AI from inside spreadsheet cells. GPT functions work exactly like native functions in that you can use them on their own or combine them with other functions when creating [formulas](#).

GPT for Excel provides dedicated GPT functions for selected use cases, such as translation, classification, and web search, as well as a generic GPT function for all other use cases. You can define function-specific parameters to further refine how the AI generates responses. You can find a list of all available functions with usage examples in the add-in sidebar.



This guide walks you through the basics of using GPT functions — from enabling GPT functions for a workbook through building formulas with GPT functions to using functions for web search and image processing. The focus is on the `GPT` function, the simplest function included in GPT for Excel, but the same rules apply to [all GPT functions](#).

TIP

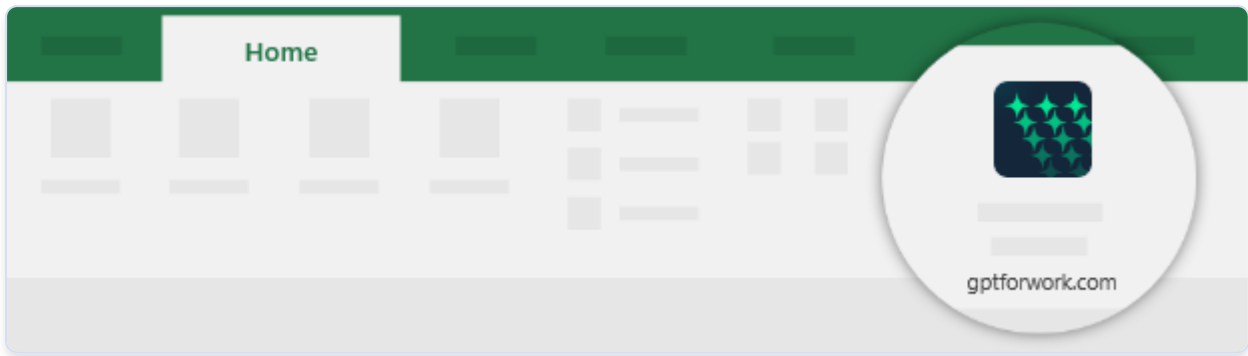
To try out the examples in this guide, download our [GPT function starter examples template](#), and open it in Excel as a new workbook.

Enable GPT functions

GPT for Excel must be running before you can use GPT functions for the first time in a workbook.

To start GPT for Excel:

- 1 Open the workbook where you want to use GPT functions.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



i INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

Use GPT functions

Learn the basics of using GPT functions, from how you type a function through how you use functions in formulas to how you search the web and process images with functions.

GPT function syntax

Each GPT function follows a specific syntax that consists of a **function name** and one or more **parameters** (also called "arguments") enclosed in parentheses. The parameters together tell the function what to do. Some parameters are required, while others are optional. The syntax of a function is presented as follows:

```
FUNCTION_NAME(parameter_1, parameter_2, [parameter_3])
```

The order of the parameters matters, so always write them in the order required by the function syntax. Optional parameters are in square brackets.

For example, the `GPT` function has the following syntax:

```
GPT(prompt, [value], [temperature], [model])
```

The `GPT` function takes the following four parameters:

Parameter	Required	Description
prompt	Yes	<p>The prompt for the AI. The prompt can be:</p> <ul style="list-style-type: none"> • Text: "Write a tagline for a tea house" • Cell reference: A1 • Range reference: A1:A3
value	No	<p>Input that you want to combine with the prompt. The input can be:</p> <ul style="list-style-type: none"> • Text: "Tone: Calm and serene" • Cell reference: B1 • Range reference: B1:B3 <p>If you provide value, GPT for Excel uses the following template to build the final prompt sent to the AI:</p> <pre data-bbox="555 981 1474 1160"><prompt> Input: <value> Output:</pre> <p>For example, if prompt is Write a tagline for a tea house and value is Tone: Calm and serene, the final prompt is:</p> <pre data-bbox="555 1368 1474 1547">Write a tagline for a tea house Input: Tone: Calm and serene Output:</pre> <div data-bbox="555 1585 1474 1809"> <p>INFO</p> <p>The Output line serves as a structural anchor that helps constrain the model into returning a clean, direct, and well-formatted response.</p> </div> <p>If you do not provide value, GPT for Excel sends prompt as is.</p>

Parameter	Required	Description
<code>temperature</code>	No	Number between <code>0</code> and <code>1</code> that specifies how creative the AI should be in generating the response: <ul style="list-style-type: none"> <code>0</code> sets minimum creativity. Responses to the same prompt are predictable and very similar. <code>1</code> sets maximum creativity. Responses to the same prompt can vary wildly. Highest risk of hallucination.
<code>model</code>	No	Name of the AI model that you want to use. You can find the model names in the model switcher in the add-in sidebar. Learn more.

The first parameter of the `GPT` function is required, so you always have to provide it. The remaining three parameters are optional, so you only need to provide them when you want additional control over how the function operates. You can provide one, two, or all three optional parameters, depending on your needs.

DOUBLE QUOTES

If a parameter takes a text value, always enclose the text in double quotation marks. For example:

✓ `GPT("Write a tagline for a tea house")`

✗ `GPT(Write a tagline for a tea house)`

The latter fails with an error because the function cannot interpret the words as valid parameters.

EMPTY PARAMETERS

If you skip an optional parameter other than the last one, always provide a lone comma ("empty parameter") as a placeholder to maintain the correct syntax. For example:

✓ `GPT("Write a tagline for a tea house", , 0.5, "claude-4-sonnet")`

✗ `GPT("Write a tagline for a tea house", 0.5, "claude-4-sonnet")`

The latter fails with an error because the function treats `0.5` as the second parameter (`value`, which expects text or a reference) and `"claude-4-sonnet"` as the third parameter (`temperature`, which expects a number).

Run a GPT function

To use the `GPT` function:

- 1 Select a cell where you want the response to appear.
- 2 Type the equal sign `=` followed by the function. For example, to use the `GPT` function with just the `prompt` parameter, type:

```
=GPT("Write a tagline for a tea house")
```

- 3 Press ENTER.

The function runs: It sends the prompt to the AI, receives a response, and displays the response in the selected cell.

⚠️ CALCULATED VALUES AND CONSTANTS

The text you see in the cell is the result of the formula — a dynamically calculated value. The actual value of the cell is the formula expression: `=GPT("Write a tagline for a tea house")`. You cannot edit the result; you can only edit the formula. If you want to set the result as the actual value of the cell, that is, if you want to turn the calculated value into a constant that you can edit, [replace the formula with its result](#).

The screenshot shows a spreadsheet interface. The formula bar at the top displays `=GPT("Write a tagline for a tea house")`. Below it, a table illustrates the function's output:

Formula	Example output	Try it out!
<code>=GPT("Write a tagline for a tea house")</code>	Where Every Sip Tells a Story	Sip Serenity, Savor Tradition

A tip on the right side of the spreadsheet reads: "Tip: If you copy-paste a formula, to run it, edit the cell and press ENTER." Below the table, there is a button labeled "Enter formula from B7".

Reference other cells from a GPT function

You can reference other cells and ranges from a GPT function. You can use [relative, absolute, and mixed references](#) as you would with any function.

For example, to retrieve the prompt for the `GPT` function from another cell:

- 1 Select a cell and enter the prompt:

```
Write a tagline for a tea house
```

 **TIP**

You do not need double quotation marks around the prompt here because Excel automatically returns the value as text.

- 2 Select another cell and enter the `GPT` function with the prompt cell as the only parameter. For example, if the prompt is in cell `B12`, enter:

```
=GPT(B12)
```

The function runs and returns the AI's response in the selected cell.

Both `GPT(B12)` and `GPT("Write a tagline for a tea house")` work the same way — they send the exact same prompt to the AI. The only difference is that the former retrieves the prompt from a cell, while the latter provides it directly as a text constant in the function.

Apply the same prompt to multiple cells

You can apply the same GPT function and prompt to adjacent cells by [filling the formula across a range](#).

For example, suppose you want to generate unique taglines for multiple businesses. The businesses are listed in one column of your sheet, and you want to fill another column with the corresponding taglines. You can generate the taglines by using the `GPT` function with the `prompt` and `value` parameters, where `prompt` specifies the basic instructions and `value` specifies a specific business as a cell reference:

- 1 Select the first tagline cell and enter the `GPT` function. For example, if the business whose tagline you're generating is specified in cell `B7`, enter:

```
=GPT("Write a tagline", B7)
```

The function combines the two parameters into a single prompt, based on the [underlying prompt template](#), which is then sent to the AI. For example, if `B7` contains the text `antique store`, the final prompt sent to the AI is:

```
Write a tagline
Input: antique store
Output:
```

The function runs and returns the AI's response in the selected cell.

- 2 Fill the formula down to apply it to the rest of the column: Select the fill handle and drag it down across the cells you want to fill. Excel automatically updates the cell reference in the function so that each row receives a tailored response based on its business. The formula in row 8 will reference `B8`, the formula in row 9 will reference `B9`, and so on.

To see how absolute references work, let's move the prompt to its own cell:

- 1 Select an empty cell and enter the prompt:

```
Write a tagline
```

- 2 Select the first tagline cell and update the `GPT` function to reference the prompt cell. For example, if the prompt is in cell `C8` and the business whose tagline you're generating is now specified in cell `B11`, enter:

```
=GPT($C$8, B11)
```

`C8` is an absolute reference to `C8`, which you need here since you do not want Excel to automatically adjust the reference when you fill the formula to adjacent cells.

TIP

Since you're only filling vertically across a single column, it would be enough to fix the prompt cell row using a mixed reference:

```
=GPT(C$8, B11)
```

- 3 Fill the formula down to apply it to the rest of the column: Select the fill handle and drag it down across the cells you want to fill, overwriting the existing formulas. Excel automatically updates the value cell reference for each row, while keeping the prompt cell reference fixed.

Create a prompt by combining text from multiple cells

You can use [concatenation](#) to combine text from two or more cells into a single text string. This allows you to create advanced prompts, where different parts of the prompt come from different cells in the sheet.

For example, suppose you want to further customize the taglines of the [previous example](#), so that they follow a specific tone and target a specific customer age range. The businesses are listed in the first column, the tone in the second, and the age range in the third, with the fourth column now reserved for the taglines.

To build the prompt by combining the information from the different columns:

- 1 Select the first tagline cell and enter the `GPT` function. For example, if the business whose tagline you're generating is specified in cell `B11`, with the tone in cell `C11` and age range in cell `D11`, enter the following in cell `E11`:

```
=GPT("Write a tagline for " & B11 & ", the tone is " & C11 & ", the
```

```
audience is aged " & D11)
```

The function uses the `&` operator to concatenate the different parts, which include literal text values and cell references, into a single text string. For example, if `B11` contains the text `antique store`, `C11` contains `nostalgic and refined`, and `D11` contains `35-65`, the final prompt sent to the AI is:

```
Write a tagline for antique store, the tone is nostalgic and refined, the audience is aged 35-65
```

TIP

Instead of the `&` operator, you can also use the native `CONCAT` function:

```
=GPT(CONCAT("Write a tagline for ", B11, ", the tone is ", C11, ", the audience is aged ", D11))
```

The `GPT` function uses the `CONCAT` function as a nested function. [Learn more.](#)

If you want to concatenate without having to worry about white spaces and newlines, use the `GPT_CREATE_PROMPT` function:

```
=GPT(GPT_CREATE_PROMPT("Write a tagline for", B11, ", the tone is", C11, ", the audience is aged", D11))
```

- 2 Fill the formula down to apply it to the rest of the column: Select the fill handle and drag it down across the cells you want to fill. Excel automatically updates the cell references in the function so that each row receives a tailored response based on its business. The formula in row 12 will reference `B12`, `C12`, and `D12`; the formula in row 13 will reference `B13`, `C13`, and `D13`; and so on.

Combine a GPT function with a native function

You can combine GPT functions with native functions like you would any other function.

For example, suppose you want to run the `GPT` function from [above](#) only when the current row has a business specified. If the business cell is empty, you want to skip the row. You can do this by combining the `GPT` function with the native `IF` function:

- 1 Select the first tagline cell and enter a formula that wraps `GPT` inside an `IF` function. For example, if the business whose tagline you're generating is specified in cell `B11` and the GPT function for that is `GPT(C8, B11)`, enter:

```
=IF(B11="", "", GPT($C$8, B11))
```

The `GPT` function runs only if cell `B11` is not empty. If `B11` is empty, the formula leaves the current cell empty, too.

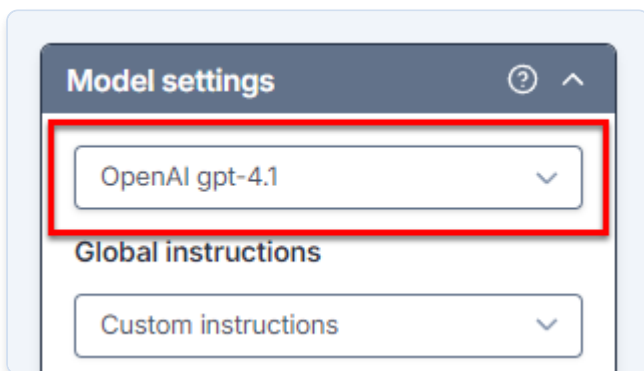
- 2 Fill the formula down to apply it to the rest of the column: Select the fill handle and drag it down across the cells you want to fill, overwriting the existing formulas. Excel automatically updates the value cell reference for each row, while keeping the prompt cell reference fixed.
- 3 To see the conditional logic in action, empty one of the business cells. The formula for that row reruns and removes the tagline.

Search the web with a GPT function

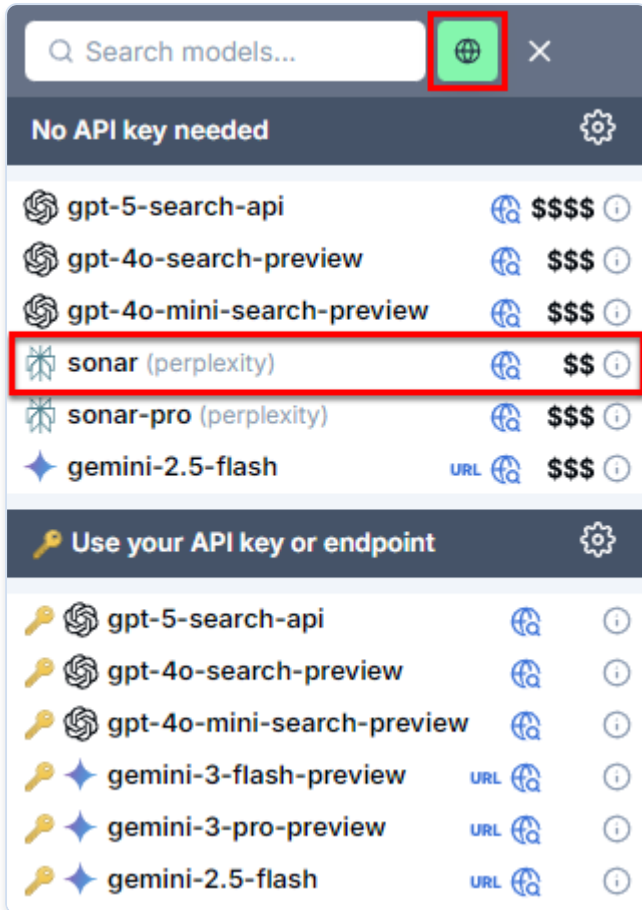
You can search the web with a GPT function simply by using a [web search model](#). You can either select the model in the model switcher or specify the model with the `model` parameter.

For example, suppose you want to do a search for company CEOs. The companies are listed in one column of your sheet, and you want to fill the next column with the CEO names.

- 1 In the sidebar, select **GPT functions**.
- 2 Expand **Model settings** and open the model switcher.



- 3 Enable the web search filter and select a web search model (🌐).



INFO

If you select a Gemini model, make sure web search is [enabled for Gemini models](#).

- 4 Select the first CEO cell and enter the GPT function. For example, if the company whose CEO you're fetching is specified in cell B13, enter:

```
=GPT("Give me this company's current CEO. I only want the name of the CEO, no citations.", B13)
```

TIP

If you want to override the model switcher selection, specify the model in the GPT function with the `model` parameter. For example, if you want to use the Sonar model, enter:

```
=GPT("Give me this company's current CEO. I only want the name of the CEO, no citations.", B13, , "sonar")
```

- 5 Fill the formula down to apply it to the rest of the column: Select the fill handle and drag it down across the cells you want to fill. Excel automatically updates the company cell reference for each row.

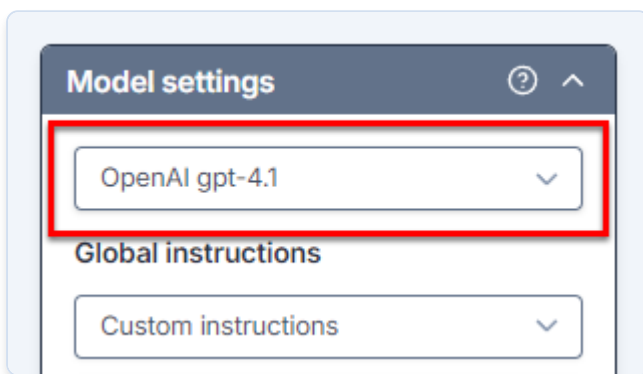
For more information about web search, see [Search the web with GPT for Excel](#).

Process images with GPT_VISION

You can apply a text prompt to an image using the `GPT_VISION` function with a [vision model](#). You can either select the model in the model switcher or specify the model with the `model` parameter.

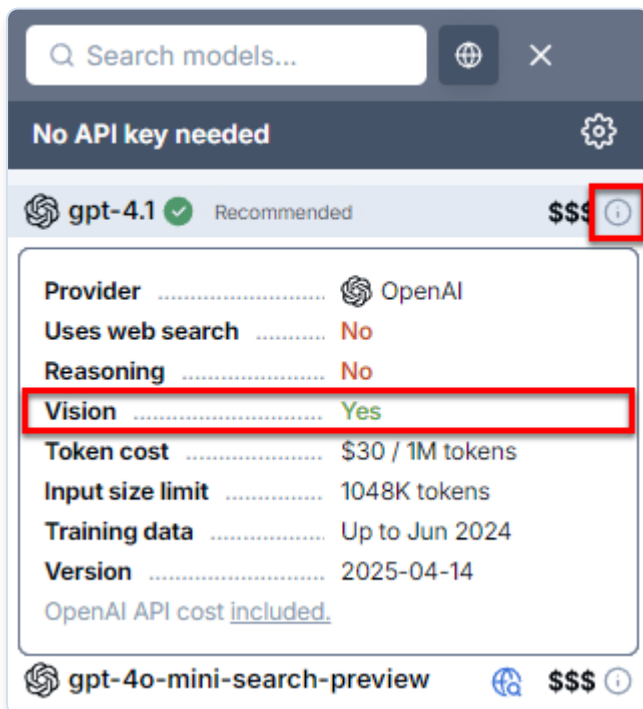
For example, suppose you want to extract the brand name from product images featuring coffee bean packs. The image URLs are listed in one column of your sheet, and you want to fill the next column with the brand names.

- 1 In the sidebar, select **GPT functions**.
- 2 Expand **Model settings** and open the model switcher.



- 3 Select a vision model.

To determine whether a model supports vision, check its info popup. For a list of available vision models, see [Use images in prompts](#).



- 4 Select the first image URL cell and enter the GPT function. For example, if the image URL that you want to process is in cell `C13`, enter:

```
=GPT_VISION("Extract the coffee brand from this image. Normalize the brand name to title case.", C13)
```

 **TIP**

If you want to override the model switcher selection, specify the model in the GPT function with the `model` parameter. For example, if you want to use the Claude Sonnet 4 model, enter:

```
=GPT_VISION("Extract the coffee brand from this image. Normalize the brand name to title case.", C13, , , "claude-4-sonnet")
```

- 5 Fill the formula down to apply it to the rest of the column: Select the fill handle and drag it down across the cells you want to fill. Excel automatically updates the image URL cell reference for each row.

For more information about AI vision, see [Use images in prompts in Excel](#).

Set the model for a GPT function

You can run a GPT function with a specific model by providing the `model` parameter. The function will ignore what's [currently selected in the model switcher](#) and use the provided model instead.

For example, if you want the Perplexity Sonar model to answer a query about current events, provide `sonar` as the model:

```
=GPT("What was the previous month's inflation rate in the US?", , , "sonar")
```

 **INFO**

If the model is available both with and without an API key in GPT for Excel, the function uses the model with the API key.

Use the `model` parameter when:

- **You want to lock a formula to a specific model.** For example, if you have a web search formula, you want it to consistently use the same web search model.
- **You want to compare how a specific model compares with other models.** For example, use the same GPT function and prompt in two formulas — the first with the `model` parameter, the

second without — and then use the model switcher to change the model used by the second formula, [regenerating its response](#) after each change.

```
=GPT("Write a tagline for a tea house", , , "claude-4-sonnet")  
  
=GPT("Write a tagline for a tea house")
```

Set the creativity level for a GPT function

You can run a GPT function with a specific [creativity level](#) by providing the [temperature](#) parameter. The function will ignore the creativity level defined in the model settings and use the provided level instead.

For example, if you're working on a creative task and want to experiment with highly creative responses, set the temperature close to **1**:

```
=GPT("Write a three-sentence horror story about a teahouse.", , 0.9);
```

For more information about temperature, see our [temperature guide for OpenAI models](#).

GPT functions: Defaults, settings, behavior

Default model

By default, GPT functions use the [currently selected model](#). If you want a GPT function to use a specific model regardless of what's currently selected in the model switcher, use the [model](#) parameter to [explicitly set the model](#).

INFO

If you provide the [model](#) parameter, and if the model is available both with and without an API key in GPT for Excel, the function uses the model with the API key.

Default creativity level

By default, GPT functions use the [creativity level defined in the model settings](#). If you want a GPT function to use a specific creativity level regardless of what's defined in the model settings, use the [temperature](#) parameter to [explicitly set the creativity level](#).

Global instructions and advanced settings

The [global instructions](#) and [advanced settings](#) defined in the GPT for Excel sidebar apply to GPT functions. If you find that a function is not working as expected, check the model settings for a possible cause.

Regional settings

The default characters used by Excel for parameter and decimal separators depend on your currently selected [region](#):

- **Parameters:** Some regions use the comma (,) as the default parameter separator, while others use the semicolon (;).

```
=GPT("Write a tagline", B7)
```

```
=GPT("Write a tagline"; B7)
```

- **Decimals:** Some regions use the period (.) as the default decimal separator, while others use the comma (,). As a rule, regions that use the period for decimals use the comma for parameters, whereas regions that use the comma for decimals use the semicolon for parameters.

```
=GPT("Write a tagline for a tea house", , 0.5)
```

```
=GPT("Write a tagline for a tea house"; ; 0,5)
```

The examples in the current documentation use the comma as the parameter separator and the period as the decimal separator. If the examples fail with syntax errors in your workbook, [check your regional settings](#) to verify which punctuation to use.

Formula auto-refresh

When your sheet auto-refreshes, Excel automatically recalculates some or all formulas on the sheet, including GPT formulas. For each GPT formula:

- If the [GPT formula cache](#) is enabled for the workbook, Excel reuses the formula's previously generated result from the cache.
- If the cached result has expired, or if you have the cache disabled, Excel runs the formula normally.

In Excel, the following triggers cause a sheet to auto-refresh:

Recalculation trigger	What gets recalculated
Insert, move, or delete a column	All formulas on the sheet
Insert, move, or delete a row	All formulas on the sheet
Filter rows by column	All formulas on the sheet
Hide and unhide rows	Formulas in the selected rows
Sort rows	Formulas in the selected rows
Move a formula to a different cell	All formulas on the sheet
Undo the deletion of a formula from a cell	Restored formula

To prevent GPT formulas from being recalculated, [replace the formulas with their results](#).

When to use bulk tools

Consider using [bulk tools](#) instead of GPT functions if:

- **You want AI responses saved as plain text in cells.** Bulk tools fill cells with static text values, or constants, so you don't need to replace any formulas. You also avoid [formula auto-refresh](#), reducing the risk of unintended data changes.
- **You want better tracking information about the progress of AI requests.** Bulk tools provide a live progress tracker that shows you how many rows have been successfully processed, how many have resulted in an error, and how much time has elapsed.
- Your formulas regularly [become stuck in the #BUSY! state](#).

What's next


- Discover [all GPT functions available in GPT for Excel](#).
- Learn how to [use each GPT function with a real-world example](#).
- Browse all our [GPT function resources](#).
- [Select the model](#) that best fits your needs.
- [Configure the model settings](#) to customize how the currently selected model behaves.

GPT functions reference for Excel

Discover all custom functions in [GPT for Excel](#), along with simple examples and an extensive list of parameters. If you're looking for more examples, download our [GPT for Excel examples template](#), and open it in Excel as a new workbook.

[Watch video on YouTube](#)

TIP

To generate responses based on fresh web search data, use a model with web search capabilities (indicated by the  icon in the model switcher).


GPT function

The simplest function included in GPT for Microsoft Excel. Outputs the result in a single cell.

INFO

To process images, use [GPT_VISION](#).

How to use

Syntax	<code>=GPT(prompt, [value], [temperature], [model])</code>
Copy/paste example	<pre>=GPT("Write a tagline for an ice cream shop.")</pre>
 Localization	In some locales, you might need to use ";" to separate parameters instead of ","
Output	A response to your prompt in a single cell

Parameters

Parameter	Definition
prompt (cannot be empty)	<p>Instruction provided to the AI to generate a result in a single cell.</p> <p>The prompt parameter can be:</p> <ul style="list-style-type: none"> A string: "Write a tagline for an ice cream shop." A cell: A1 A range of cells: A1 :C3
(optional) value	Text, cell or range you want your prompt to apply to
(optional) temperature, model	See temperature and model .

See more [usage examples](#).

GPT_CLASSIFY function

Classifies a piece of text into a single category selected from a predefined list of categories.

How to use

Syntax	<code>=GPT_CLASSIFY(value, categories, [instructions], [temperature], [model])</code>
Copy/paste example	<code>=GPT_CLASSIFY("banana", "fruit, vegetable")</code>
⚠ Localization	In some locales, you might need to use ";" to separate parameters instead of ","
Output	The best applicable category

Parameters

Parameter	Definition
value (cannot be empty)	<p>Input text to classify.</p> <p>The value parameter can be:</p> <ul style="list-style-type: none"> • A string: "banana" • A cell: A1 • A range of cells: A1 :C3
categories (cannot be empty)	Comma-separated categories or range of categories to choose from. Only the most relevant category will be returned.
(optional) instructions	Additional instructions for the classification. Can include examples.
(optional) temperature, model	See temperature and model .

See more [usage examples](#).

GPT_EDIT function

Applies the given task to the given text. The default task is to fix grammar and spelling.

How to use

Syntax	=GPT_EDIT(text, [task], [temperature], [model])
Copy/paste example	<pre>=GPT_EDIT("For sum reezon those nunsberz arnt addin up")</pre>
⚠ Localization	In some locales, you might need to use ";" to separate parameters instead of ","
Output	The edited text in a single cell

Parameters

Parameter	Definition
text (cannot be empty)	<p>Input text to edit.</p> <p>The text parameter can be:</p> <ul style="list-style-type: none"> • A string: "For sum reezon those nunsberz arnt addin up" • A cell: A1 • A range of cells: A1:C3
(optional) task	<p>Text, cell or range specifying how the text should be edited. Defaults to fixing grammar and spelling. Other examples:</p> <ul style="list-style-type: none"> • "Make it funnier" • "Make it shorter" • "Make it sound formal" • "Add an ending"
(optional) temperature, model	See temperature and model .

See more [usage examples](#).

GPT_EXTRACT function

Extracts specific elements from text, such as names, dates, email addresses, URLs, or product attributes. Outputs as comma-separated values.

How to use

Syntax	GPT_EXTRACT(text, to_extract, [temperature], [model])
Copy/paste example	<pre>=GPT_EXTRACT("I worked 5 years at Amazon.com and then 3 years at Apple", "companies")</pre>
⚠ Localization	In some locales, you might need to use ";" to separate parameters instead of ","

Syntax	GPT_EXTRACT(text, to_extract, [temperature], [model])
Output	The extracted entities as comma-separated values in a single cell

Parameters

Parameter	Definition
text (cannot be empty)	<p>Input text to extract data from.</p> <p>The text parameter can be:</p> <ul style="list-style-type: none"> A string: "I worked 5 years at Amazon.com and then 3 years at Apple" A cell: A1 A range of cells: A1:C3
to_extract (cannot be empty)	<p>Text, cell or horizontal range specifying what you want to extract.</p> <p>Examples:</p> <ul style="list-style-type: none"> "companies" B3:E3
(optional) temperature, model	See temperature and model .

See more [usage examples](#).

GPT_FORMAT function

Formats dates, currencies, addresses, names, etc. Fixes capitalization. And so much more.

How to use

Syntax	<code>=GPT_FORMAT(input, target_format, [source_format], [temperature], [model])</code>
Copy/paste example	<code>=GPT_FORMAT("14 February 71", "iso")</code>
⚠ Localization	In some locales, you might need to use ";" to separate parameters instead of ","
Output	The converted input in a single cell unless it is converted a table, which outputs a table

Parameters

Parameter	Definition
input (cannot be empty)	<p>Input text to format.</p> <p>The input parameter can be:</p> <ul style="list-style-type: none"> A string: <code>"14 February 1971"</code> A cell: <code>A1</code> A range of cells: <code>A1:C3</code>
target_format (cannot be empty)	Target format for the input. Examples: "iso", "currency iso", "international phone number", "lowercase/uppercase/camelcase/snake case/title case/sentence case"...
(optional) source_format	Source format of the input. Optional, but including it can yield better results.
(optional) temperature, model	See temperature and model .

See more [usage examples](#).

GPT_LIST / GPT_HLIST function

Like GPT, but outputs the results in a column. Very practical when the output is a list.

- Use GPT_LIST to return options listed vertically.
- Use GPT_HLIST to return options listed horizontally.

How to use

Syntax	=GPT_LIST(prompt, [value], [temperature], [model])
Copy/paste example	<pre>=GPT_LIST("Give me 5 good short ads about spreadsheets.")</pre>
⚠ Localization	In some locales, you might need to use ";" to separate parameters instead of ","
Output	As many responses to your prompt as you asked, one response per cell

Parameters

Parameter	Definition
prompt (cannot be empty)	<p>Instruction provided to the AI to generate a list.</p> <p>The prompt parameter can be:</p> <ul style="list-style-type: none"> • A string: "Give me 5 good short ads about spreadsheets." • A cell: A1 • A range of cells: A1 :C3
(optional) value	Text, cell or range you want your prompt to apply to
(optional) temperature, model	See temperature and model .

See more [usage examples](#).

GPT_MATCH function

Matches the values of two columns by similarity.


INFO

Regardless of the model you select in the model switcher, this function uses [text-embedding-ada-002](#), for a fixed cost of \$0.25 per 1M tokens.

WARNING

- GPT for Excel [settings](#) do not apply to the GPT_MATCH function.
- You can only match up to about 1,000 rows at a time.

How to use

Syntax	=GPT_MATCH(search_keys, lookup_range, [confidence], [stats], [top_k])
Copy/paste example	<pre>=GPT_MATCH(A1:A10, B1:B4)</pre>
 Localization	In some locales, you might need to use ";" to separate parameters instead of ","
Output	A column of the best matches to each value in the range

Parameters

Parameter	Definition
search_keys (cannot be empty)	The values that you want to look for in the range
lookup_range (cannot be empty)	The range in which to look for values that are similar to search keys
confidence (optional)	Set a similarity threshold: only values with a superior similarity score are matched. Must be comprised between 0 and 1

Parameter	Definition
stats (optional)	"true" to display similarity scores
top_k (optional)	Number of matching values to return per search_key (default: 1 - only the best match)

GPT_SPLIT / GPT_HSPLIT function

Splits text semantically, such as by section, paragraph, sentence, customer...

- Use GPT_SPLIT to return outputs listed vertically.
- Use GPT_HSPLIT to return outputs listed horizontally.

How to use

Syntax	=GPT_SPLIT(text, split_by, [temperature], [model])
Copy/paste example	<pre>=GPT_SPLIT("Hello! How are you? Have you heard of GPT for Work?", "sentences")</pre>
⚠ Localization	In some locales, you might need to use ";" to separate parameters instead of ","
Output	Input text is split as requested, one element per cell

Parameters

Parameter	Definition
text (cannot be empty)	<p>Input text to split.</p> <p>The text parameter can be:</p> <ul style="list-style-type: none"> • A string: "Hello! How are you? Have you heard of GPT for Work?" • A cell: A1 • A range of cells: A1:C3

Parameter	Definition
split_by (cannot be empty)	How to split the text. Examples: <ul style="list-style-type: none"> • sections • paragraphs • sentences • punctuation
(optional) temperature, model	See temperature and model .

GPT_TABLE function

Like GPT, but outputs the results in a table. Very practical when the output is a table.

How to use

Syntax	<code>=GPT_TABLE(prompt, [head], [inputs], [temperature], [model])</code>
Copy/paste example	<pre>=GPT_TABLE("top 10 most eaten fruits and their nutrition data")</pre>
⚠ Localization	In some locales, you might need to use ";" to separate parameters instead of ","
Output	The response to your prompt in the shape of a table

Parameters

Parameter	Definition
prompt (cannot be empty)	<p>Instruction to generate a table.</p> <p>The prompt parameter can be:</p> <ul style="list-style-type: none"> • A string: "top 10 most eaten fruits and their nutrition data" • A cell: A1 • A range of cells: A1:C3
(optional) head	Range containing at least one row. the first row should be headers, the following rows can be used to specify examples If left empty, headers will be generated automatically.
(optional) inputs	Range containing partial rows to complete with GPT_TABLE
(optional) temperature, model	See temperature and model .

GPT_TAG function

Applies user-defined tags to text or automatically suggests relevant tags if none are specified.

How to use

Syntax	<code>=GPT_TAG(value, [tags], [instructions], [top_k], [temperature], [model])</code>
Copy/paste example	<code>=GPT_TAG("I love chocolate", "food, positive, negative")</code>
⚠ Localization	In some locales, you might need to use ";" to separate parameters instead of ","
Output	The applicable tags as csv in a single cell

Parameters

Parameter	Definition
value (cannot be empty)	<p>Input text to tag.</p> <p>The value parameter can be:</p> <ul style="list-style-type: none"> • A string: "I love chocolate" • A cell: A1 • A range of cells: A1:C3
(optional) tags	Comma-separated tags or range of tags applicable. If left empty, GPT_TAG will automatically come up with the tags
(optional) instructions	Additional instructions for the tag application. Can include examples.
(optional) top_k	Maximum number of tags to return
(optional) temperature, model	See temperature and model .

See more [usage examples](#).

GPT_TRANSLATE function

Translates text from one language to another. Works better if you specify the source language.

How to use

Syntax	<code>=GPT_TRANSLATE(text, [target_language], [source_language], [instructions],[temperature], [model])</code>
Copy/paste example	<pre>=GPT_TRANSLATE("Cool off with our delicious treats!", "spanish")</pre>
⚠ Localization	In some locales, you might need to use ";" to separate parameters instead of ","

Syntax	=GPT_TRANSLATE(text, [target_language], [source_language], [instructions],[temperature], [model])
Output	The requested translation in a single cell

Parameters

Parameter	Definition
text (cannot be empty)	<p>Input text to translate.</p> <p>The text parameter can be:</p> <ul style="list-style-type: none"> • A string: "Cool off with our delicious treats!" • A cell: A1 • A range of cells: A1:C3
(optional) target_language	Language of the output. Examples: "spanish", "chinese", "french". Defaults to "english".
(optional) source_language	Language of the input. Example: "english"
(optional) instructions	Additional instructions for the translation. Can include a dictionary of translations.
(optional) temperature, model	See temperature and model .

See more [usage examples](#).

GPT_VISION function

Applies a prompt to an image. For example you can ask a question about the image, ask for a description of it, or generate alt text for images. [Learn more](#).

INFO

- GPT_VISION is the only function that accepts images as input.
- If you want to use GPT_VISION, you must use a [vision model](#), like `gpt-5.4`.

How to use

Syntax	=GPT_VISION(prompt, image_url, [high_res], [temperature], [model])
Copy/paste example	<pre>=GPT_VISION("Write a short description for this product", A1, , , "gpt-4.1")</pre>
⚠ Localization	In some locales, you might need to use ";" to separate parameters instead of ","
Output	A response to your prompt according to the information extracted from the image

Parameters

Parameter	Definition
prompt (cannot be empty)	<p>Instruction provided to the AI to analyze an image.</p> <p>The prompt parameter can be:</p> <ul style="list-style-type: none"> A string: "Write a short description for this product" A cell: A1 A range of cells: A1:C3
image_url	<p>Link to the image you want the AI to analyze. Supported formats are PNG, JPEG, non-animated GIF.</p> <p>The image_url parameter can be:</p> <ul style="list-style-type: none"> A string: https://static.nike.com/a/images/t_PDP_1280_v1/f_auto,q_auto:6393-4af6-abbc-4f1acaa6ed94/air-max-dawn-womens-shoes-224mWf.png A cell: A4
(optional) high_res	<p>How the AI processes the image and generates its textual understanding. Possible values: true, false, and auto (default). Learn more.</p>

Parameter	Definition
(optional) temperature, model	See temperature and model .


See more [usage examples](#).

GPT_WEB function

INFO

GPT_WEB uses the web search model set for your space. [Learn more](#).

How to use

Syntax	=GPT_WEB(prompt, [value])
Copy/paste example	<pre>=GPT_WEB("Who won the last presidential elections in Argentina?")</pre>
 Localization	In some locales, you might need to use ";" to separate parameters instead of ","
Output	A response to your prompt based on recent web search data

Parameters

Parameter	Definition
prompt (cannot be empty)	<p>Instructions provided to the AI to generate results based on recent web search data. Provide instructions in English for better results.</p> <p>The prompt parameter can be:</p> <ul style="list-style-type: none"> A string: "Who won the last presidential elections in Argentina?" A cell: A1

Parameter	Definition
(optional) value	Text, cell, or range you want your prompt to apply to

See [more usage examples](#).

GPT_CREATE_PROMPT helper function

Like the native **CONCAT** function, but inserts spaces and newlines automatically. Helps you create a prompt from scattered, disjointed cells and ranges. You can then use that prompt in GPT functions. This function does not call any AI provider's API and thus does not incur any cost.

How to use

Syntax	=GPT_CREATE_PROMPT(arg1, [arg2], [arg3], [...argn])
Copy/paste example	<pre>=GPT_CREATE_PROMPT(A1:B1, A2, C3:D5, E1:E6)</pre>
⚠ Localization	In some locales, you might need to use ";" to separate parameters instead of ","
Output	A prompt ready to use in GPT, GPT_LIST or GPT_TABLE

Parameters

Parameter	Definition
arg1 (cannot be empty)	Cell or range to concatenate. For example: <ul style="list-style-type: none"> A1 A1:C3
(optional) arg2 - argn	Cell or range to concatenate. For example: <ul style="list-style-type: none"> A2 G2:H4

temperature and model

These parameters are present in most GPT functions. They are always optional.

For example with the GPT function, you can set:

- **temperature** to `0.1`
- **model** to `"gpt-4o-mini"`

```
= GPT("what's the address of the following companies", "CompanyA,CompanyB", 0.1, "gpt-4o-mini")
```



You can also set these values from the sidebar under **Model settings**. In this case, they become the default values for all future executions.

Parameter	Definition
(optional) temperature	<p>Number between 0 and 1 that governs the creativity of the output:</p> <ul style="list-style-type: none"> • 0 - Strictly according to the prompt • 0.5 - Slightly creative • 1 - Very creative <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p>INFO</p> <p>In some locales, you might need to use "0,5" (comma) instead of "0.5" (period).</p> </div>
(optional) model	<p>Name of the model surrounded by quotes. You can find model names in the model switcher in the sidebar.</p>

Select a model for GPT functions in Excel

[GPT for Excel](#) supports a [range of models](#) that you can use with the [GPT functions](#). To help you find the model that offers the best balance of accuracy, speed, and cost for your use case, see our [recommended models](#).

The available models depend on:

- **The API keys set for your current space.** GPT for Excel gives you access to a default set of models available without API keys. To access additional models, [set an API key for one or more AI providers](#).
- **The API endpoints set up for your current space.** To access even more models, set up a connection to an [Azure OpenAI endpoint](#) or any [OpenAI-compatible API endpoint](#).
- **The model settings for your current space.** Space owners and admins can [control which models are available in GPT for Excel](#).

Recommended models

As a general rule, OpenAI models are more reliable and less likely to decline prompts than models from other providers.

The following table lists our recommended models available without an API key.

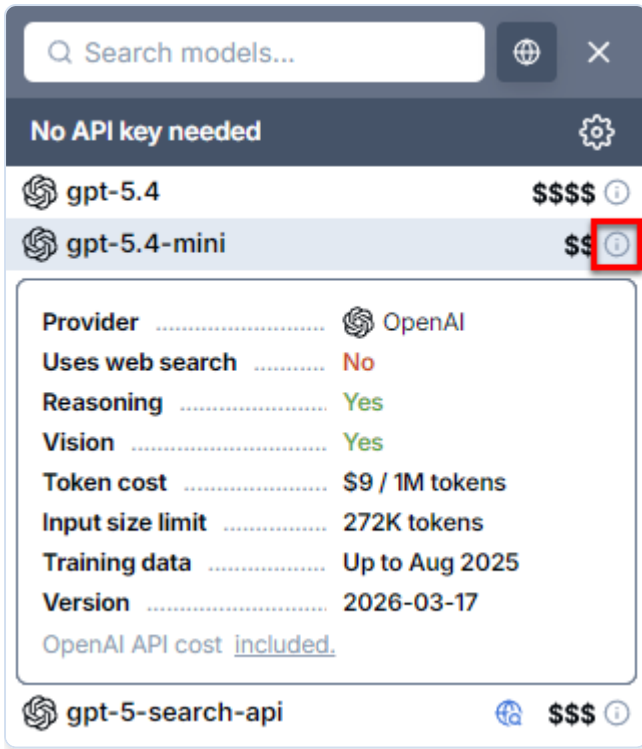
Use case	Recommended model	Alternative model
General purpose	gpt-5.4-mini	gpt-5.4-nano
Translation	claude-4.6-sonnet	gpt-5.4-mini
Content creation	claude-4.6-sonnet	

TIP

For information about recommended models when working with web search and images, see:

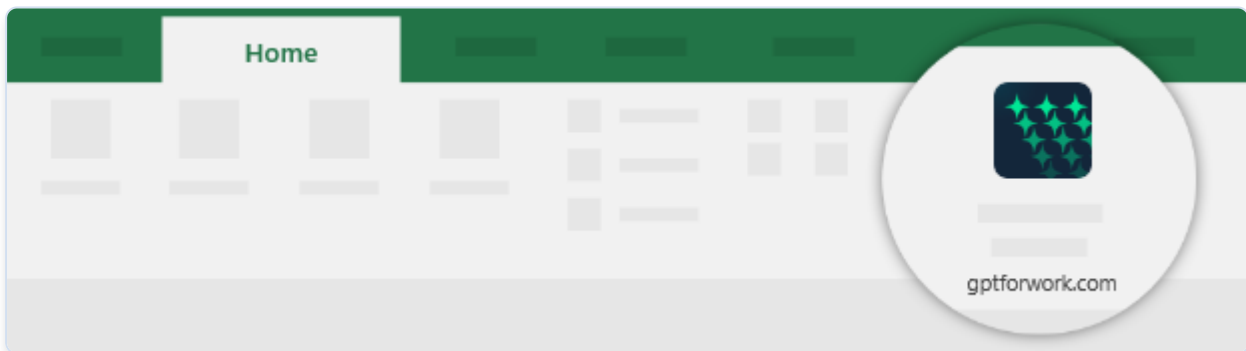
- [Search the web](#)
- [Use images in prompts](#)

To learn more about a model, hover over the model info icon in the model switcher. A tooltip opens with detailed information about the model.



Select a model without an API key

- 1 Open a Microsoft Excel workbook.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.

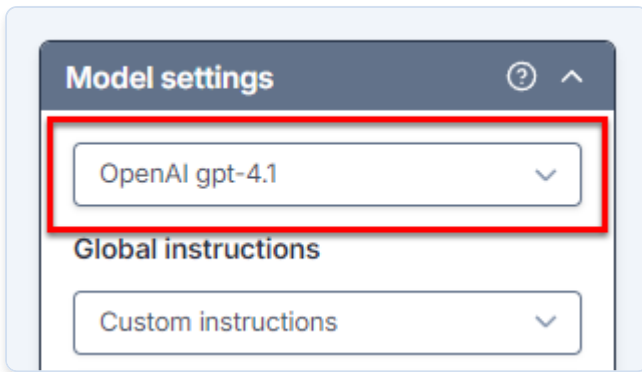


ⓘ INFO

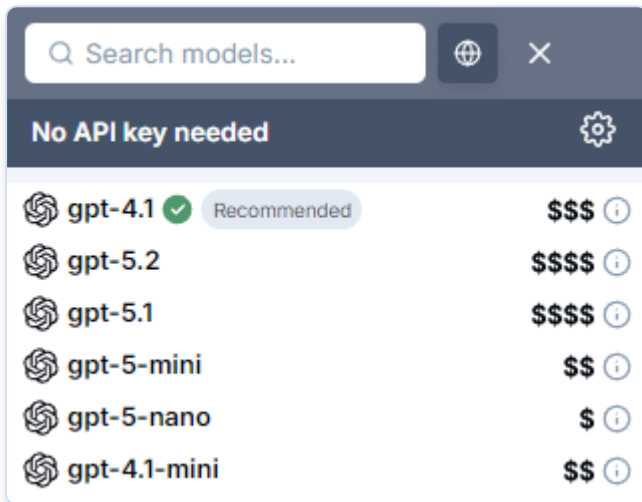
If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more.](#)

- 3 In the sidebar, select **GPT functions**.

- 4 Expand **Model settings** and open the model switcher.



- 5 Under **No API key needed**, select a model.



GPT for Excel now uses the selected model to generate responses for GPT functions.

INFO

- When [cache](#) is enabled, existing GPT formulas will not automatically update to the new model when you re-execute them.

To re-execute an existing formula with the new model:

- 1 [Set the model as a parameter in the formula.](#)
 - 2 Press Enter to re-execute the formula.
- The [GPT_MATCH](#) function uses `text-embedding-ada-002`, not the model you select.
 - The [GPT_WEB](#) function uses the [web search model set for your space](#).

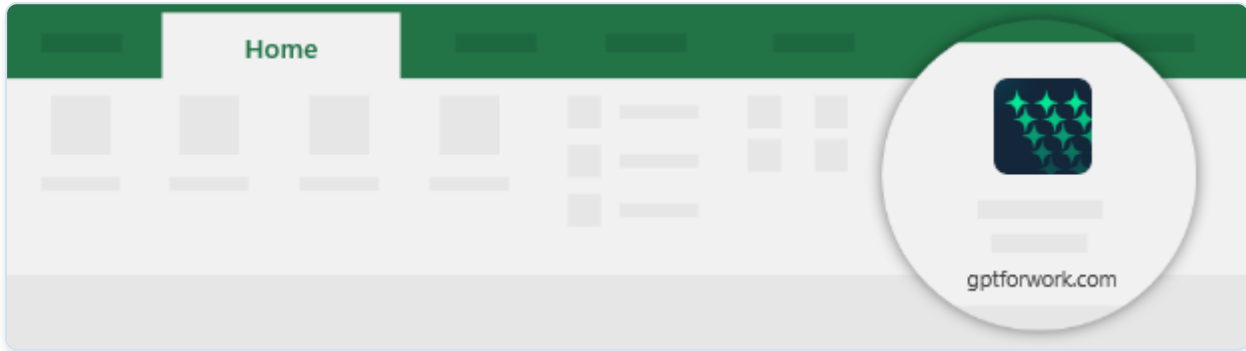
Select a model with an API key

Prerequisites

- You have [set an API key](#) for the AI provider whose model you want to use.

- If you want to use an Azure model or an OpenAI-compatible model from an API endpoint, you have set up the [correct endpoint](#).

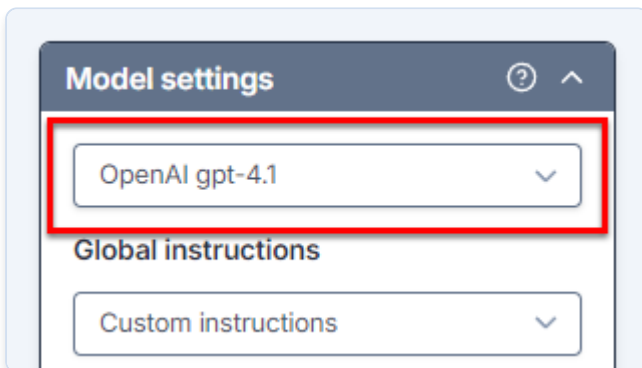
- 1 Open a Microsoft Excel workbook.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



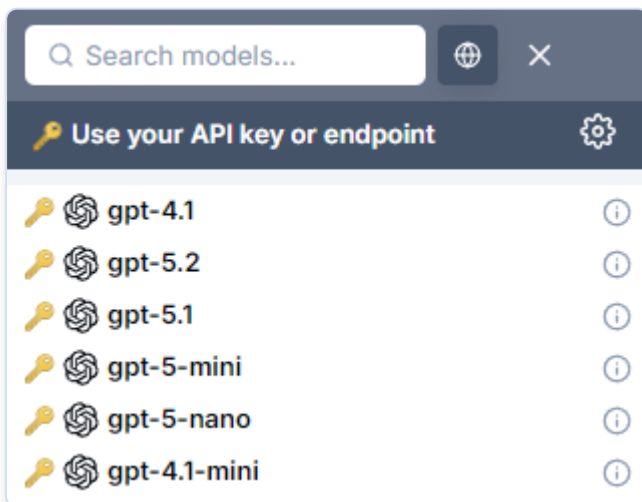
INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 3 In the sidebar, select **GPT functions**.
- 4 Expand **Model settings** and open the model switcher.



- 5 Under **Use your API key or endpoint**, select a model with a key icon.



GPT for Excel now uses the selected model to generate responses for GPT functions.

INFO

- When [cache](#) is enabled, existing GPT formulas will not automatically update to the new model when you re-execute them.

To re-execute an existing formula with the new model:

- 1 [Set the model as a parameter in the formula.](#)
 - 2 Press Enter to re-execute the formula.
- The [GPT_MATCH](#) function uses `text-embedding-ada-002`, not the model you select.
 - The [GPT_WEB](#) function uses the [web search model set for your space](#).

What's next

Learn more about models:

- [AI providers & models supported by GPT for Work](#)
- [LiveBench \(a good model benchmark\)](#)

Create GPT formulas in Excel

Delay and chain GPT functions, and learn how to use different GPT functions by example.

Control GPT formula execution

Delay or sequence the execution of GPT formulas in Microsoft Excel.

GPT formula examples

Real-world examples using some of the functions included in GPT for Excel.

Control GPT formula execution in Excel

You might want to delay the execution of your [GPT for Excel](#) functions until your workbook is ready. Or you might want to sequence the execution of multiple chained calls. Avoid running into errors or going over your [rate limits](#) by learning how to keep control over the executions of your GPT functions in Microsoft Excel in this video.

[Watch video on YouTube](#)

GPT formula examples for Excel

See GPT functions in action with real-world examples using some of the functions included in [GPT for Excel](#).

TIP

To try out the examples, download our [GPT for Excel examples template](#), and open it in Excel.

Rewrite and generate

Use GPT functions to rewrite or create content adapted to your goals:

- Rephrase existing text by adjusting length, style, grammar or tone.
- Create content that matches your audience needs using the perfect [level of creativity](#).

Rewrite or rephrase content

Shorten product names:

C14 <code>=GPT("Shorten this product name to 4 words max",A14)</code>		
	A	C
11	Shorten product names	
12	Products	Example output
13	Men's Casual Linen Button Down Shirt Short Sleeve Beach Shirt	Linen Beach Shirt
14	Men's Ripped Distressed Destroyed Straight Fit Washed Denim Jeans Pants	Men's Distressed Denim Jeans
15	Women's Ruched V Neck Tie Shoulder Skater Mini Dress Ruffle Drawstring High Waist Sleeveless A Line Dresses	
16	Heels for Women Block Chunky Platform High Heels Open Toe Fashion Wedding Party	

Clean up text:

C21 <code>=GPT("Remove the legal entity suffix", A21)</code>		
	A	C
18	Clean up company names	
19	Company names	Example output
20	Apple Inc.	Apple
21	Microsoft Corporation	Microsoft
22	Amazon Inc.	
23	Meta Platforms Inc.	

Change tone:

C29 <code>=GPT(\$A\$28,B29)</code>		
	A	C
26	Change tone	
27	Prompt	Product titles
28	Make the product's title more appealing for Amazon customers.	White T-shirt with a V Neck for Men and Women
29		Stylish Unisex V Neck White T-shirt - Perfect for Men and Women
30		Black Tank top for teenage girls
31		Girls' Black Tank Top — Soft Stretchy Ribbed Cami for Teens, Casual Everyday & Layering Shirt
		Traditional card deck of 54 cardsfor all classic games
		Kitchen Robot 20+ fonctionnalités, cooker

Learn more on [GPT](#).

Create content

Generate button labels (CTAs):

C38		
A	B	C
Generate button labels (CTAs)		
Prompt		Example output
Write a button label for a bookstore website		Add to cart
Write a button label for a restaurant website		Reserve Your Table
Write a button label for a car rental website		
Write a button label for a bakery website		

Make your content more or less creative:

C45		
A	B	C
Play with temperature to adjust creativity		
Prompt	Temperature	Example output
Write a blog post title about the future of AI at work	0	The Future of Work: How AI Will Transform Jobs, Teams, and Everyday Office Life
	0.5	The Future of AI at Work: How Intelligent Tools Will Reshape Jobs, Productivity, and Careers
	0.7	
	1	

Generate sales marketing emails:

D61			=GPT(CONCATENATE(\$A\$51:\$B\$58,\$A\$60:\$B\$60),A61:B61)		
	A	B	C		
49	Generate sales marketing emails				
50	Prompt				
51	Task	Write a concise and engaging cold email			
52	Style	Professional but approachable			
53	Tone	Clear, confident, and human			
54	Topic	Introduce GPT for Work and how it can boost productivity			
55	Starts with:	Hi {{First name}}			
56	Sign as:	Leo			
57	Explain briefly how GPT for Work can help their team work smarter and faster				
58	No longer than 150 words				
59	Values				
60	First name	Company	Try it below:		
61	Elon	Tesla	<p>Subject: Boost Your Team's Productivity with GPT for Work</p> <p>Hi Elon,</p> <p>I hope this message finds you well. I'm reaching out to introduce you to GPT for Work, a cutting-edge AI tool designed to enhance productivity and streamline workflows at Tesla.</p> <p>GPT for Work leverages advanced language processing to automate routine tasks, generate insightful reports, and facilitate seamless communication across your team. By integrating this tool, your team can focus on strategic initiatives, reduce time spent on repetitive tasks, and ultimately work smarter and faster.</p> <p>I'd love to discuss how GPT for Work can be tailored to meet Tesla's unique needs. Please let me know if</p>		

Learn more on [GPT](#).

Generate multiple outputs (vertical vs. horizontal)

Generate SEO keywords:

C67		=GPT_LIST(A67)	
	A	B	
65	Generate SEO keywords		
66	Prompt		Try it below:
67	I work in the Digital Marketing team of an e-commerce website that sells all types of agricultural equipment and supplies. Our catalog includes a wide variety of products for crop farming, livestock management, irrigation, harvesting, and more. Please generate a list of 3 relevant SEO keywords in English. These keywords should reflect the main types of products sold on the site, such as tools, machines, accessories, and farming consumables.		Agricultural equipment online
68			Livestock management tools
69			Irrigation system supplies

Generate content ideas side by side:

B76 fx =GPT_HLIST(A73)			
	A	B	C
71	Generate content ideas side by side		
72	Prompt	Try it below:	
73	Suggest 2 blog post titles about sustainable farming practices.	Cultivating a Greener Future: Top Sustainable Farming Practices for Modern Agriculture	From Soil to Table: How Sustainable Farming Practices Are Transforming Our Food Systems
74			

Learn more on [GPT_LIST](#) and [GPT_HLIST](#).

Translate

Leverage large language models for your machine translation tasks and benefit from:

- **High performance:** AI models from leading providers (such as OpenAI) support translation across a wide range of language pairs. [See all supported models.](#)
- **Support for many languages:** The full list of supported language pairs isn't public, but ChatGPT is [known to work in 80+ languages](#), with varying accuracy depending on language and context.
- **Integration of your corporate terminology:** For on-brand, consistent translations.

Translate with GPT_TRANSLATE

Translate descriptions:

B14 fx =GPT_TRANSLATE(\$A14,B\$12)				
	A	B	C	D
11	Translate product description into multiple languages			
12	Coffee description	German	French	Spanish
13	Timor-Leste Maubesse is a premium single-origin coffee sourced from the heart of its respective region. Grown at high altitudes, it develops a distinctive flavor profile aromatic and bright, delivering an exquisite balance of citrus and chocolate. Its balanced body and refined complexity make it an exceptional choice for both pour-over and espresso lovers. Carefully hand-picked and meticulously processed, this coffee embodies the traditions and expertise of local farmers, delivering an authentic experience with every sip.	Timor-Leste Maubesse ist ein hochwertiger Single-Origin-Kaffee aus dem Herzen seiner Region. In großer Höhe angebaut entwickelt er ein charakteristisches, aromatisches und helles Geschmacksprofil mit einer feinen Balance aus Zitrus und Schokolade. Sein ausgewogener Körper und die raffinierte Komplexität machen ihn zu einer hervorragenden Wahl für Filterkaffee und Espresso. Sorgfältig von Hand gepflückt und akribisch verarbeitet, verkörpert dieser Kaffee die Traditionen und das Können der lokalen Bauern und liefert bei jedem Schluck ein authentisches Erlebnis.	Timor-Leste Maubesse est un café de terroir premium provenant du cœur de sa région. Cultivé en haute altitude, il développe un profil aromatique distinctif et vif, offrant un équilibre exquis d'agrumes et de chocolat. Sa corpulence équilibrée et sa complexité raffinée en font un choix exceptionnel pour les amateurs de filtre comme d'espresso. Cueilli à la main et méticuleusement traité, ce café incarne les traditions et le savoir-faire des producteurs locaux, offrant une expérience authentique à chaque gorgée.	Timor-Leste Maubesse es un café de origen único y de primera calidad procedente del corazón de su región. Cultivado a gran altitud, desarrolla un perfil de sabor distintivo, aromático y brillante, ofreciendo un exquisito equilibrio entre cítricos y chocolate. Su cuerpo equilibrado y su complejidad refinada lo convierten en una elección excepcional tanto para los amantes del pour-over como del espresso. Cuidadosamente recolectado a mano y meticulosamente procesado, este café encarna las tradiciones y la experiencia de los agricultores locales, ofreciendo una experiencia auténtica en cada sorbo.
14	Rwandan Bourbon is a premium single-origin coffee sourced from the heart of its respective region. Grown at high altitudes, it develops a distinctive flavor profile creamy and well-rounded, offering notes of nougat and warm spice. Its balanced body and refined complexity make it an exceptional choice for both pour-over and espresso lovers. Carefully hand-picked and meticulously processed, this coffee embodies the traditions and expertise of local farmers, delivering an authentic experience with every sip.	Rwandischer Bourbon ist ein hochwertiger Single-Origin-Kaffee, der aus dem Herzen seiner jeweiligen Region stammt. Auf hohen Höhenlagen angebaut, entwickelt er ein unverwechselbares Geschmacksprofil, das cremig und ausgewogen ist und Noten von Nougat und warmen Gewürzen bietet. Sein ausgewogener Körper und seine raffinierte Komplexität machen ihn zu einer außergewöhnlichen Wahl für Liebhaber von Pour-Over und Espresso. Sorgfältig von Hand gepflückt und akribisch		

Translate with specific instructions

Translate with a custom dictionary:

1 Write a prompt and custom dictionary.

	A	B	C	D
25	Translate with a custom dictionary			
26	FIRST STEP: Write a prompt and custom dictionary			
27	Prompt		Custom dictionary	
28			English	Spanish
29	I want you to act as an expert translator. You are given the following table of translations of English to Spanish terms that you must use every time you encounter one of the English terms from the table in the text to translate:		email	correo electrónico
30			spreadsheet	hoja de cálculo
31			meeting	reunión
32			deadline	fecha límite
33			task	tarea
34			AI	IA
35			report	informe
36			team	equipo
37			project	proyecto
38			workflow	flujo de trabajo

2 Create the prompt instructions.

B42 | `=GPT_CREATE_PROMPT(A28,C29:D38)`

	A	B
40	SECOND STEP: Create the prompt instructions	
41	Final instructions	Try it below:
42	I want you to act as an expert translator. You are given the following table of translations of English to Spanish terms that you must use every time you encounter one of the English terms from the table in the text to translate: email correo electrónico spreadsheet hoja de cálculo meeting reunión deadline fecha límite task tarea AI IA report informe team equipo project proyecto workflow flujo de trabajo	I want you to act as an expert translator. You are given the following table of translations of English to Spanish terms that you must use every time you encounter one of the English terms from the table in the text to translate: email correo electrónico spreadsheet hoja de cálculo meeting reunión deadline fecha límite task tarea AI IA report informe team equipo project proyecto workflow flujo de trabajo

3 Translate your texts.

B47 | `=GPT_TRANSLATE(A47,"spanish","english",B42)`

	A	B
44	THIRD STEP: Translate your texts	
45	Texts to translate	Example output
46	The team finished the report before the deadline.	El equipo terminó el informe antes de la fecha límite.
47	She sent the spreadsheet by email after the meeting.	Ella envió la hoja de cálculo por correo electrónico después de la reunión.
48	Our project uses AI to automate tasks.	
49	The workflow needs to be reviewed before the next meeting.	
50	The manager assigned a new task to the team.	

Your texts are translated in the target language, and the translations comply with the terminology you provided.

Learn more on [GPT_TRANSLATE](#).

Prepare data

Free up your teams from tedious data preparation so they can concentrate on high-value data analysis:

- Basic data cleaning tasks include formatting data according to known standards or by following examples you set.
- More advanced tasks like named entity extraction, which traditionally demanded a specific pattern-based approach, are also an option.

Format data with GPT_FORMAT

Standardize dates:

C14:D14 fx =GPT_FORMAT(A14,"ISO")			
	A	B	D
11	Standardize dates		
12	Date		Example outputs
13	July 11th, 2023		2023-07-11
14	14/7/23		2023-07-14
15	8th of August 2021		
16	22-07-2023		

Standardize cases:

C21:D21 fx =GPT_FORMAT(A21,B21)			
	A	B	D
18	Standardize cases		
19	Text	Case	Example outputs
20	powered by the ChatGPT model	Title case	Powered By the ChatGPT Model
21	powered by the ChatGPT model	Kebab case	powered-by-the-chatgpt-model
22	powered by the ChatGPT model	Camel case	
23	powered by the ChatGPT model	Upper case	

Standardize phone numbers:

C28:D28 fx =GPT_FORMAT(A28,"E.164 phone number")			
	A	B	D
25	Standardize phone numbers		
26	Phone number		Example outputs
27	(212) 555 1924		+12125551924
28	82 02-312-3456		+8223123456
29	(+39) 234222243		
30	India 985.512.3456		

Standardize currencies:

C35:D35 fx =GPT_FORMAT(A35,"iso currency")			
	A	B	D
32	Standardize currencies		
33	Currency		Example outputs
34	\$1232.32		USD 1,232.32
35	€1.343,76		EUR 1,343.76
36	Euro 2567		
37	10,322 Yen		

Learn more on [GPT_FORMAT](#).

Extract data with GPT_EXTRACT

Extract postal addresses:

C44 <code>=GPT_EXTRACT(\$A44,C\$42)</code>					
	A	B	C	D	E
41	Extract postal address details				
42	Addresses		Street	City	Zip code
43	1 chemin de Moulin, 21819 DavidVille, , France		1 chemin de Moulin	DavidVille	21819
44	4 Rodovia Araújo, Mendes Paulista, Brazil		Rodovia Araújo	Mendes Paulista	
45	W座 李路, 855940 海门市, , People's Republic of China				
46	O座 梁街 / 734131 / 淑英县 / / People's Republic of China				

Extract email addresses:

C51:D51 <code>=GPT_EXTRACT(A51,"email address")</code>				
	A	B	C	D
48	Extract email addresses from text			
49	User		Example outputs	
50	John Smith 555-123-4567 john.smith@example.com		john.smith@example.com	
51	Sarah Johnson <sarah.johnson@example.com> 555-987-6543		sarah.johnson@example.com	
52	Mitchell Pritchett ginger18@example.com 532-981-7403			
53	david.brown@example.com David Brown, CEO of GGI, +399999999			

Extract emails and URLs:

C58 <code>=GPT_EXTRACT(\$A58,C\$56)</code>				
	A	B	C	D
55	Extract emails and URLs from contact info			
56	Contact info		Email	URLs
57	Contact us at info@fakesite.com for more details or visit https://fakesite.com.		info@fakesite.com	https://fakesite.com
58	Email john.doe123@mockdomain.net or check out our site: www.mocksite123.org.		john.doe123@mockdomain.net	www.mocksite123.org
59	Reach out to support@fakemail.co or go to http://support.fakemail.co/contact.			
60	Sign up today at signup@demoportal.com or head to https://demoportal.com/signup.			

Learn more on [GPT_EXTRACT](#).

Analyze

Get instant insights from large volumes of content through automated summarizing, categorization, tagging, and sentiment analysis.

Summarize data with GPT

Summarize customer tickets across languages:

C14 <code>=GPT("Summarize this message in English, focusing on the main request. Use about 20 words. Be clear and precise.", A14)</code>			
	A	B	C
11	Summarize customer tickets across languages		
12	Customer messages		Example output
13	I looked in your FAQ and support files. How can I copy the data from the cell that is generated using a GPT formula? When I click on the cell, it only shows the formula.		User asks how to copy the displayed result of a GPT-generated formula cell, since clicking shows only the formula.
14	नमस्ते, मैं कुछ समय से आपके टूल का उपयोग कर रहा हूँ। अब मैं देख रहा हूँ कि मैं बहुत सारे GPT फ़ार्मुलों को क्रियान्वित नहीं कर सकता क्योंकि मेरे पास निम्नलिखित संदेश है:		The user requests a solution for the error message about reaching the token per minute limit while using GPT formulas.
15	I'd like to use GPTforWork for Sheets, but in my company we have a self-hosted Azure OpenAI instance that we are using. Hence I'd have to enter the endpoint and the Api key of the instance in order to use it. I understood that this feature is not available yet, but in a matter of weeks, will it be for GPTforWork for Sheets too? Or only limited to Docs/Excel?		
16	First, I LOVE the GPT for Sheets and Docs extension. It's amazing! Thank you! I am trying to use the GPT_LIST function, and your documentation covers all the parameters well, but I can't get the ""model"" parameter right, and I don't know where I'm going wrong.		

Summarize long descriptions:

C20 <code>=GPT("Summarize in less than 5 words", A20)</code>			
	A	B	C
18	Summarize long content description		
19	Long description		Try it below:
20	Twitch is an American video live streaming service that focuses on video game live streaming, including broadcasts of esports competitions, in addition to offering music broadcasts, creative content, and "in real life" streams. It was introduced in June 2011 as a spin-off of the general-interest streaming platform Justin.tv. Content on the site can be viewed either live or via video on demand. The games shown on Twitch's current homepage are listed according to audience preference and include genres such as real-time strategy games, fighting games, racing games, and first-person shooters. The popularity of Twitch eclipsed that of its general-interest counterpart. In October 2013, the website had 45 million unique viewers, and by February 2014, it was considered the fourth-largest source of peak Internet traffic in the United States. At the same time, Justin.tv's parent company was re-branded as Twitch.		Twitch: Live game streaming service.

Learn more on [GPT](#).

Categorize or classify data with GPT_CLASSIFY

Categorize customer feedback:

C27 <code>=GPT_CLASSIFY(B27, \$A\$26:\$A\$29)</code>			
	A	B	C
24	Categorize customer feedback		
25	Categories	Feedback	Example output
26	kudos	This is perhaps the greatest plugin I have ever had the opportunity to use! Thank you	kudos
27	feature request	Great tool so far. When will gpt-4 be available?	question
28	question	A good idea. However, It errors on most of the api calls.	
29	troubleshooting	Getting error "No API key type specified" when copying in the API Key.	

Analyze sentiment:

C34 | `=GPT_CLASSIFY(A34,"happy, unhappy, neutral")`

	A	B	C
31	Analyze sentiment		
32	Reviews		Example output
33	En general, personal de baja calidad. Mucho de no hacer nada con actitud y mal servicio al cliente. Al igual que la reseña más reciente, hay varios empleados que simplemente deambulan y no dicen nada en respuesta a las preguntas de los clientes.		unhappy
34	Un magasin propre et bien organisé, mais le personnel semblait surmené et n'était pas très réactif.		neutral
35	The fish counter is fantastic! Always fresh seafood and a friendly team to help. I'll definitely come back.		
36	Encontré queso mohoso en la sección refrigerada. ¡Esto es inaceptable para una tienda de este tamaño!		

Categorize customer feedback with examples:

C48 | `=GPT_CLASSIFY(B48,D44:D45,B44:C47)`

	A	B	C	D
41	Categorize customer feedback (2) with examples			
42	Context	<i>Sasha is in charge of tickets about AODocs and Lucas must handle tickets for YAMM and Awesome Table.</i>		
43	Feedback	Feedback	Assigned to	Categories
44	Examples	AODocs is a great tool, I have been using it for years!	Sasha - AODocs Manager	Sasha - AODocs Manager
45		I have been a user of YAMM for more than 3 years and was faced with a particular issue today, which got resolved almost instantaneously	Lucas - Talarian Manager	Lucas - Talarian Manager
46		Awesome Table has a very fast and helping support, they solved my issues in an hour!	Lucas - Talarian Manager	
47		AODocs Integration with Google platform is perfect for our organization.	Sasha - AODocs Manager	
48	Feedback to classify	YAMM is my fav productivity tools!	Lucas - Talarian Manager	👉 Type =GPT_CLASSIFY(B48,
49		Clearly the Awesome Table folks care about their customers!		📄
50		I'm not a tech person and YAMM is super easy to use.		
51		AODocs Integration with Google platform is perfect for our organization.		
52		I love that AODocs can be used with Google Drive, so everything connects very easily.		

Learn more on [GPT_CLASSIFY](#).

Assign tags with GPT_TAG

Tag products:

C62 | `=GPT_TAG(A62,,3)`

	A	B	C
59	Tag products		
60	Product description		Assigned tags
61	Heat, humidity, intense activity, it doesn't matter! A perfect complexion that stays that way from morning to night? It's possible with Double Wear foundation. Experience the iconic Estée Lauder Double Wear Teint Long Lasting Intransferable SPF10 foundation. Estée Lauder foundation ensures a flawless complexion all day long, thanks to its long-wear, non-transferable SPF 10 formula. Its ultra-comfortable fluid texture offers adjustable coverage for a flawless finish. Mattifying and sebum-regulating, Double Wear foundation guarantees an even, shine-free complexion all day long. This matte coverage foundation withstands the rigors of daily use, and is non-transferable, resisting heat, humidity and intense activity. For unfailing self-confidence. - Fluid texture with no masking effect - Medium-to-high coverage - Long-lasting mattifying action - 24-hour long-lasting hold - Foundation SPF 10 Find your shade, write your story. How to choose the shade of your waterproof, no-transfer foundation? - Numbers correspond to skin tone intensity: light (1) or dark (6 and up).		flawless complexion, long-lasting, matte coverage
62	Discover Givenchy Gentleman Eau de Parfum Boisée, where burning woods mingle with refined iris. Embodying the duality of passion and seduction, it is the fragrance for the most sensual of modern men. Developed at Ateliers Givenchy in France, this Eau de Parfum begins with captivating, spicy notes of black pepper and coriander. The delicacy of iris and the sweetness of cocoa are then revealed, tinged with sandalwood, creating a warm, ambery trail. These woody, floral and spicy notes merge in an unforgettable olfactory encounter.		marketing,perfume,fragrance

Learn more on [GPT_TAG](#).

Analyze images with GPT_VISION


Applies a prompt to an image. GPT_VISION is the only function that can process images. For example, you can ask a question about the image, generate a description or generate alt text for images.

INFO

To use GPT_VISION, you need to select a [model that supports images \(Vision\)](#).


Create content from an image

Write product descriptions:

E17 fx =GPT_VISION(B17,C17)			
	A	B	C
15	Write product descriptions		
16		Prompt	URL of the picture
17		write a short product description for this product	https://i.ebayimg.com/images/g/XMsAAOSwZ0Jy8qS/s-11600.png
			Try it below: Everyday comfort with a playful edge — the Classic Foam Clog delivers lightweight, all-day cushioning in a water-friendly, easy-clean design. Made from durable, shock-absorbing foam with ventilation ports for breathability and a pivoting heel strap for a secure fit. Slip-resistant outsole and iconic silhouette make it perfect for casual wear, beach days, or quick errands.

Extract information from an image

Extract amounts from invoices:

E23 fx =GPT_VISION(B23,C23)			
	A	B	C
21	Extract amounts from invoices		
22		Prompt	URL of the picture
23		extract total amount to be paid	https://it.lbl.gov/wp-content/uploads/sites/18/2023/03/fake-invoice_mcafee-scaled.jpg
			Try it below: \$419.99

Extract info from an ID:

E27 fx =GPT_VISION(B27,C27)			
A	B	C	D
25	Extract info from an ID		
26	Prompt	URL of the picture	Try it below:
27	extract the surname	https://lecap.consulfrance.org/MG/arton465.png?1641476764	Martin



Explain elements in an image

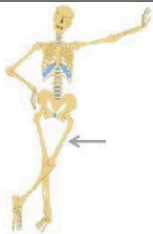
Identify elements of an image:

D33 fx =GPT_VISION(B33,C33)			
A	B	C	D
31	Identify elements of an image		
32	Prompt	URL of the picture	Try it below:
33	What brand does this logo represent?	http://upload.wikimedia.org/wikipedia/commons/thumb/b/b7/X_logo.jpg/250px-X_logo.jpg	The logo represents the brand "X," which is the rebranded name for Twitter.



Understand an image:

E37 fx =GPT_VISION(B37,C37)			
A	B	C	D
35	Understand an image		
36	Prompt	URL of the picture	Try it below:
37	which bone is indicated?	https://media.brainly.com/images/resize:fill/w:640/q:75/plain/https://us-static.z-dn.net/files/d46/2014a252ef1de67bec89caab341f21cc.jpg	The arrow points to the femur (thigh bone).



Explain formulas:

E41 fx =GPT_VISION(B41,C41)			
A	B	C	D
39	Explain formulas		
40	Prompt	URL of the picture	Try it below:
41	explain this formula	https://miro.medium.com/v2/resize:fit:1400/format:webp/1*J-JQKJkHMo-Ie4qki373A.png	<p>This is the time-dependent nonrelativistic Schrödinger equation in one spatial dimension. It governs how the complex wavefunction $\Psi(x,t)$ of a quantum particle evolves in time. Breaking it down term-by-term:</p> <ul style="list-style-type: none"> - $i\hbar \frac{\partial \Psi}{\partial t}$: the left-hand side. \hbar (h-bar) is the reduced Planck constant and i is the imaginary unit. This term represents the time evolution (rate of change) of the quantum state. - The right-hand side is an operator (the Hamiltonian) acting on Ψ: <ul style="list-style-type: none"> - $[-\hbar^2/(2m) \frac{\partial^2}{\partial x^2}] \Psi(x,t)$: the kinetic-energy operator. Applying the second spatial derivative to Ψ gives the quantum analogue of kinetic energy; m is the particle mass. - $+ V(x,t) \Psi(x,t)$: the potential-energy term. $V(x,t)$ is the classical potential energy at position x and time t; multiplying by Ψ gives the potential energy contribution. <p>In words: $i\hbar$ times the time derivative of the wavefunction equals the total energy operator (kinetic + potential) acting on the wavefunction. Solutions $\Psi(x,t)$ encode all measurable information: $\Psi(x,t) ^2$ is the probability density to find the particle at position x at time t. For time-independent V one often separates variables to get stationary states satisfying the time-independent Schrödinger equation: $[-\hbar^2/(2m) \frac{d^2}{dx^2} + V(x)]\psi(x) = E\psi(x)$.</p>

$$i\hbar \frac{\partial}{\partial t} \Psi(x,t) = \left[-\frac{\hbar^2}{2m} \frac{\partial^2}{\partial x^2} + V(x,t) \right] \Psi(x,t)$$

Learn more on [GPT_VISION](#).

Search the web

Get answers from the web with GPT

INFO

To search the web with a GPT function, select [a model with web search capabilities](#).

Get average hotel prices:

B14		=GPT("What is the average cost for a moderately priced hotel per night? Respond with a single number in USD only.", \$A14)					
	A	B	C	D	E	F	G
11	Get average hotel prices						
12	Country	Example output					
13	Afghanistan	60					
14	Argentina	75					
15	Australia						
16	Austria						
17	Belgium						
18	Brazil						
19	Canada						
20	Chile						
21	China						
22	Colombia						
23	Denmark						
24	Egypt						
25	Finland						

→ Type =GPT("What is the average cost for a moderately priced hotel per night? Respond with a single number in USD only.", \$A14), then **drag it down!**

Get most-spoken languages:

B30		=GPT("What are the top three languages spoken in this country? Return them separated by a comma", \$A30)					
	A	B	C	D	E	F	G
27	Get most-spoken languages						
28	Country	Example output					
29	France	French, Arabic, Portuguese					
30	Germany	German, Turkish, Kurdish					
31	Greece						
32	India						
33	Indonesia						
34	Ireland						
35	Israel						
36	Italy						
37	Japan						
38	Kenya						
39	Mexico						
40	Netherlands						
41	New Zealand						

→ Type =GPT("What are the top three languages spoken in this country? Return them separated by a comma", \$A30), then **drag it down!**

Fetch top newspaper website URLs:

B46 | `=GPT("Return only the official website URL of the most widely read newspaper in", $A46)`

	A	B	C	D	E	F
43	Fetch top newspaper website URLs					
44	Country	Example output				
45	Nigeria	https://www.punchng.com				
46	Norway	https://www.vg.no/	📌 Type =GPT("Return only the official website URL of the most widely read newspaper in", \$A46), then drag it down!			
47	Peru					
48	Poland					
49	Portugal					
50	Russia					
51	Saudi Arabia					
52	Singapore					
53	South Africa					
54	South Korea					
55	Spain					
56	Sweden					
57	Switzerland					

Manage GPT formulas from the sidebar in Excel

Use the GPT for Excel sidebar to manage your GPT formulas and avoid unexpected changes and costs.

Retry GPT formulas on error

Re-execute all formulas on error in your current sheet.

Regenerate GPT formula results

Re-execute selected formulas in your current sheet.

Replace GPT formulas with results

Replace GPT formulas with their results to prevent recalculation permanently.

Manage GPT formula cache

Minimize costs by reusing previous results.

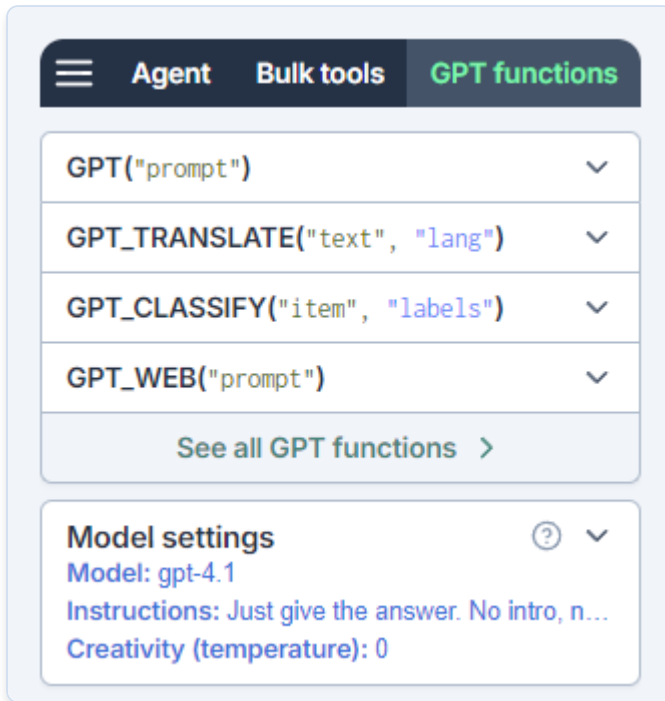
Disable GPT formulas

Prevent the execution of GPT formulas in your workbook for an indefinite period of time.

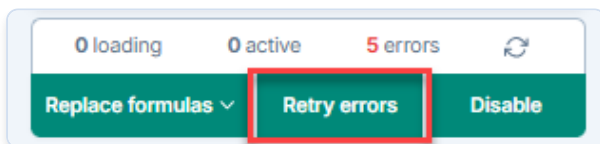
Retry GPT formulas on error in Excel

After [troubleshooting GPT for Excel errors](#), you can recalculate all GPT formulas in cells tagged with `#ERROR!` or `#VALUE!`.

- 1 In the sidebar, select **GPT functions**.



- 2 Check that the GPT formulas aren't [disabled](#) for your workbook.
- 3 Click **Retry errors**.



All GPT formulas that were on error in the current sheet are recalculated. If some errors persist, let us know by [submitting a support request](#).

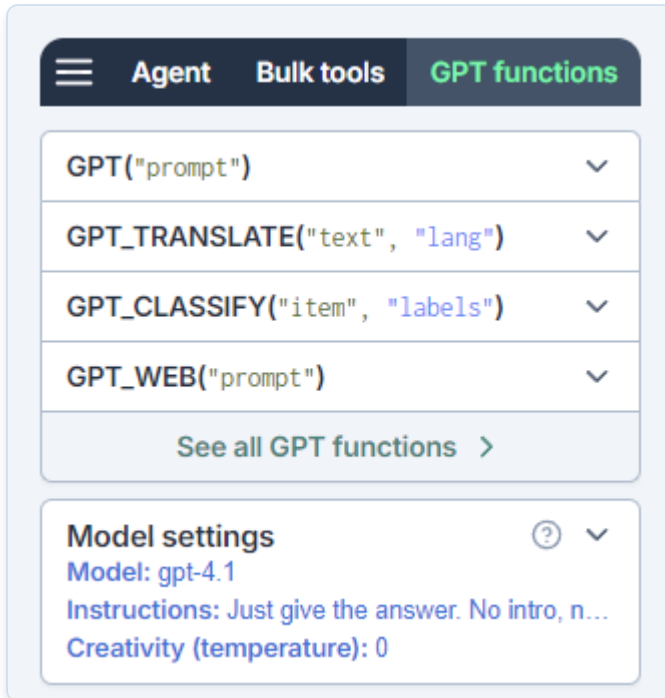
TIP

[Replace GPT formulas with their results in the selected cells](#) to prevent any further recalculation.

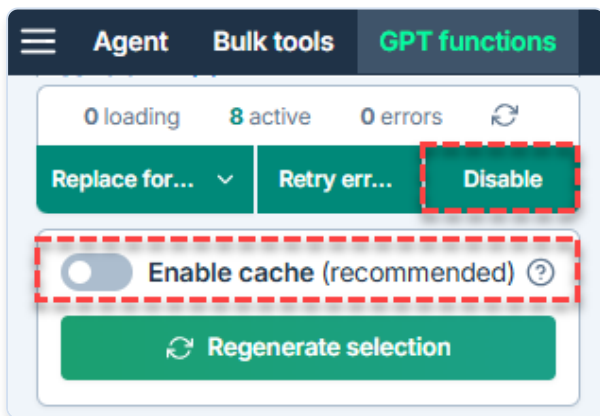
Regenerate GPT formula results in Excel

Re-execute GPT formulas to update results in selected cells.

- 1 In the sidebar, select **GPT functions**.

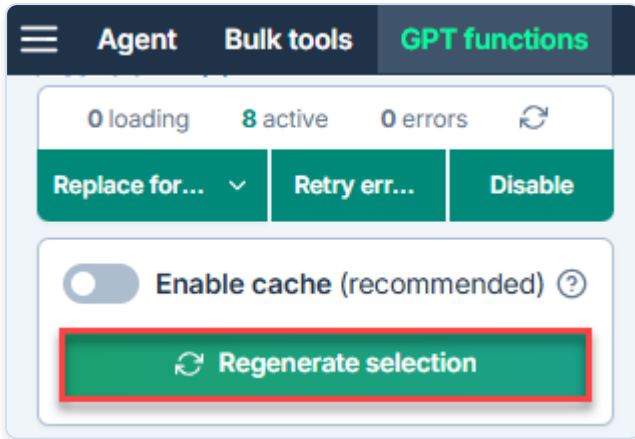


- 2 Check that the GPT formulas are not [disabled](#) and that [caching](#) is disabled for your workbook.



- 3 Select cells with active GPT formulas in the current sheet. Ensure all cells generated by formulas like [GPT_LIST](#) are included to prevent data loss.

4 Click **Regenerate selection**.



5 (Optional) [Disable the formulas](#) to prevent recalculations in this sheet and the rest of the document.

GPT formula results within the selected cells are regenerated.

Replace GPT formulas with results in Excel

Convert GPT formulas to static values and prevent any further recalculation, either on a selected number of cells or across an entire sheet. If you need to recover the original formulas later, you can use the version history of your Microsoft workbook.

Replace formulas manually

- 1 Select the cells that contain the GPT formulas.
- 2 Copy them by pressing **Ctrl+C** (or **Cmd+C** on Mac).

INFO

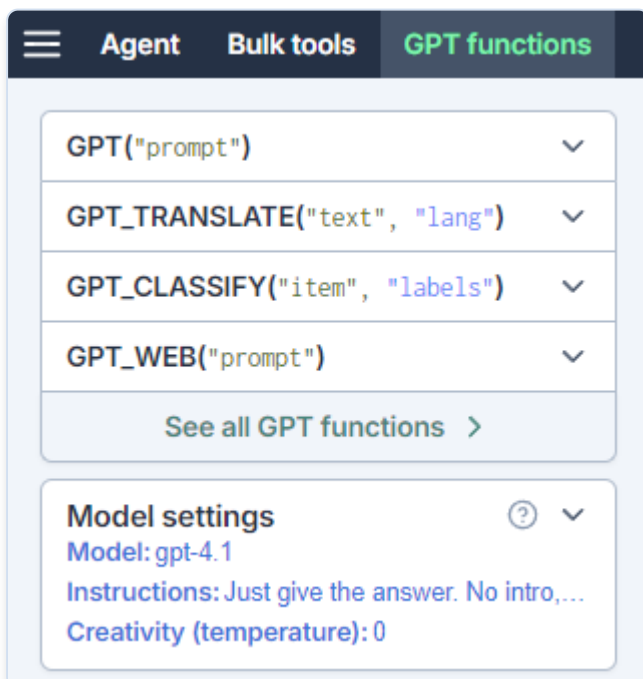
For GPT formulas with multi-row results, copy all rows with results, not just the formula row.

- 3 Paste the results as values by pressing **Ctrl+Shift+V** (or **Cmd+Shift+V** on Mac).

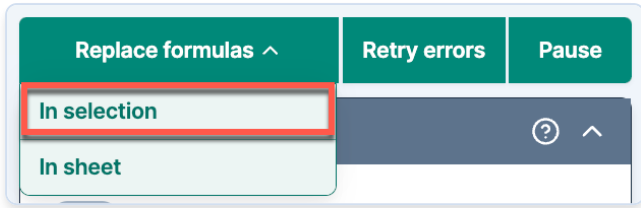
GPT formulas within the manually selected cells are replaced by their respective results.

Replace formulas in selection

- 1 Select cells with active GPT formulas in the current sheet, ensuring all cells generated by formulas like [GPT_LIST](#) are included to prevent data loss.
- 2 In the sidebar, select **GPT functions**.



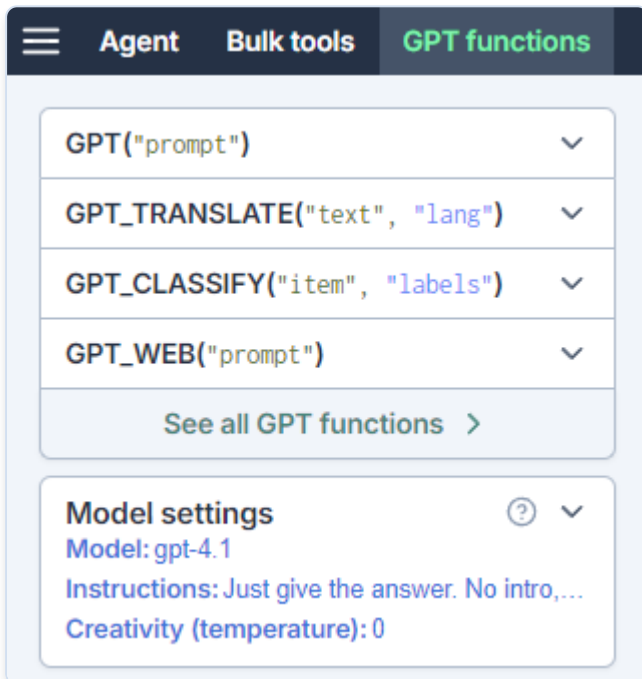
- 3 Choose **In selection** in the *Replace formulas* dropdown.



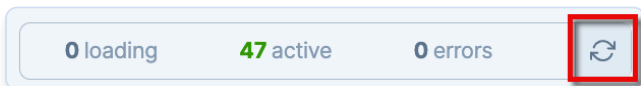
GPT formulas within the selected cells are replaced by their respective results.

Replace formulas in entire sheet

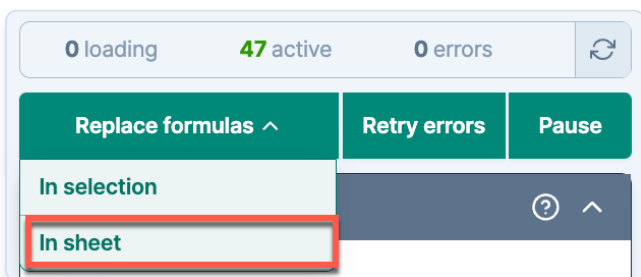
- 1 In the sidebar, select **GPT functions**.



- 2 Refresh the formula count to see the number of active GPT formulas in the current sheet. Formulas on error won't be replaced.



- 3 Choose **In sheet** in the *Replace formulas* dropdown.



All GPT formulas within the sheet are replaced by their corresponding results.

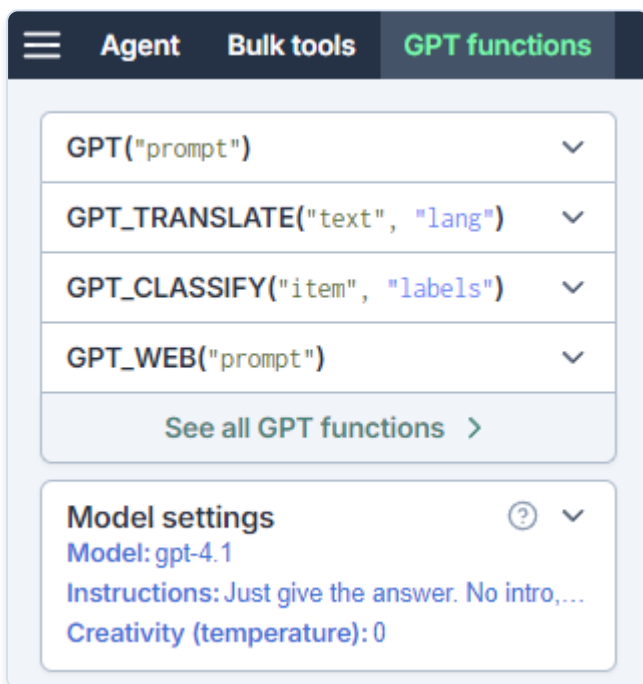
Manage GPT formula cache for your spreadsheet in Excel

Cache the results of your GPT formulas to minimize costs by reusing previous results, or disable caching to experiment with sidebar settings.

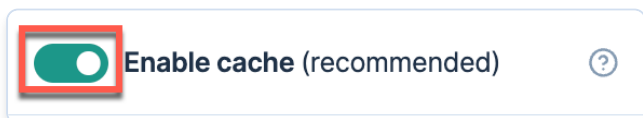
Enable cache to save costs and reuse previous results when reloading a formula

You can enable cache usage to avoid being charged for reusing formulas. This mode ensures that results for the same formula are retrieved from the cache instead of generating new results.

- 1 In the sidebar, select **GPT functions**.



- 2 Click on the **Enable cache** switch to start saving results.

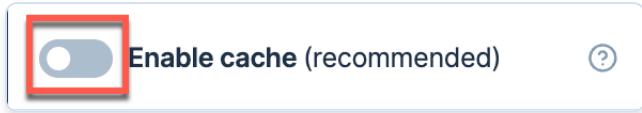


Caching is enabled for GPT formula results in your workbook. You can now save costs and reuse all future results of your GPT formulas.

Disable cache to experiment with sidebar settings

If you want to quickly experiment with various settings, you can disable cache usage. Disabling your cache doesn't clear its content. It stops storing new executions and fetching existing ones from it.

- 1 (Optional) [Replace GPT formulas with their results](#) if you want to preserve the current results.
- 2 In the sidebar, select **GPT functions**.
- 3 Click on the **Enable cache** switch to put it in disabled state.

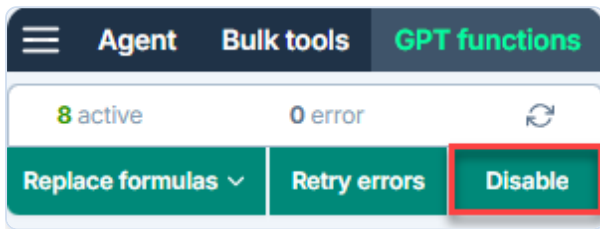


Caching is disabled for GPT formula results in your workbook. Each time the formulas are reloaded, they will be executed again, incur costs, and may return new results.

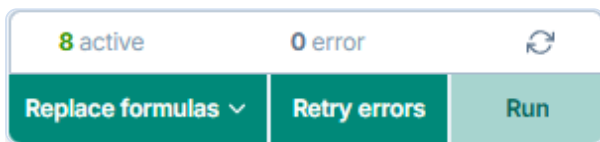
Disable GPT formulas for your spreadsheet in Excel

If the GPT for Excel [cache](#) is disabled, reloading active GPT formulas triggers their re-execution, which incurs costs and potentially returns new results. To preserve your results and avoid additional costs, disable GPT formula execution in your workbook.

In the sidebar, select **GPT functions**, and click **Disable**.



The button label changes to **Run**.



The GPT formulas in your workbook will not be executed until you click **Run**. If your workbook contains multiple sheets, the GPT formulas across all these sheets are prevented from executing.

Search the web with GPT functions in Excel

Search the web directly in [GPT for Excel](#) using GPT functions with [web search models](#). These models use fresh web search data, which allows you to generate up-to-date responses about companies, current events, facts, and more, directly in your workbook. You can also fetch content from specific URLs to extract information from web pages.

Choose the right web search model

Choose a web search model that best fits your use case.

Web search

Get information that is not in the model's built-in knowledge:

- **Example:** Finding the current CEO of a company.

- **How it works:**

All web search models can go beyond their built-in knowledge by accessing information from search engines, like Google or Bing. This allows models, which have compressed historical knowledge, to explore topics in greater depth, with more current data or with a specific focus.

- **Recommended models:**

- [Sonar](#) for quick results (cheapest).
- [Sonar Pro](#) or [OpenAI Search models](#) for high quality results.
- [Gemini models with Web search](#) for Google search quality (most expensive).

Content fetching

Focus on specific URLs and extract content from them:

- **Example:** Extracting the product name and price from the URL of a product page.

- **How it works:** Some web search models can access the full content from specific URLs. The full content is added to the context of the models, so they can use it to answer questions about the content or extract information from it.

- **Recommended models:**

- [Gemini 2.5 models with URL context](#)


Supported web search models

Click here for a list of all web search models supported by GPT for Excel ▼

Provider	Model	Without API key	With API key 	URL fetch
<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	All ▼	All ▼	All ▼
 Perplexity	sonar	Yes	Yes	No
 Perplexity	sonar-pro	Yes	Yes	No
 Perplexity	sonar-reasoning-pro	No	Yes	No
 Google	gemini-2.5-flash	Yes	Yes	Yes
 Google	gemini-2.5-flash-lite	No	Yes	Yes
 Google	gemini-2.5-pro	No	Yes	Yes
 Google	gemini-3-flash-preview	No	Yes	Yes
 Google	gemini-3.1-flash-lite-preview	No	Yes	Yes
 Google	gemini-3.1-pro-preview	No	Yes	Yes
 OpenAI	gpt-4o-mini-search-preview	Yes	Yes	No
 OpenAI	gpt-4o-search-preview	Yes	Yes	No
 OpenAI	gpt-5-search-api	Yes	Yes	No
 Parallel	speed	Yes	No	No

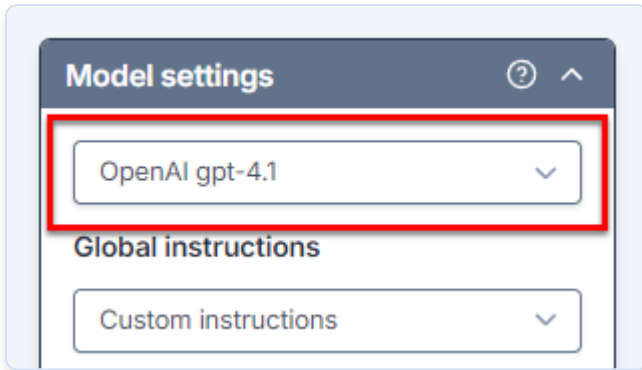
For detailed pricing information, see [Model prices](#).

Use web search models

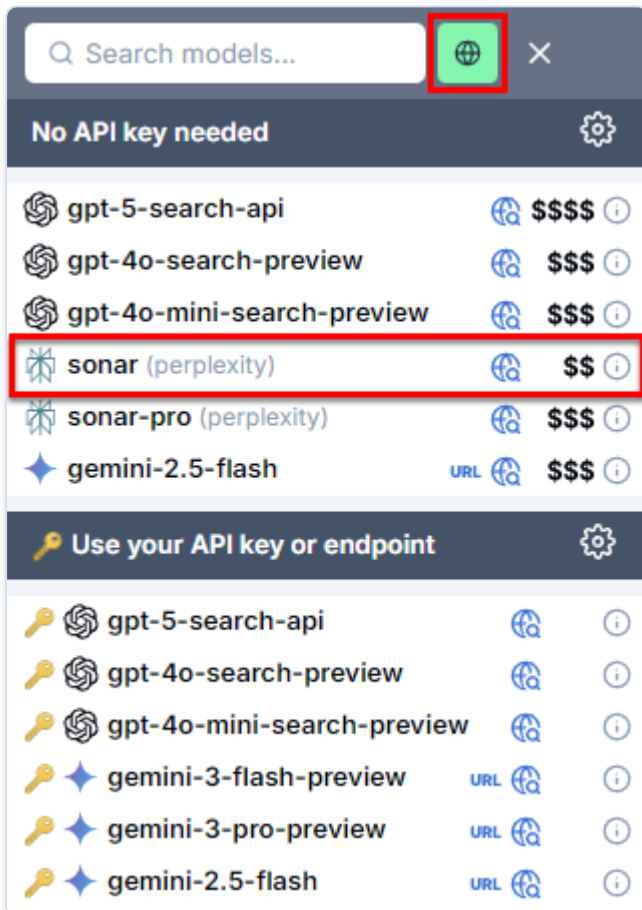
Use GPT functions to perform web searches with any model that has web search capabilities (.

Using the model switcher

- 1 [Open GPT for Excel.](#)
- 2 In the sidebar, select **GPT functions**.
- 3 Expand **Model settings** and open the model switcher.

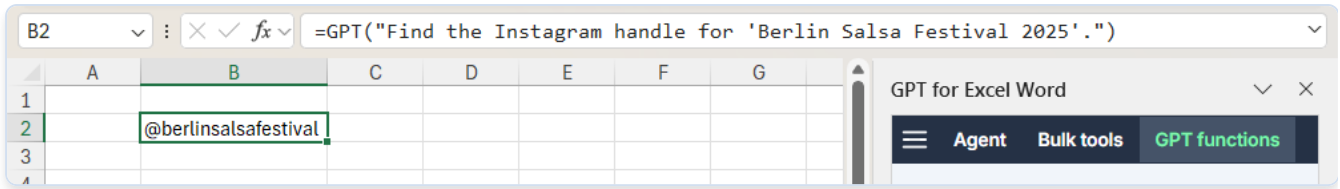


- 4 Enable the web search filter and select a web search model (🌐).



- 5 (Optional) Configure the [model-specific settings](#) in the sidebar. For Gemini models, make sure [web search is enabled](#).
- 6 In the workbook, select a cell and write your formula:

```
=GPT("Find the Instagram handle for 'Berlin Salsa Festival 2025'.")
```

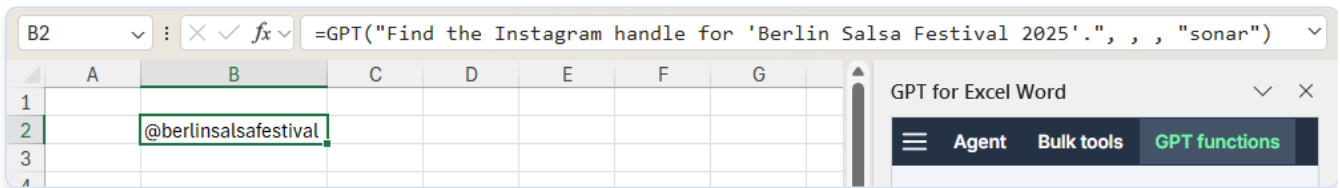


The formula uses the web search model selected in the model switcher.

Specifying the model in the formula

- 1 [Open GPT for Excel.](#)
- 2 In the sidebar, select **GPT functions**.
- 3 (Optional) Configure the [model-specific settings](#) in the sidebar. For Gemini models, make sure [web search is enabled](#).
- 4 In the workbook, select a cell and write your formula, specifying a web search model directly in the formula, for example the Perplexity Sonar model:

```
=GPT("Find the Instagram handle for 'Berlin Salsa Festival 2025'.", , ,  
"sonar")
```



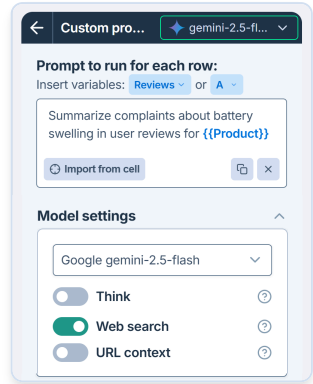
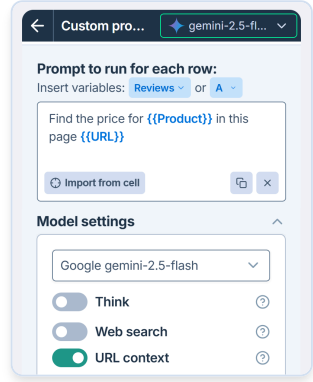
The formula uses the web search model regardless of what's currently selected in the model switcher.

For instructions on how to write formulas with GPT functions, see the [GPT functions reference](#).

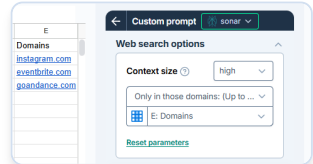
Model-specific settings

Use the model-specific settings to configure the web search model for your use case.

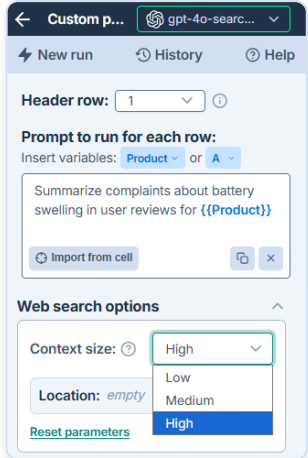
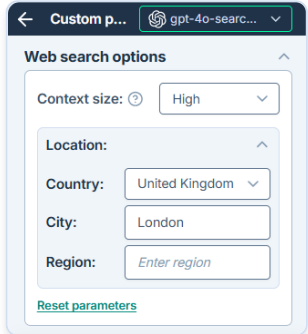
Google Gemini

Setting	Description	Example
Web search	Let Gemini decide when a Google search can improve the answer. This allows Gemini to provide more accurate answers and cite verifiable sources beyond its built-in knowledge. Enabling Web search incurs an additional search cost .	
URL context	Provide up to 20 URLs (pages, images, PDFs) in your prompt to focus your search. No search cost is incurred, but the content retrieved from URLs counts as input tokens.	

Perplexity Sonar

Setting	Description	Example
Context size	Choose how much content to retrieve from each source. Larger sizes produce richer and more detailed responses at a higher cost .	
Domains <i>Bulk tools only</i>	Specify up to 20 domains to generate responses based only on search results from these domains. Use simple domain names (e.g., <code>wikipedia.org</code>) without additional elements like the prefixes <code>https://</code> or <code>www.</code>	

OpenAI Search

Setting	Description	Example
<p>Context size</p>	<p>Choose how much content to retrieve from each source. Larger sizes produce richer and more detailed responses at a higher cost.</p>	
<p>Location</p>	<p>To refine search results based on geography, specify an approximate user location using country, city, and/or region.</p>	

Use images in GPT function prompts in Excel

Use images in your prompts with [GPT for Excel](#) and [vision models](#). These models are multimodal and can process both text and images as input.

TIP

Don't have image URLs yet? Learn how to [host images on Google Drive for AI processing](#).












INFO

Supported image formats: PNG, JPEG, WebP, non-animated GIF

Supported vision models

We recommend using **gpt-5.4** to analyze images, but you can use any vision model supported by GPT for Excel.

[Click here for a list of all vision models supported by GPT for Excel](#) ▼

Provider	Model	Without API key	With API key 
<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	All ▼	All ▼
 OpenAI	gpt-4.1	Yes	Yes
 OpenAI	gpt-4.1-mini	Yes	Yes
 OpenAI	gpt-4.1-nano	Yes	Yes
 OpenAI	gpt-4o	Yes	Yes
 OpenAI	gpt-5	Yes	Yes
 OpenAI	gpt-5-chat	Yes	Yes
 OpenAI	gpt-5-mini	Yes	Yes
 OpenAI	gpt-5-nano	Yes	Yes
 OpenAI	gpt-5.1	Yes	Yes
 OpenAI	gpt-5.2	Yes	Yes

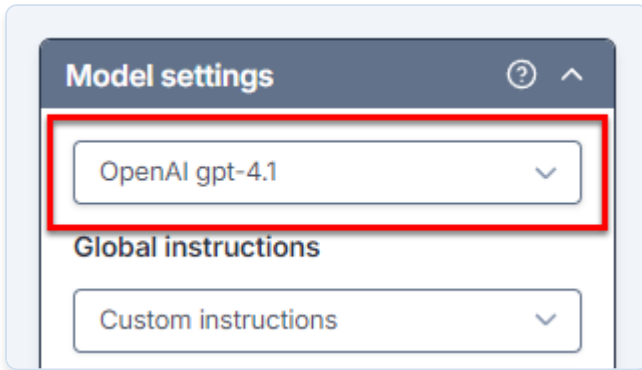
Provider	Model	Without API key	With API key 
 OpenAI	gpt-5.4	Yes	Yes
 OpenAI	gpt-5.4-mini	Yes	Yes
 OpenAI	gpt-5.4-nano	Yes	Yes
 OpenAI	gpt-5.5	Yes	Yes
 OpenAI	o1	Yes	Yes
 OpenAI	o3	Yes	Yes
 OpenAI	o4-mini	Yes	Yes
 Anthropic	claude-4-6-sonnet	Yes	Yes
 Anthropic	claude-4-sonnet	Yes	Yes
 Anthropic	claude-4.1-opus	No	Yes
 Anthropic	claude-4.5-haiku	Yes	Yes
 Anthropic	claude-4.5-opus	Yes	Yes
 Anthropic	claude-4.5-sonnet	Yes	Yes
 Anthropic	claude-4.6-opus	Yes	Yes
 Anthropic	claude-4.7-opus	Yes	Yes
 Mistral	mistral-medium	No	Yes
 xAI	grok-4-1-fast	No	Yes
 xAI	grok-4-1-fast-non-reasoning	No	Yes

Prompt images

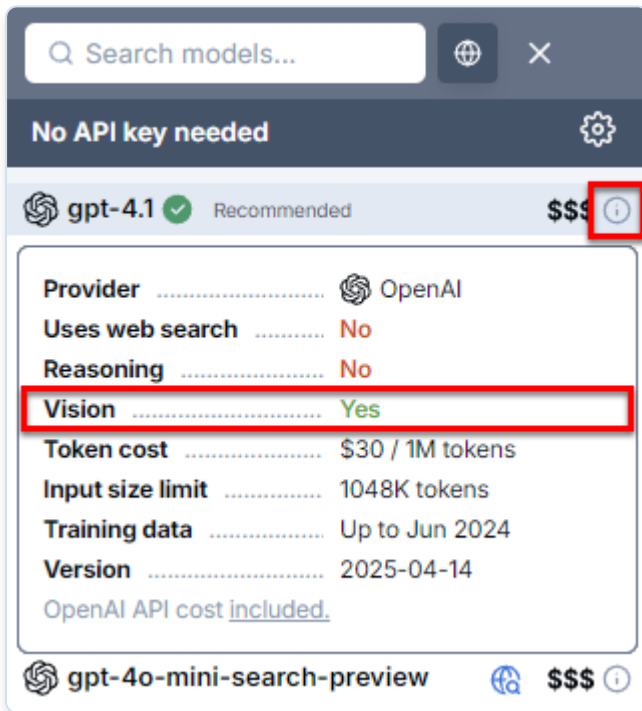
Use the **GPT_VISION** function to describe or analyze images in individual cells.

Using the model switcher

- 1 [Open GPT for Excel.](#)
- 2 In the sidebar, select **GPT functions**.
- 3 Expand **Model settings** and open the model switcher.

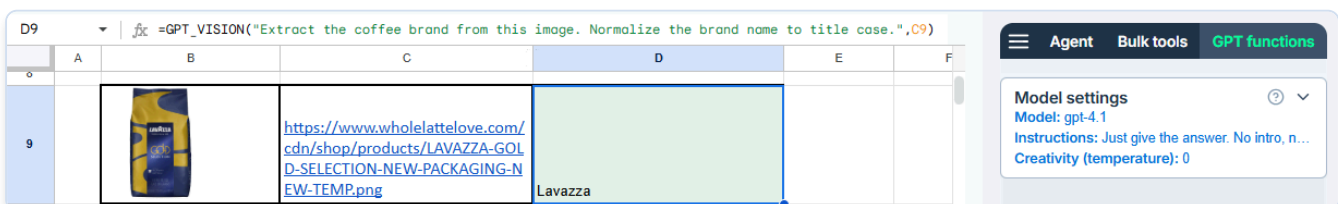


- 4 Select a vision model.



- 5 In the workbook, select a cell and write your formula:

```
=GPT_VISION("Extract the coffee brand from this image. Normalize the brand name to title case.",C9)
```



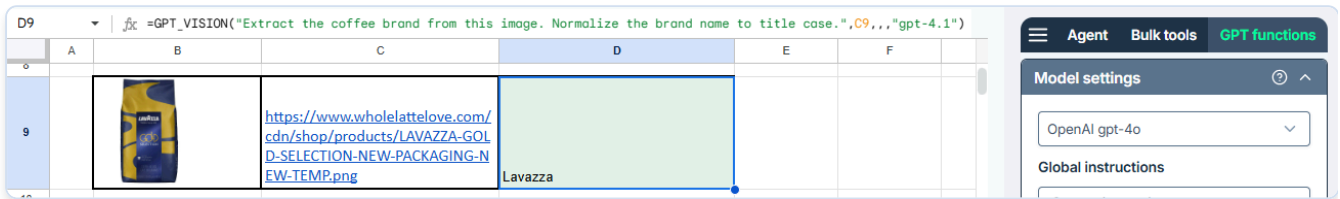
The formula uses the vision model selected in the model switcher.

For instructions on how to write formulas with the GPT_VISION function and set the image resolution, see the [GPT_VISION](#) reference.

Specifying the model in the formula

- 1 [Open GPT for Excel.](#)
- 2 In the workbook, select a cell and write your formula, specifying a vision model directly in the formula:

```
=GPT_VISION("Extract the coffee brand from this image. Normalize the brand name to title case.",C9, , , "gpt-4.1")
```



The formula uses the vision model regardless of what's currently selected in the model switcher.

For instructions on how to write formulas with the GPT_VISION function and set the image resolution, see the [GPT_VISION](#) reference.

Host images on Google Drive for AI processing

To process an image in GPT for Excel, you need the direct URL of the image and the URL must be publicly accessible.

To host an image on Google Drive so that GPT for Excel can access and process it:

- 1 Upload the image to Google Drive.
- 2 Share the image publicly using the **Anyone with the link** option. For more information, see [Google Drive Help](#).

TIP

To prevent other users from commenting or editing the image, set the access role to **Viewer**.

- 3 Copy the link.
- 4 Get the image file ID from the link URL, and build the following new URL with the ID:

```
https://drive.google.com/uc?id=<image-file-id>
```

For example:

```
# Original share URL from "Copy link"  
https://drive.google.com/file/d/1dTZrIkAHsV\_hKnvL2KjH1pfc00SpYVux/view  
  
# Direct image URL  
https://drive.google.com/uc?id=1dTZrIkAHsV\_hKnvL2KjH1pfc00SpYVux
```

You now have a direct image URL that you can access and process in GPT for Excel.

Configure GPT function behavior in Excel

Configure model settings to customize how GPT functions behave in your workbook.

INFO

When cache is enabled, existing GPT formulas will not automatically update to new model settings when you re-run the formulas.

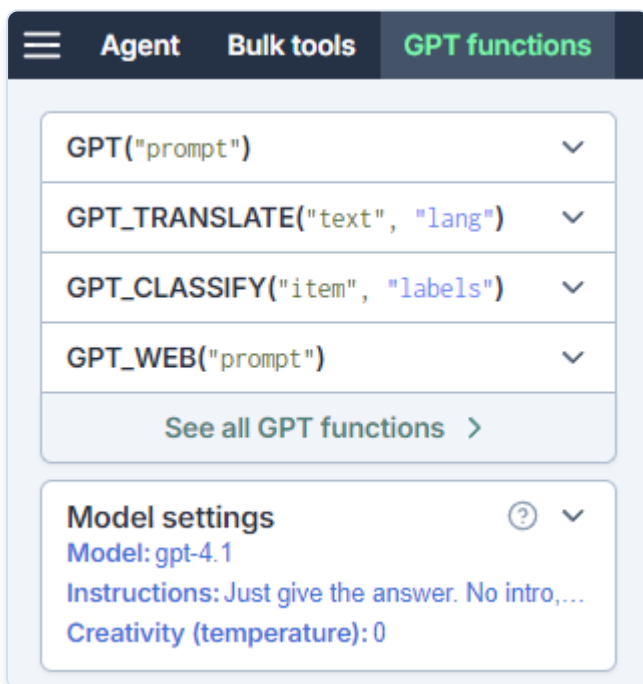
To re-run an existing formula with the new settings:

- Change a parameter in the formula and press Enter.
- [Disable the cache](#), select the formula, and [regenerate its results](#).

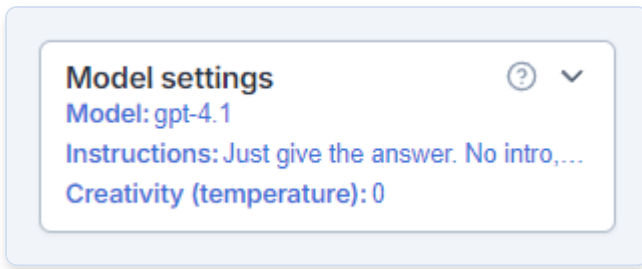
Add global instructions

Provide global instructions to specify preferences or requirements that you'd like the AI to consider when generating responses. The instructions apply to all GPT functions in the current workbook.

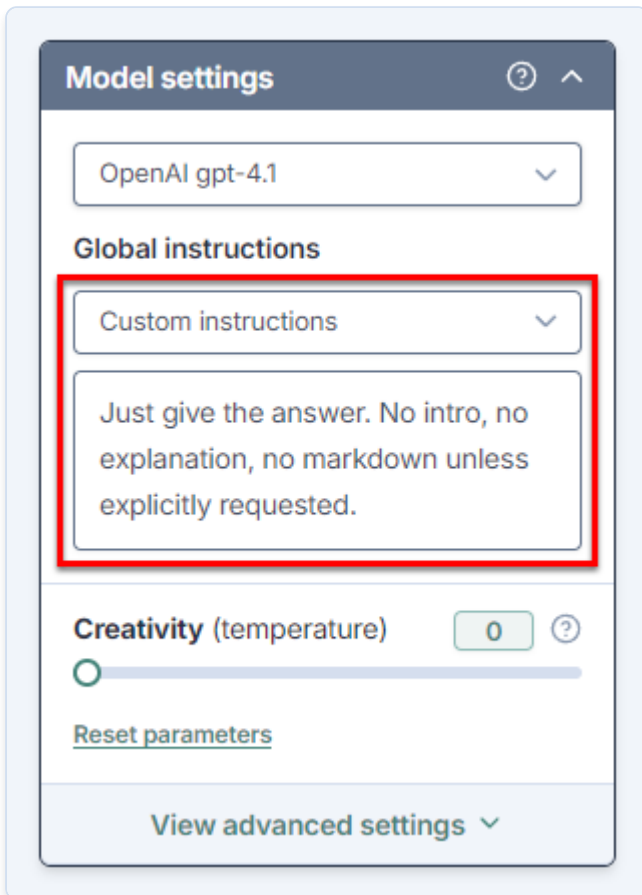
- 1 In the sidebar, select **GPT functions**.



2 Expand **Model settings**.



3 In the **Global instructions** section, select the type of instructions you'd like to add and edit them if needed.



The AI takes the global instructions into account when generating responses for GPT functions in the current workbook.

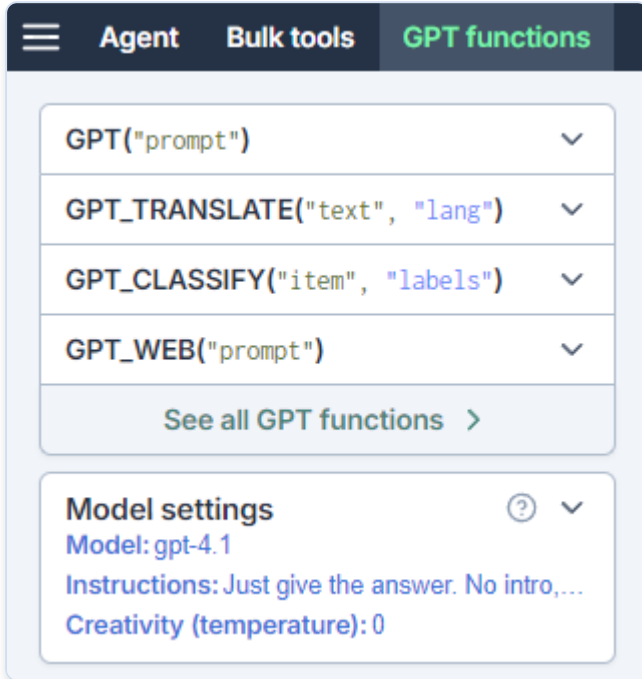
Set the creativity level

Control how creative the AI is by setting the **creativity level** (also called **temperature**). Lower creativity generates responses that are straightforward and predictable, while higher creativity generates responses that are more random and varied.

 **TIP**

For more information about temperature as used by OpenAI to set the creativity level, see our [temperature guide](#).

- 1 In the sidebar, select **GPT functions**.



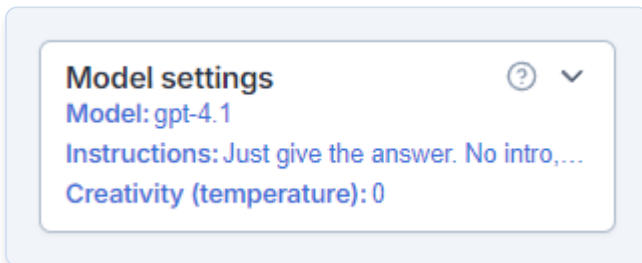
The screenshot shows a sidebar menu with four tabs: "Agent", "Bulk tools", and "GPT functions" (which is highlighted in green). Below the tabs, there is a list of GPT functions, each with a dropdown arrow:

- GPT("prompt")
- GPT_TRANSLATE("text", "lang")
- GPT_CLASSIFY("item", "labels")
- GPT_WEB("prompt")

Below the list is a button that says "See all GPT functions >". At the bottom of the sidebar, there is a "Model settings" section with a question mark icon and a dropdown arrow. The settings listed are:

- Model: gpt-4.1
- Instructions: Just give the answer. No intro,...
- Creativity (temperature): 0

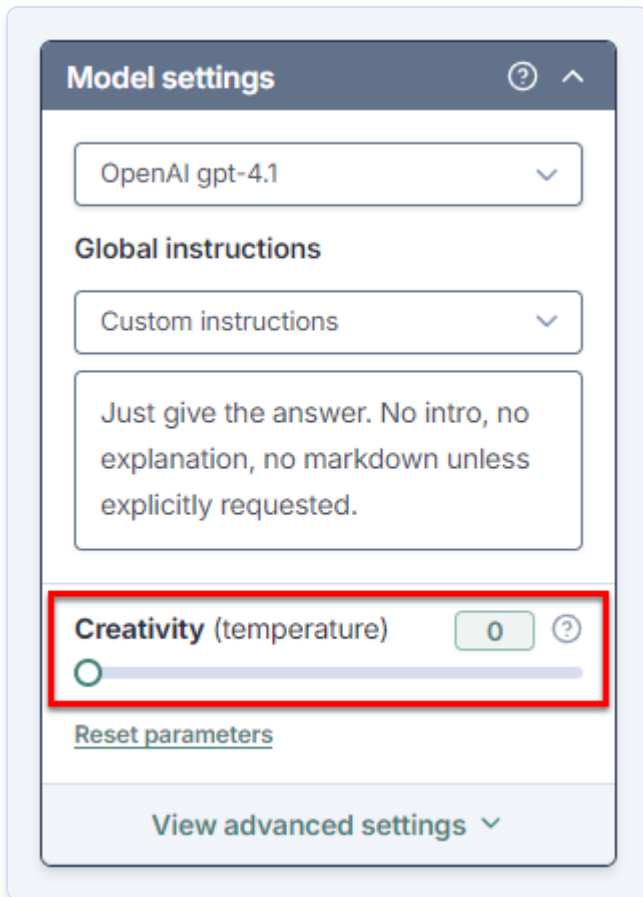
- 2 Expand **Model settings**.



The screenshot shows the "Model settings" section expanded. It contains the following text:

- Model settings** (with a question mark icon and a dropdown arrow)
- Model: gpt-4.1
- Instructions: Just give the answer. No intro,...
- Creativity (temperature): 0

- 3 Use the slider to set **Creativity** between **0** and **1**.



The AI uses the creativity level when generating responses for GPT functions in the current workbook.

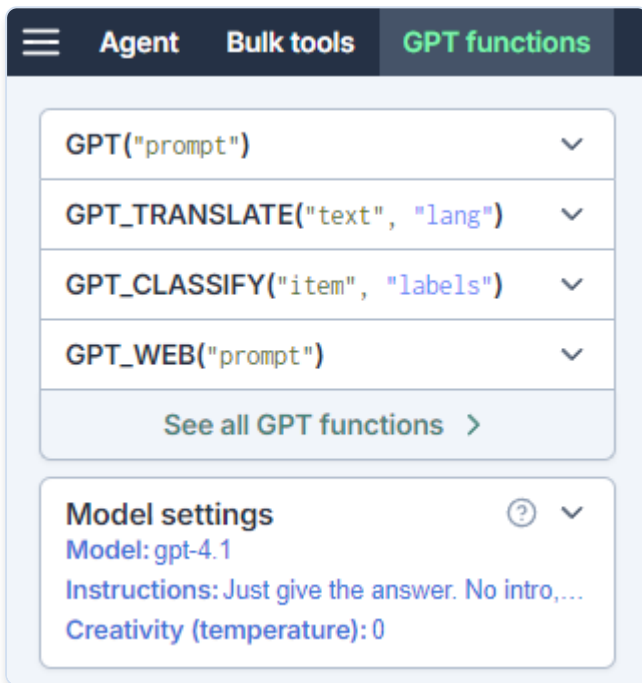
Adjust advanced settings

Adjust the advanced settings to have greater control over generated output for GPT functions in the current workbook. For more information about the settings, see the [OpenAI API documentation](#).

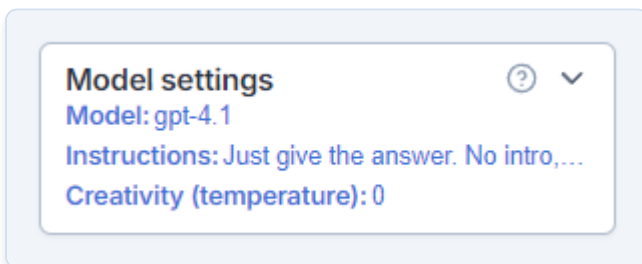
Term	Definition
Token	A token is a unit of text, such as a word, subword, punctuation mark, or symbol. Models split all input and output text into tokens for processing. Model providers use tokens as the basic unit for measuring model usage. The total number of tokens in a prompt (input) and the model's response (output) determines your credit consumption. For more information, see Tokens and How credits are consumed .
Top P	Helps adjust creativity level – Lower values result in more focused output, while higher values allow for more creative responses.

Term	Definition
Frequency penalty (not available for all models)	Penalizes tokens based on their frequency in the text so far – Higher values discourage the model from repeating the same tokens too frequently, as the more they appear in the text, the more penalized they get.
Presence penalty (not available for all models)	Penalizes new tokens based on whether they appear in the text so far – Higher values encourage the model to use new tokens that are not penalized.

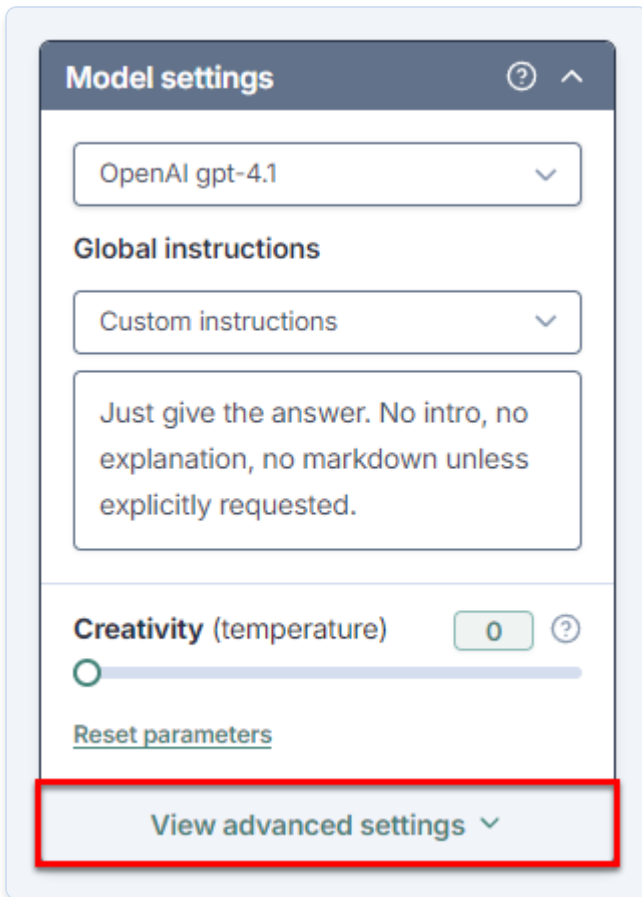
- 1 In the sidebar, select **GPT functions**.



- 2 Expand **Model settings**.



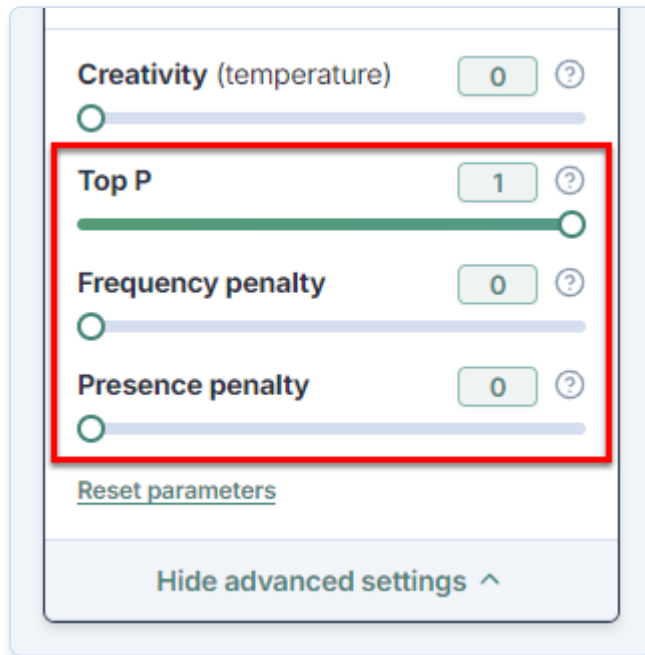
3 Expand **View advanced settings**.



4 Use the corresponding sliders to set the values for:

- **Top P:** Adjust creativity by setting the value between **0** and **1**.
Set the [creativity level](#) to **1** when the value for **Top P** is lower than **1**.
- **Frequency penalty:** Set a penalty between **0** and **2** to apply to tokens each time they are repeated in the result.
- **Presence penalty:** Set a one-time penalty between **0** and **2** for tokens that appear more

than once in the result.



GPT for Excel uses the advanced settings to generate responses for GPT functions in the current workbook (when a model supporting the settings is selected).

What's next

- [Select the model](#) that best fits your needs.
- [Run GPT functions.](#)

GPT for Word



Install for Microsoft ▾

GPT for Word is a Microsoft Word add-in that integrates an **AI writing assistant** into the Word user interface. Use plain-language instructions to create and edit content, summarize sections or explain terms, translate text, correct grammar and style, and more.

The screenshot illustrates the GPT for Word add-in workflow. It shows a Microsoft Word document with the following content:

Strategic Business Growth in a Digital Age

In today's rapidly evolving marketplace, businesses must adapt to new technologies and emerging trends to stay competitive. A key factor in achieving sustainable growth is leveraging data-driven strategies to make informed decisions. Companies that prioritize digital transformation, streamline operations, and enhance customer experience are more likely to succeed in the modern economy.

数字化时代的战略业务增长

在当今迅速变化的市场中，企业必须适应新技术和新兴趋势以保持竞争力。实现可持续发展的关键因素是利用数据驱动的策略做出明智的决策。优先进行数字化转型、简化运营和提升客户体验的公司更有可能在现代经济中取得成功。

1. Embracing Innovation

Innovation is no longer optional but essential for survival. Organizations that encourage creative problem-solving and foster a culture of continuous improvement can respond more effectively to market changes.

The GPT for Word add-in interface on the right shows the following steps:

- 1 Select text:** A yellow callout points to the selected text in the document.
- 2 Type your prompt:** A yellow callout points to the prompt input field in the add-in chat window.
- 3 Preview and refine in chat:** A yellow callout points to the chat window showing the AI's response and options to copy, insert, or replace the text.
- 4 Insert or replace in document:** A yellow callout points to the 'Insert' or 'Replace' buttons in the chat window.

Use cases

Here are a few common use cases that you can easily handle with GPT for Word:

- **Rewrite or rephrase** content in a different style, tone, or voice.
- **Check and correct** the grammar and spelling in your document.
- **Generate** a document template, or a document draft or outline that you can then flesh out.
- **Translate** content to multiple target languages while observing appropriate localization conventions.

- **Summarize** a document into a few bullet points.
- **Explain** individual words, phrases, and paragraphs in your document.
- **Review** your document for logical structure, clarity and consistency of content, and other aspects that you want to validate.

Features

- Prompt an AI as you would in ChatGPT or another AI chatbot.
- Use a highlighted selection or the whole document as context for your prompts.
- Preserve common formatting elements such as headings, lists, tables, and basic text styles when inserting generated content.
- Preview and refine content in a chat interface before inserting the content into your document.
- Enable Word's **Track changes** mode to keep track of your AI edits.

The following video shows you how to translate selected text and replace the selection with the translation while preserving formatting.

Benefits

- **Integrate AI into your content workflow.** Prompt your favorite AI directly from inside your documents. No more copy-pasting between Word and AI chatbots like ChatGPT.
- **Choose your preferred AI model.** Use models from OpenAI, Anthropic, Google, xAI, or Perplexity. You can also connect to local models with any LLM server that provides an OpenAI-compatible API.
- **Bring an API key to get more features at reduced cost.** You do not need an API key to use GPT for Word, but using a key gives you access to more models, affords you more control and privacy, and you pay a reduced service fee.

What's next

- [Install GPT for Word](#) if you have not already.
- [Select an AI model that best meets your needs.](#)
- [Author text with GPT for Word.](#)

Set up GPT for Word

Install GPT for Word, open the add-in, and sign in. If needed, configure API keys and endpoints to access more models. If you no longer use GPT for Word, remove its access to your Microsoft account or uninstall the add-in.

Install

Install the GPT for Excel Word add-in to use AI in your Word documents.

Open

Open the GPT for Excel Word add-in in Microsoft Word.

Sign in

Use a Microsoft account to sign in to GPT for Word, switch between accounts, and sign out.

Manage models

Connect AI models to Microsoft Word with GPT for Word.

Remove account access

Remove Microsoft account access from the GPT for Excel Word add-in.

Uninstall


Remove the GPT for Excel Word add-in from your Microsoft account.

Install GPT for Word

GPT for Word is part of the **GPT for Excel Word** add-in. One installation covers Microsoft Word and Microsoft Excel, on both desktop and the web; this guide focuses on installing and using the add-in for Microsoft Word.

▼ Prerequisites

The following table lists the **minimum versions of Microsoft Word** compatible with the GPT for Excel Word add-in on different Microsoft Office platforms.

	Windows	macOS	Web
	<p>Microsoft 365 subscription:</p> <p>Version 2205 (Build 15202.10000)</p> <p>Retail perpetual:</p> <p>Version 2205 (Build 15202.10000)</p> <p>Volume-licensed perpetual:</p> <p>Word 2024: Version 2205 (Build 15202.10000)</p>	<p>Version 16.61 (Build 22040100)</p>	<p>Supported on:</p> <ul style="list-style-type: none">• Google Chrome (latest version)• Microsoft Edge (latest version)

Installation

- 1 Go to the [installation page](#).
- 2 Click **Open in Word**.

INFO

The add-in will be installed on your Microsoft account for both Word and Excel.

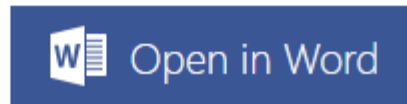
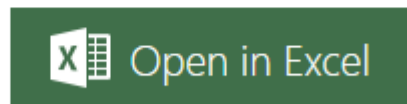
Apps > [GPT for Excel Word](#) > Launch



GPT for Excel Word

TALARIAN S. à r.l.

Get started with the add-in:



A pop-up appears at the top of the window, requesting your permission to proceed.

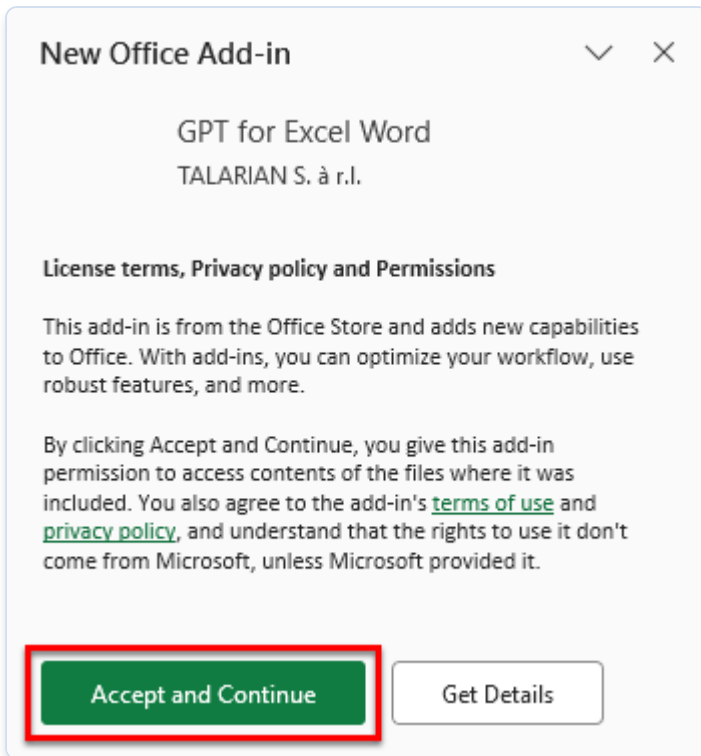
3 Confirm to open the Word desktop app.

INFO

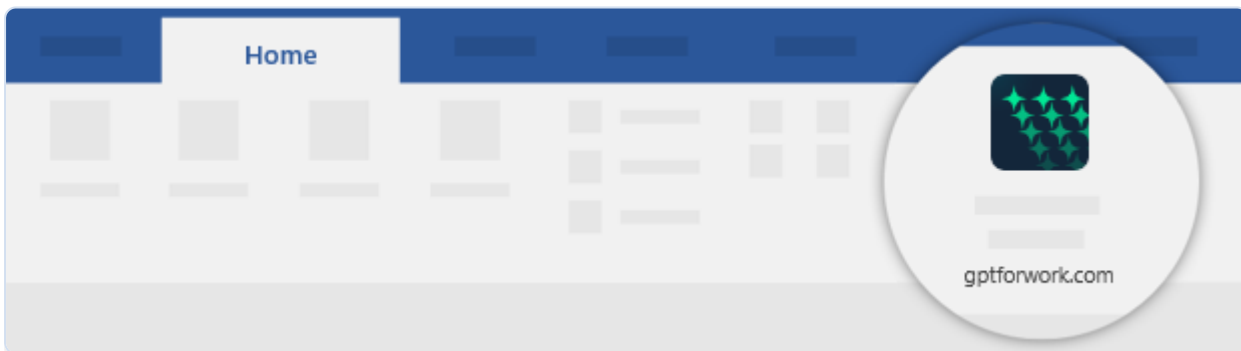
If this method doesn't work, install the add-in from the app:

- 1 Open Word.
- 2 On the [ribbon](#), select **Home > Add-ins**.
- 3 Search for "GPT for Excel Word".
- 4 In the search results, click **Add** for **GPT for Excel Word**.

- 4 Click **Accept and Continue** to accept the permissions.



You have installed GPT for Excel Word on your Microsoft account. The add-in is now available from the **Home** tab in the desktop and web versions of Word. If you don't see it, go to **Home > Add-ins > My add-ins > GPT for Excel Word**.



FOR IT ADMINISTRATORS

If your organization uses a firewall or proxy that restricts network access, you must whitelist the following domains for the add-in to work:

```
*.gptforwork.com
*.microsoft.com
*.microsoftonline.com
*.live.com
*.office.com
```

Having trouble installing?

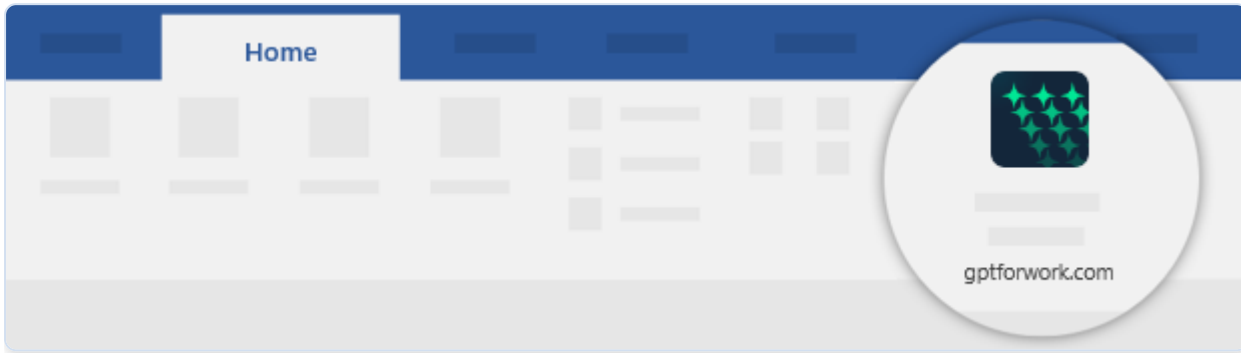
If you run into any issues while installing the add-in, see the [troubleshooting guide](#).

What's next

- [Open GPT for Word](#).
- Learn about [GPT for Word](#).
- [Select a model](#).
- Start [authoring text](#) with GPT for Word.

Open GPT for Word

On the [ribbon](#), select **Home** > **GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home** > **Add-ins** > **My Add-ins** > **GPT for Excel Word**. [Learn more](#).

What's next

- [Sign in with your Microsoft account](#).
- If you run into issues, see the [troubleshooting guide](#).

Sign in to GPT for Word

This section explains how GPT for Word authenticates your Microsoft account, how to check which account you're using, and how to switch between accounts or sign out.

Sign in with your account

Sign in to GPT for Word with your Microsoft account.

Check which account you're using

How to check which Microsoft account GPT for Word is using.

Switch to another account

Use a different Microsoft account with GPT for Word.

Sign out

How to sign out of GPT for Word.

Sign in with your Microsoft account

You need a Microsoft account to use GPT for Word.

When you launch the GPT for Excel Word add-in:

- **From Word desktop:**
 - If you're already signed in with your Microsoft account, the add-in automatically uses that account.
 - If you're not signed in or you're using multiple accounts, the add-in prompts you to choose an account.
- **From Word for the web:** You need to sign in with your Microsoft account when you first launch the add-in.

If you have multiple Microsoft accounts, such as a personal account and a work account, you can [switch between them](#) to ensure you are using the correct account in GPT for Word.

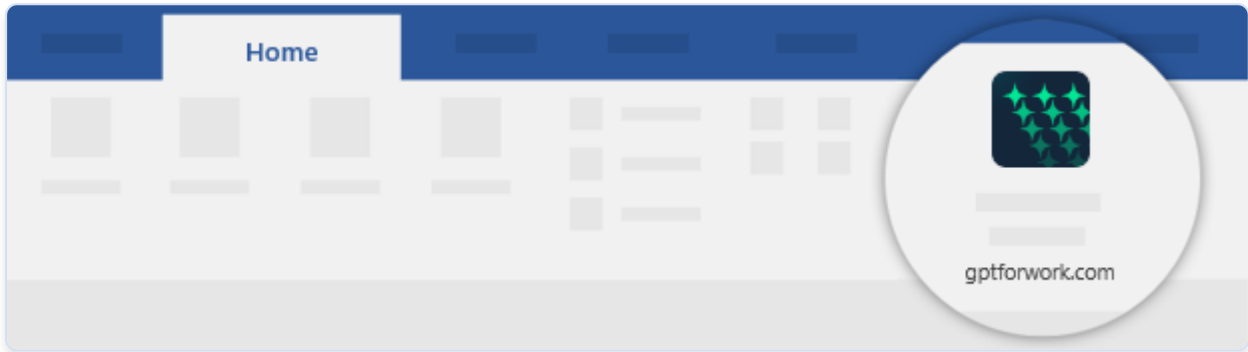
What's next

- [Check which account is used by GPT for Word.](#)
- If needed, [switch to another account.](#)

Check which Microsoft account you're using

To check which Microsoft account you are using in GPT for Word:

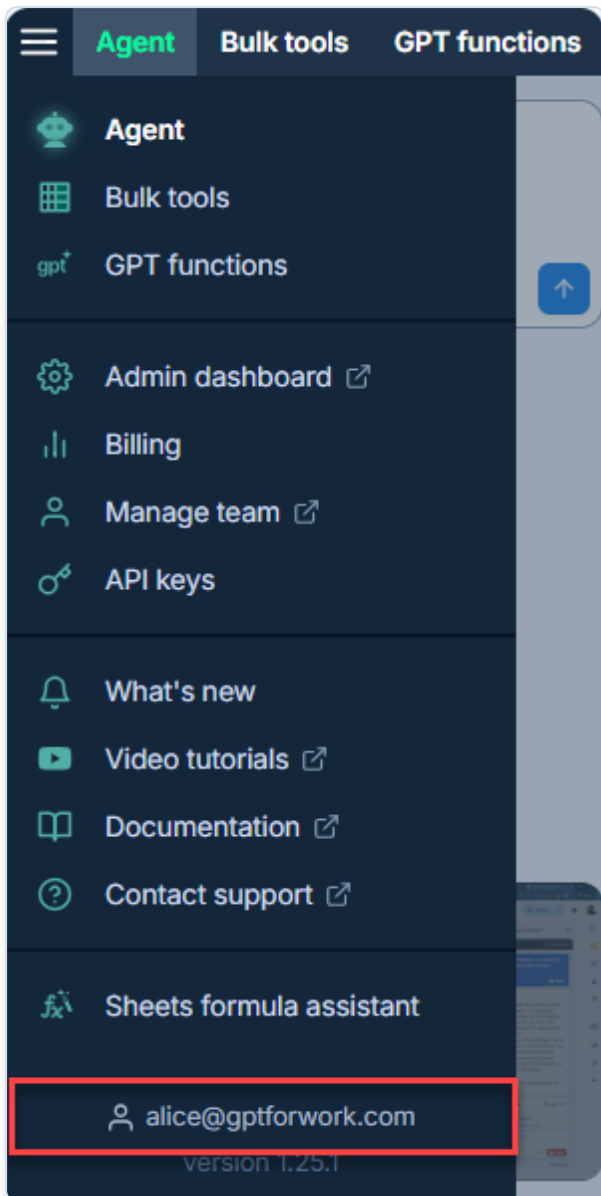
- 1 Open a Microsoft Word document.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



i INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 3 In the sidebar, open the main menu. Your account is displayed at the bottom of the menu.



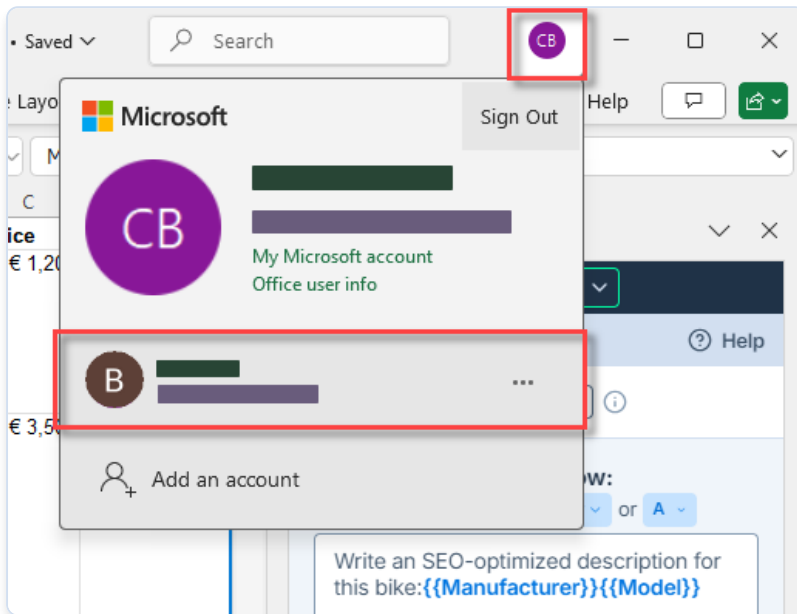
What's next

- If needed, [switch to another account](#).

Switch to another Microsoft account

If the account currently used by GPT for Word is not the one you want to use, switch to another account:

- 1 Launch Word.
- 2 In the upper-right corner of the application, click your account icon or picture.
- 3 Select the account you want to switch to.



INFO

If the account you want to switch to is not in the list, click to add a new account and complete the sign-in process.

- 4 If you are using the desktop version of Word, close the application and reopen it.

You have switched to another account. You can now launch and use GPT for Word with the new account.

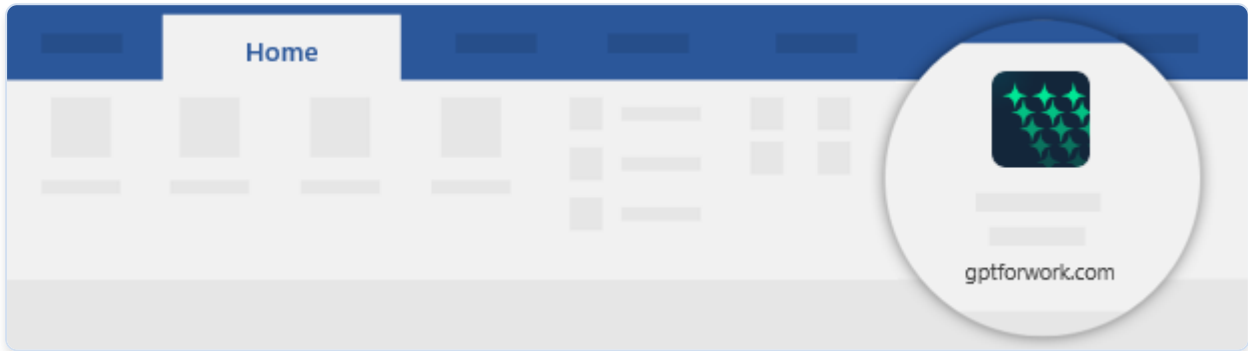
TIP

If you signed in with the wrong account during installation, [contact support](#) to request an account transfer.

Sign out of GPT for Word

To sign out of GPT for Word:

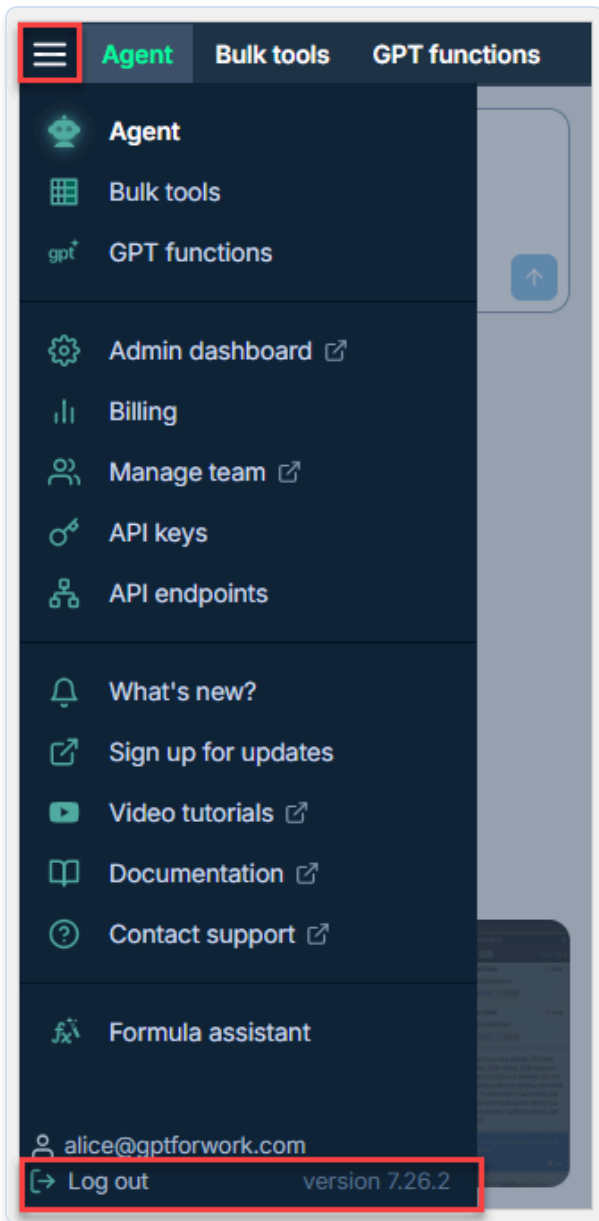
- 1 Open a Microsoft Word document.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



i INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- In the sidebar, open the main menu. Then, select **Log out**.



INFO

Signing out of GPT for Word also signs you out of GPT for Excel, since they use the same Microsoft account session.

You have signed out of GPT for Word. You'll need to sign in again when you next launch the add-in.

What's next

- [Sign in with your Microsoft account.](#)




Manage models for GPT for Word


[Models](#) are the engines that power GPT for Word. GPT for Word supports models from [OpenAI](#), [Perplexity](#), [Google](#), [Anthropic](#), [Parallel](#), [DeepSeek](#), [Mistral](#), and [xAI](#). GPT for Word also supports [Azure](#) models and open-source models through [any OpenAI-compatible API endpoint](#).

INFO

As a space owner or admin, you can control which models are available to users in your space through the [AI configuration section](#) in the GPT for Work dashboard.

Which model is the right one depends on your specific needs in terms of response quality, speed, privacy, and cost. The following table summarizes the kinds of models available in GPT for Word, from zero setup to more advanced options:

Use	Setup	When
Models without an API key	None. Use the default model or select a different model .	You want to get started quickly without setting up API keys.  Available models
Models with an API key 	AI provider models Set an API key for an AI provider .	<ul style="list-style-type: none"> You want to benefit from the terms of service you have with an AI provider, such as cost, privacy, and rate limits. You want to use a model that is not available without an API key. You want more control.  Available models

Use	Setup	When
Models from cloud endpoints	Azure OpenAI models Set up an Azure OpenAI endpoint.	<ul style="list-style-type: none"> Your company is already using Azure with a consumption commitment. Using Azure OpenAI counts towards that commitment. You want to use models that are available through Azure OpenAI. <p> Available models</p>
	OpenAI-compatible models Set up an OpenAI-compatible platform endpoint.	<ul style="list-style-type: none"> You want to use models available on a cloud-based LLM platform such as Anyscale or Fireworks AI. You need a fast and powerful inference infrastructure that scales to your performance needs.
Local models	OpenAI-compatible models Set up an OpenAI-compatible server endpoint.	<ul style="list-style-type: none"> You want to use models available on a local LLM server such as LM Studio or Ollama. You want to run models on a local machine. You do not want to send or receive any prompt or response data over the internet.

What's next

- [Set and manage your API keys.](#)
- [Use Azure OpenAI models.](#)
- [Use OpenAI-compatible models through API endpoints.](#)
- [Use Ollama models.](#)

Manage API keys for GPT for Word

Using [API keys](#) offers several benefits:

- **More models.** Access to a [wider range of models from a bigger pool of AI providers](#) than what is available [without API keys](#).
- **More control.** Monitor and manage AI usage and costs directly on the AI provider's platform.
- **Improved privacy.** We do not log inputs and outputs when you use a model with an API key. For more information, see our [security and privacy FAQ](#).
- **Reduced costs.** If you're on [usage-based pricing](#), using an API key reduces costs. You pay the model usage fees directly to the AI provider, while paying a reduced service fee for GPT for Work.

If you're on a [subscription plan](#), using an API key is mandatory since you do not have access to models without a key.

Create API keys

INFO

Make sure your keys belong to an organization or project with the following rate limits:

- RPM (requests per minute) $\geq 1,000$
- TPM (tokens per minute) $\geq 1,000,000$

The actual limits required depend on your workload requirements.

To create an API key, go to the AI provider's platform and follow their instructions:

- [OpenAI Platform](#) for GPT models and fine-tuned models
- [Anthropic Console](#) for Claude models
- [DeepSeek Platform](#) for DeepSeek models
- [Google AI Studio](#) for Gemini models
- [Mistral AI](#) for Mistral models
- [Perplexity](#) for Perplexity models
- [xAI Cloud Console](#) for xAI models
























Set API keys

You set API keys for your [space](#) in the GPT for Work dashboard. The keys you set for a Microsoft account space apply to GPT for Word.

INFO

The API keys you set work for all users in your space. Users automatically have access to models associated with the keys, but only the space owner (you) and admins can set and manage the keys. Billing for a key reflects its usage by all users.

- 1 Create an API key or request an API key from your AI provider platform admin. [Learn more.](#)
- 2 Sign in to the [GPT for Work dashboard](#) with your [Microsoft account](#).
- 3 In the sidebar, select **AI provider keys**.
- 4 In the AI providers list, click the provider whose API key you want to set.

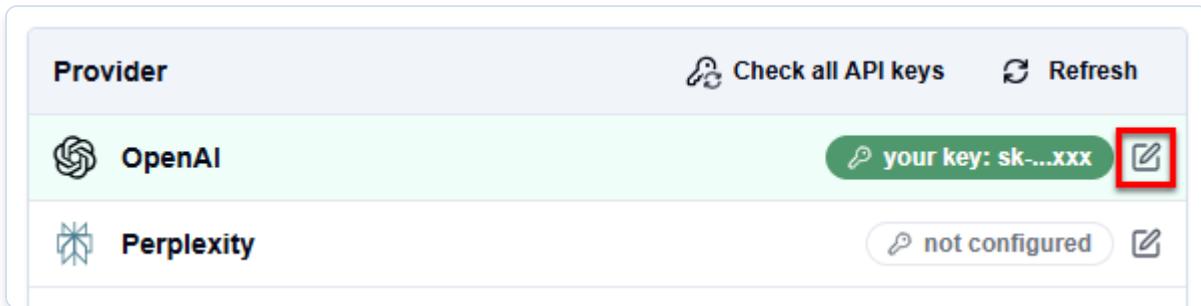
Provider	 Check all API keys	 Refresh
 OpenAI	 not configured	
 Perplexity	 not configured	
 xAI	 not configured	
 Anthropic	 not configured	
 Gemini	 not configured	
 OpenRouter	 not configured	
 Mistral	 not configured	

- 5 Set the API key:
 - 1 In the text field, enter the key.
 - 2 Click **Check** to verify that the key is valid.
 - 3 Click **Save**.

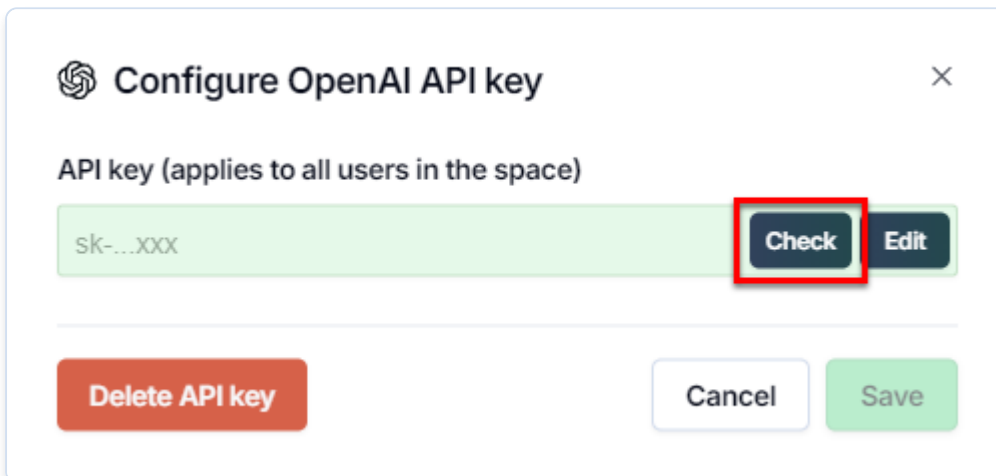
If a key is invalid, [create a new key](#) and replace the invalid value with the new one.

Check a specific API key

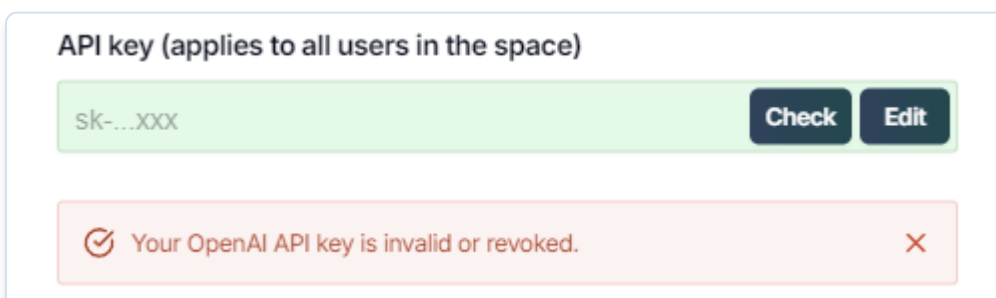
- 1 Sign in to the [GPT for Work dashboard](#) with your [Microsoft account](#).
- 2 In the sidebar, select **AI provider keys**.
- 3 Click the edit icon for the key you want to check.



- 4 Click **Check**.



The UI displays a message indicating whether the key is valid or invalid.



If the key is invalid, [create a new key](#) and replace the invalid value with the new one.

Troubleshoot OpenAI API keys

If your API key is not working, check on the [OpenAI Platform](#) that the key's permissions are not restricted. The following permissions are required:

Permission	Description
List models	List all available models.
Model capabilities	Use model capabilities, such as chat completion.

What's next

- [Check which models you can use with an API key.](#)
- [Select a model.](#)
- Need to use your own LLM service endpoint for models? [Connect to an OpenAI-compatible endpoint.](#)

Connect to Azure OpenAI from Word

GPT for Word can connect to [Azure AI](#) to use [OpenAI models](#). In Azure AI, each model has a dedicated API endpoint that you use to access the model.

▼ Prerequisites

- You have an [Azure subscription](#) with Azure AI service access.
- You have [deployed a model](#) in an Azure OpenAI resource.

To use an Azure OpenAI model:

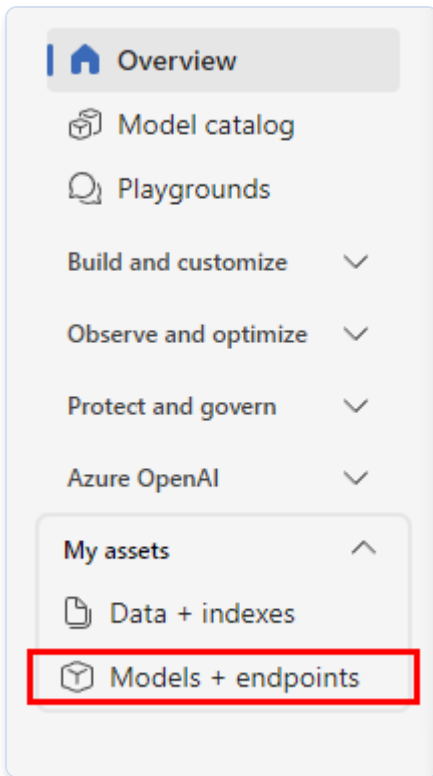
- 1 [Get the Azure OpenAI endpoint details for the model.](#)
- 2 [Set up the Azure OpenAI endpoint.](#)
- 3 [Select the Azure OpenAI model.](#)

Get the Azure OpenAI endpoint details

To connect to Azure AI from GPT for Word, you need the endpoint URL, name, and API key for the Azure OpenAI model you want to use.

- 1 Sign in to [Azure AI Foundry](#).
- 2 Select the Azure OpenAI resource that has the model you want to use.

- 3 In the sidebar, select **My assets > Models + endpoints**.



- 4 In **Model deployments**, in the models list, click the name of the model you want to use.

Model deployments

Model deployments Service endpoints

[+ Deploy model](#) Refresh Edit Open in playground Reset view

Name	Model name	Model version
^ This resource		
gpt-4.1-mini	gpt-4.1-mini	2025-04-14
gpt-4o	gpt-4o	2024-11-20
o1	o1	2024-12-17

- 5 In the model details, copy the **Target URI**, **Key**, and **Model name**.

Endpoint

Target URI

`https://company-resource.cognitiveservices.azu...`

Key

.....

Deployment info

Name	Provisioning state
gpt-4o	Succeeded
Deployment type	Created on
Global Standard	2025-08-13T05:37:07.1226356Z
Created by	Modified on
jane.smith@company.com	Aug 13, 2025 7:37 AM
Modified by	Version upgrade policy
jane.smith@company.com	Once a new default version is available
Rate limit (Tokens per minute)	Rate limit (Requests per minute)
50,000	300
Model name	Model version
gpt-4o	2024-11-20
Life cycle status	Date created
GenerallyAvailable	Dec 3, 2024 2:00 AM
Date updated	Model retirement date
Dec 3, 2024 2:00 AM	Mar 1, 2026 2:00 AM

Set up the Azure OpenAI endpoint

- 1 Sign in to the [GPT for Work dashboard](#) with your [Microsoft account](#).
- 2 In the sidebar, select **API endpoints**.

3 Click **Azure OpenAI endpoints**.

TIP

If you already have Azure OpenAI endpoints set up, click **Add another Azure OpenAI endpoint**.

4 Define the endpoint settings:

- **Endpoint URL:** Enter the endpoint URL for the model.
- **Model name:** Enter the model name.
- **API key:** Enter the API key for accessing the endpoint.
- **Display name (optional):** Enter a custom display name for the model. If not set, the model switcher uses **Model name** as the display name.

Add new Azure OpenAI endpoint ×

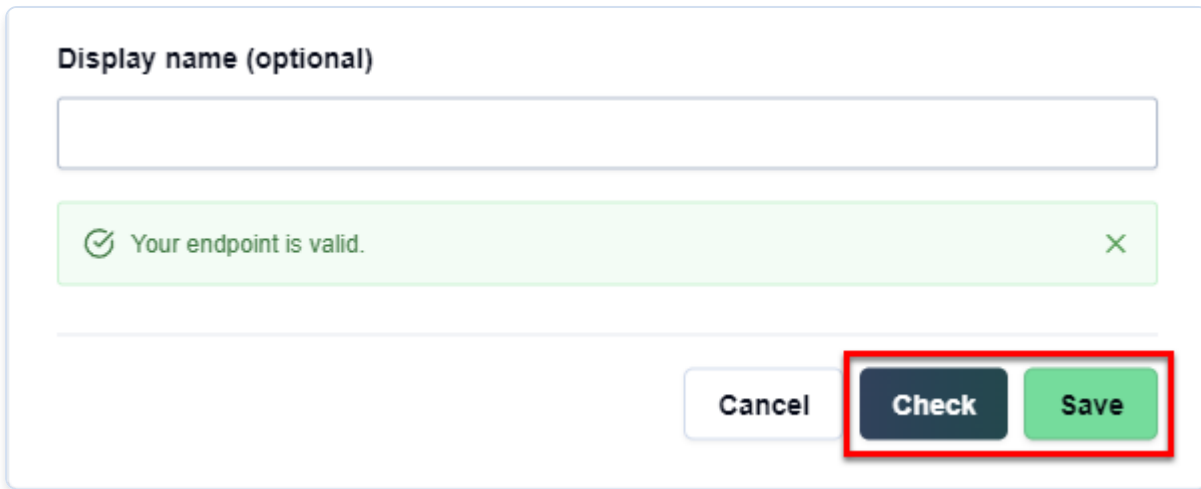
Endpoint URL

Model name

API key

Display name (optional)

- 5 Click **Check** to validate the settings and click **Save**.



Display name (optional)

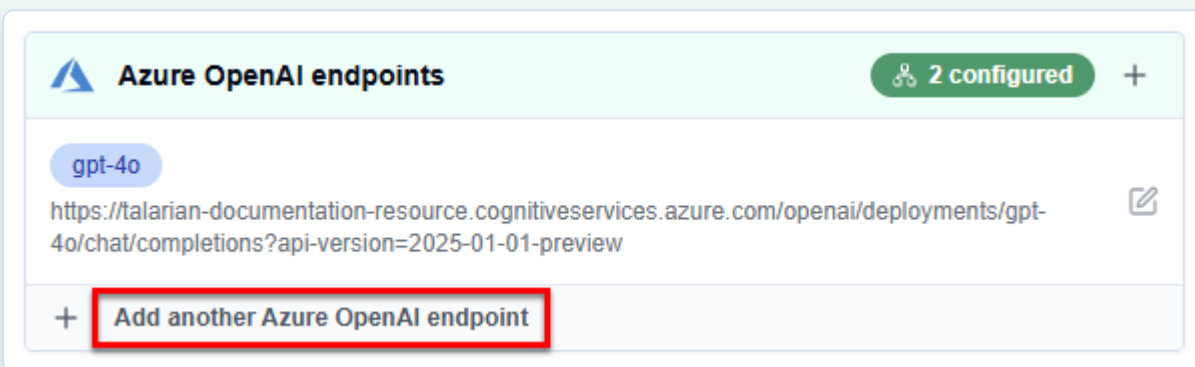
Your endpoint is valid.

Cancel Check Save

You have set up the Azure OpenAI endpoint. You can now use the endpoint model in GPT for Word.

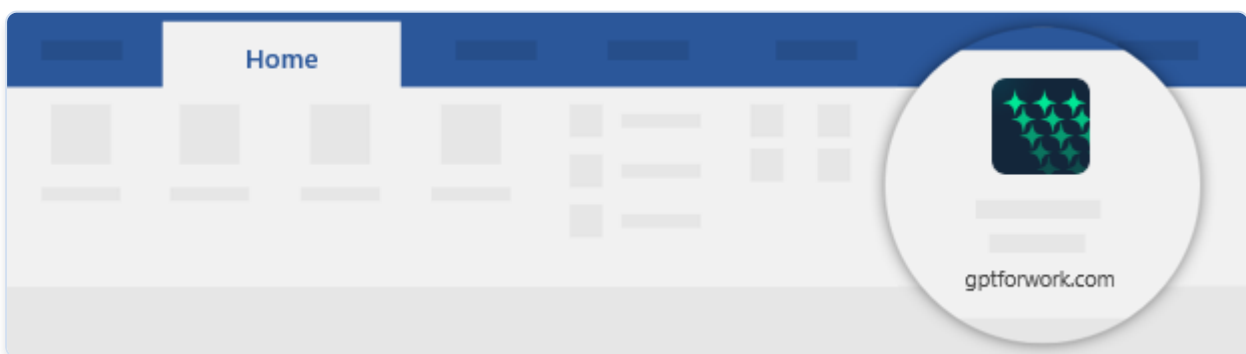
TIP

To set up another Azure OpenAI endpoint with a different model, click **Add another Azure OpenAI endpoint** and repeat the previous two steps.



Select the Azure OpenAI model

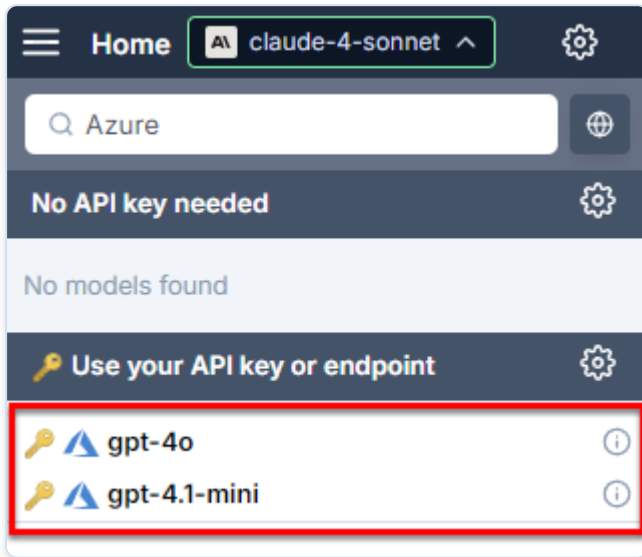
- 1 Open a Microsoft Word document.
- 2 On the ribbon, select **Home > GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 3 Open the model switcher. You can find the Azure OpenAI model under **Use your API key or endpoint**.



- 4 Select the model.

GPT for Word now uses the selected model to generate responses.

Connect to OpenAI-compatible API endpoints from Word

GPT for Word can connect to any LLM service that provides an [OpenAI-compatible API endpoint](#). You can connect to two main types of services: [cloud-based platforms](#), which provide access to models over the internet with no software installation or setup required on your part, and [local servers](#), which you run on a local machine, such as your own computer or another computer on a local network. Once connected, all models available through the service become available to use in GPT for Word.

Here are some popular services that provide an OpenAI-compatible API endpoint:

- **Cloud-based platforms:**

- [Anyscale](#)
- [Fireworks AI](#)
- [Together AI](#)

- **Local servers:**

- [LM Studio](#)
- [LocalAI](#)
- [Ollama](#)

▼ Prerequisites

- You have an endpoint URL and, if needed, an API key for accessing the service.
- The endpoint must support the following OpenAI-compatible API resource paths:
 - `/v1/models`
 - `/v1/completions`

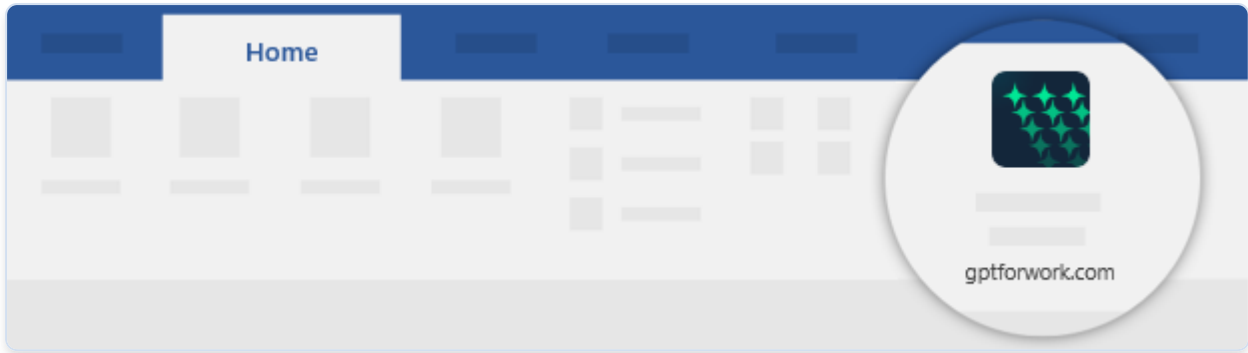
INFO

Depending on the model you use, the model settings defined in GPT for Word (temperature (creativity), top-p, frequency penalty, and presence penalty) may not work as expected. If you get bad results, try tweaking the settings.

To use models from an OpenAI-compatible API endpoint:

- 1 [Set up the endpoint.](#)
- 2 [Select a model available through the endpoint.](#)

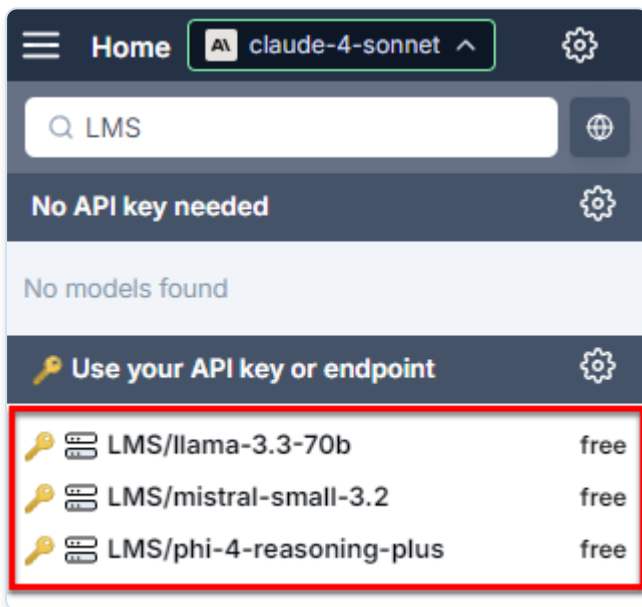
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 3 Open the model switcher. You can find the models under **Use your API key or endpoint**.



NOTE

The available models depend on the models provided by the service.

- 4 Select a model.

GPT for Word now uses the selected model to generate responses.

What's next

- To try out an OpenAI-compatible LLM service with GPT for Word, set up LM Studio on [macOS](#) or [Windows](#).

Set up LM Studio on macOS

This guide walks you through the main steps of setting up [LM Studio](#) for [use in GPT for Word](#) on macOS.

This guide assumes that you use GPT for Word on the same machine that hosts LM Studio.

▼ Prerequisites

- [System requirements](#)
- Mac user account with administrator (sudo) privileges
- Installed software:
 - [curl](#) (ships with macOS)
 - [Homebrew](#)
 - [OpenSSL](#) (ships with macOS)

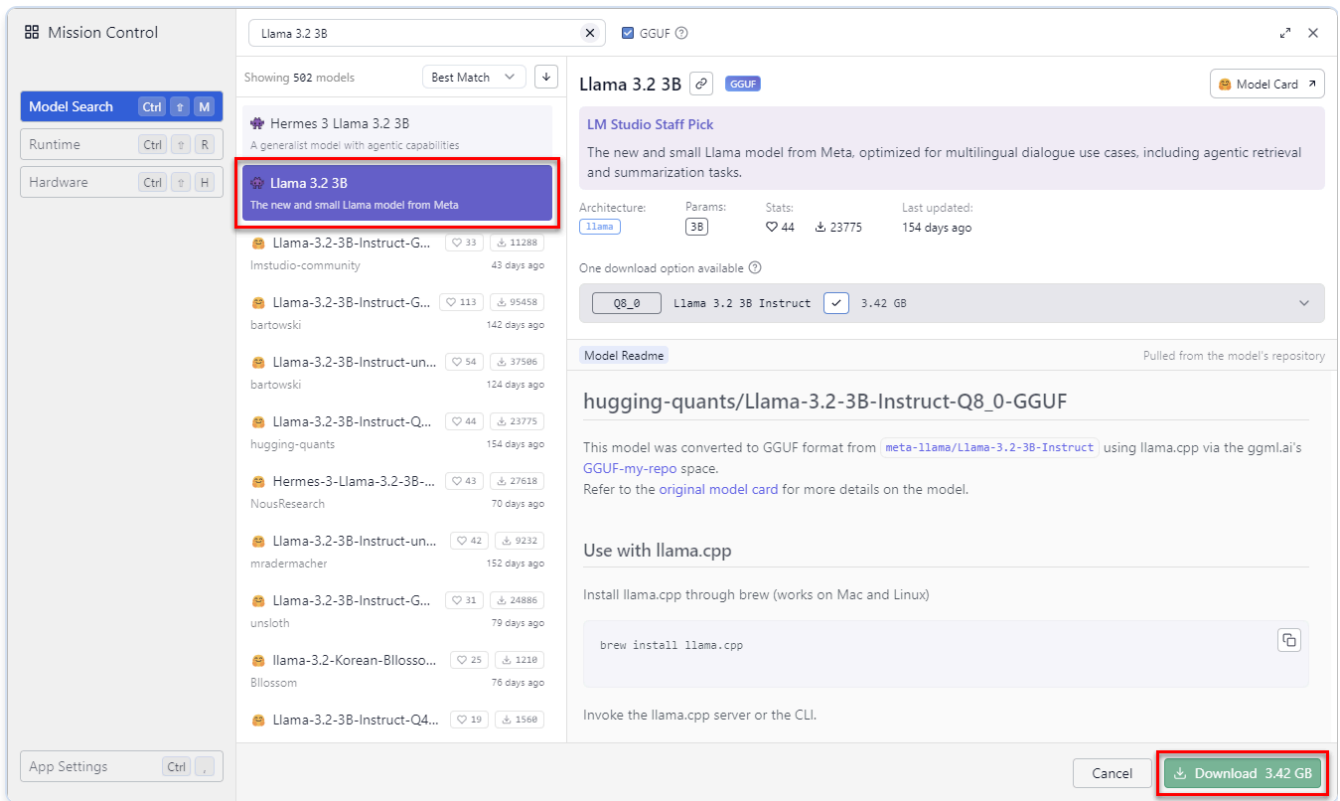
To set up LM Studio on macOS:

- 1 [Install LM Studio and download a model.](#)
- 2 [Start and configure the LM Studio server.](#)
- 3 (Optional) [Enable HTTPS for the LM Studio server.](#)

Install LM Studio and download a model

- 1 Download and run the [macOS installer](#). Follow the on-screen instructions to complete the installation.
- 2 Run LM Studio.
- 3 On the welcome screen, click **Skip**.
- 4 In LM Studio, in the sidebar, select **Discover**.
- 5 Find and select the model you want to use, and click **Download**. For example, to get started

with a small model, select [Llama 3.2 3B](#).

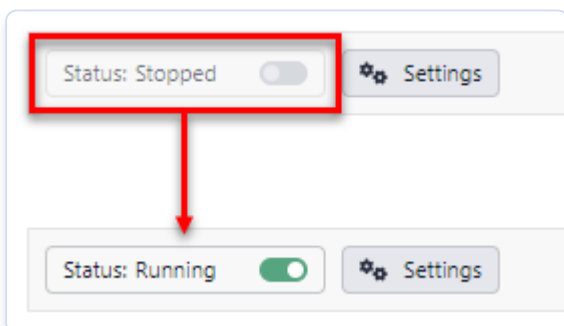


After the download completes, the model is available for prompting in LM Studio.

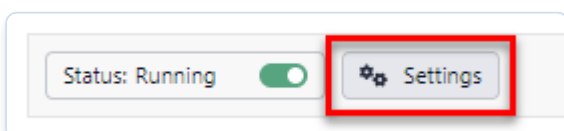
You have installed LM Studio and downloaded your first model. For more information about working with models, see the [LM Studio documentation](#).

Start and configure the LM Studio server

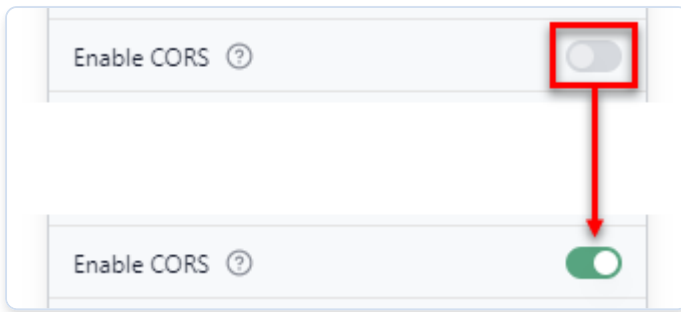
- 1 In LM Studio, in the sidebar, select **Developer**.
- 2 Click the **Status** toggle to change the status from **Stopped** to **Running**. You have started the LM Studio server.



- 3 Click **Settings**.



- 4 Click the **Enable CORS** toggle to enable the setting.

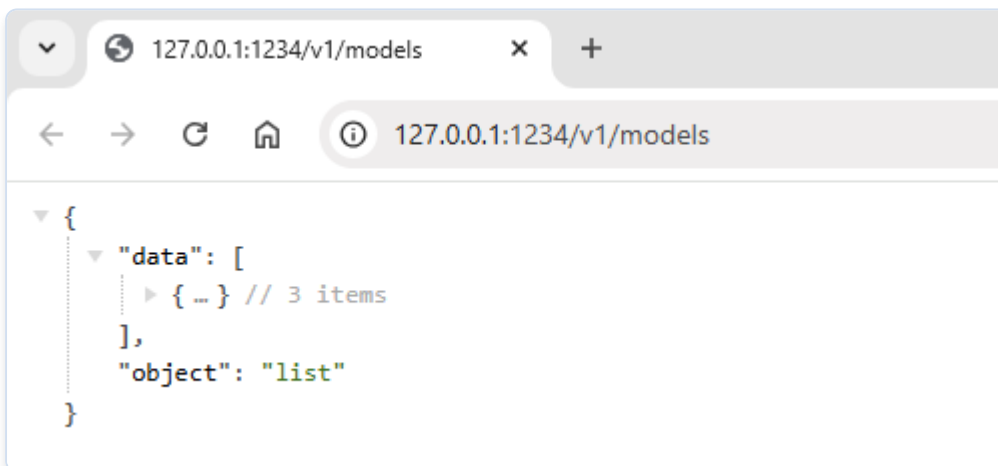


INFO

By default, the LM Studio server only accepts [same-origin requests](#). Since GPT for Word always has a different origin from the LM Studio server, you must enable [cross-origin resource sharing \(CORS\)](#) for the server.

- 5 To verify that the `/v1/models` endpoint of the LM Studio server works, open <http://127.0.0.1:1234/v1/models>.

GPT for Word uses the endpoint to fetch a list of models installed on the server. If the endpoint works, the server returns a JSON object with a `data` property listing all currently installed models:



You have started and configured the LM Studio server.

WHAT'S NEXT

You have completed the minimum setup required to access LM Studio from GPT for Word on the same machine. You can now set `http://127.0.0.1:1234` as the [endpoint URL in GPT for Word](#) provided the add-in is not running on Safari or on Microsoft Word for Mac.

If you use GPT for Word on Safari or on Word for Mac, [enable HTTPS for the LM Studio server](#).

Enable HTTPS for the LM Studio server

The LM Studio server uses HTTP to serve models, while GPT for Word runs on HTTPS. By default, therefore, any request from GPT for Word to the server is a [mixed-content request](#) (HTTP vs. HTTPS). Modern web browsers do not allow mixed content, as a rule. The only exceptions are mixed-content requests to `http://127.0.0.1` and `http://localhost`, which most browsers treat as safe and therefore allow. Safari, however, blocks mixed-content requests even on the current machine.

To avoid mixed content, you must make the LM Studio server accessible over HTTPS if you use GPT for Word from:

- Word for the web on Safari
- Word for Mac (uses Safari)

You make the LM Studio server accessible over HTTPS by setting up a [reverse proxy](#) that hides the server behind an HTTPS interface. This guide uses [nginx](#) to set up the reverse proxy.

TIP

You can also use [Cloudflare Tunnel](#), [ngrok](#), or a similar cloud-based tunneling service to set up HTTPS with minimal configuration. Note that with a cloud-based service your traffic will be routed through an external service over the internet.

To set up the reverse proxy:

1 Install nginx:

```
brew install nginx
```

2 Create a self-signed SSL certificate for the LM Studio server:

1 Change to the nginx configuration directory (varies based on your Mac version):

```
# Mac with an Apple silicon processor
cd /opt/homebrew/etc/nginx

# Mac with an Intel processor
cd /usr/local/etc/nginx
```

2 Generate the certificate:

```
openssl req \
  -x509 \
  -newkey rsa:2048 \
  -nodes \
```

```
-sha256 \  
-days 365 \  
-keyout lm-studio.key \  
-out lm-studio.crt \  
-subj '/CN=127.0.0.1' \  
-extensions extensions \  
-config <(printf "  
[dn]\nCN=127.0.0.1\n[req]\ndistinguished_name=dn\n[extensions]\nsubjectA]
```

The command generates two files in the current directory:

- `lm-studio.crt`: Public self-signed certificate
- `lm-studio.key`: Private key used to sign the certificate

3 Add the certificate to trusted root certificates:

```
sudo security add-trusted-cert -d -r trustRoot -k  
/Library/Keychains/System.keychain ./lm-studio.crt
```

3 Create a site configuration for the LM Studio server:

- 1 Open the `nginx.conf` file in your preferred text editor. The file is in the nginx configuration directory:

```
# Mac with an Apple silicon processor  
/opt/homebrew/etc/nginx/nginx.conf  
  
# Mac with an Intel processor  
/usr/local/etc/nginx/nginx.conf
```

- 2 Replace the content of the file with the following configuration:

```
events {}  
  
http {  
    server {  
        listen      127.0.0.1:1235 ssl;  
        server_name 127.0.0.1;  
  
        http2 on;  
  
        ssl_certificate      lm-studio.crt;  
        ssl_certificate_key  lm-studio.key;  
  
        location / {  
            proxy_pass http://127.0.0.1:1234;  
  
            # Keep connection to backend alive.        }  
    }  
}
```

```
        proxy_http_version 1.1;
        proxy_set_header   Connection '';
    }
}
}
```

The configuration uses port `1235` for HTTPS. Requests to `https://127.0.0.1:1235` are forwarded to the LM Studio server running at `http://127.0.0.1:1234`.

- 3 Save and close the file.
- 4 Test the nginx configuration:

```
sudo nginx -t
```

Response if the configuration is valid:

```
nginx: the configuration file /opt/homebrew/etc/nginx/nginx.conf syntax
is ok
nginx: configuration file /opt/homebrew/etc/nginx/nginx.conf test is
successful
```

- 5 Start nginx:

```
sudo nginx
```

- 4 Verify that the `/v1/models` endpoint of the LM Studio server works over the HTTPS connection:

```
curl -k https://127.0.0.1:1235/v1/models
```

GPT for Word uses the endpoint to fetch a list of models installed on the server. If the endpoint works, the server returns a JSON object with a `data` property listing all currently installed models:

```
{
  "data": [
    {
      ...
    },
  ],
  "object": "list"
}
```

You have enabled HTTPS for the LM Studio server.

WHAT'S NEXT

You have completed the setup required to access LM Studio from GPT for Word on the same machine. You can now set `https://127.0.0.1:1235` as the [endpoint URL in GPT for Word](#), including when the add-in is running on Safari or on Microsoft Word for Mac.

Set up LM Studio on Windows

This guide walks you through the main steps of setting up [LM Studio](#) for [use in GPT for Word](#) on Windows.

This guide assumes that you use GPT for Word on the same machine that hosts LM Studio.

▼ Prerequisites

- [System requirements](#)
- Windows user account with administrator privileges
- Installed software:
 - [curl](#) (ships with Windows)
 - [PowerShell 7](#)

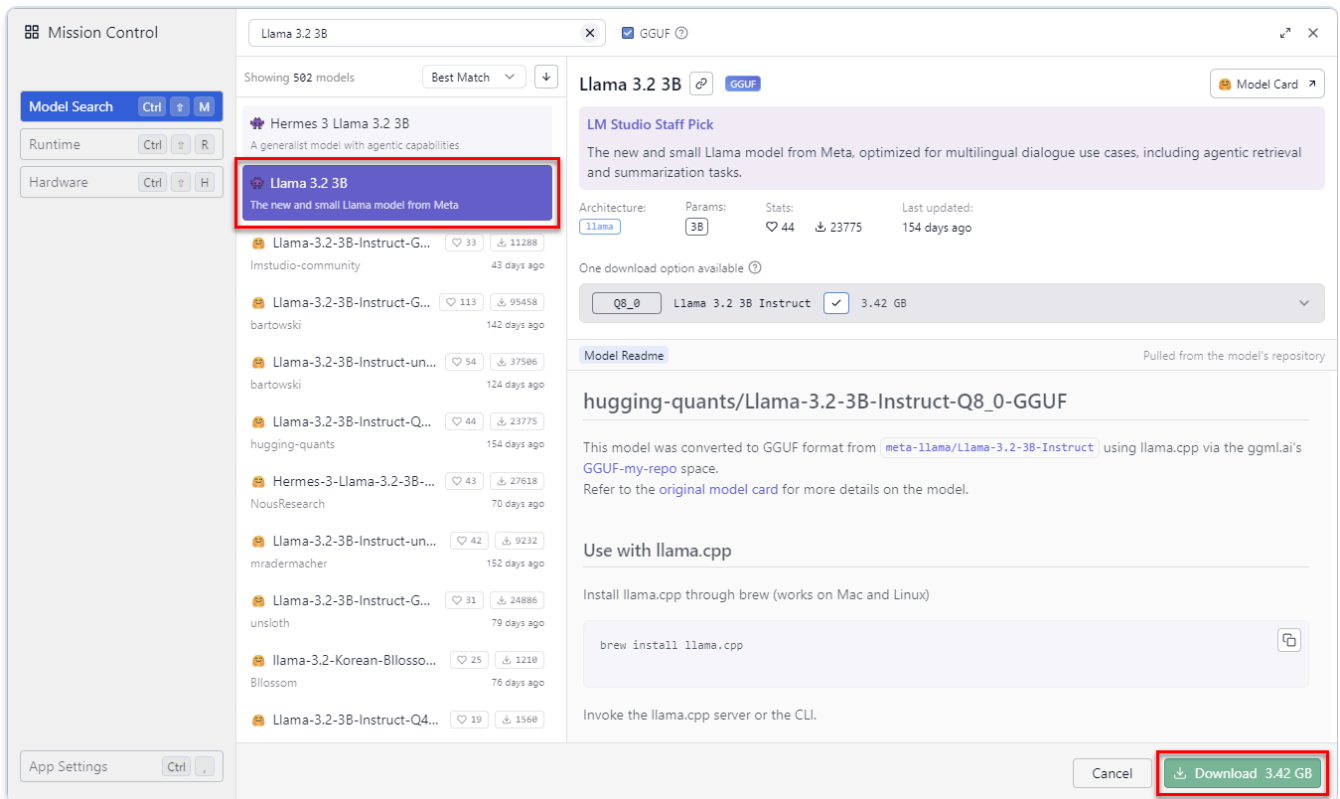
To set up LM Studio on Windows:

- 1 [Install LM Studio and download a model.](#)
- 2 [Start and configure the LM Studio server.](#)

Install LM Studio and download a model

- 1 Download and run the [Windows installer](#). Follow the on-screen instructions to complete the installation.
The installer sets LM Studio to start automatically as a background service on system boot.
- 2 Run LM Studio.
- 3 On the welcome screen, click **Skip**.
- 4 In LM Studio, in the sidebar, select **Discover**.
- 5 Find and select the model you want to use, and click **Download**. For example, to get started

with a small model, select [Llama 3.2 3B](#).

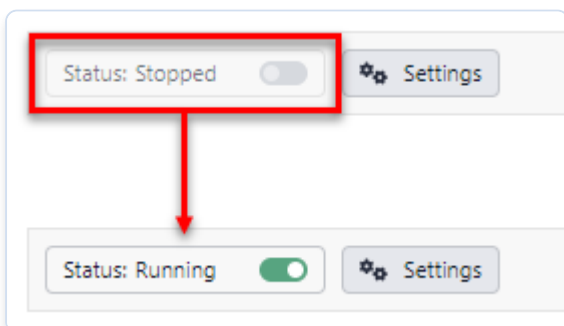


After the download completes, the model is available for prompting in LM Studio.

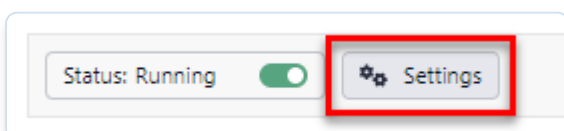
You have installed LM Studio and downloaded your first model. For more information about working with models, see the [LM Studio documentation](#).

Start and configure the LM Studio server

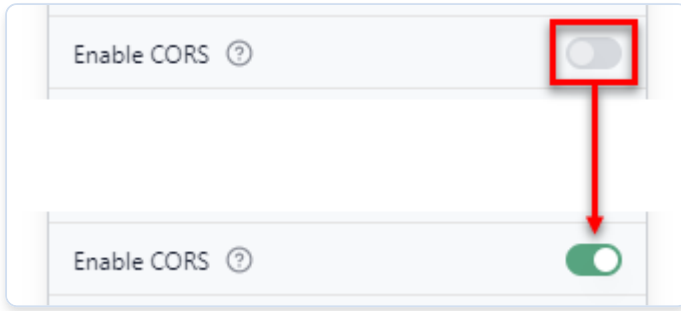
- 1 In LM Studio, in the sidebar, select **Developer**.
- 2 Click the **Status** toggle to change the status from **Stopped** to **Running**. You have started the LM Studio server.



- 3 Click **Settings**.



- 4 Click the **Enable CORS** toggle to enable the setting.

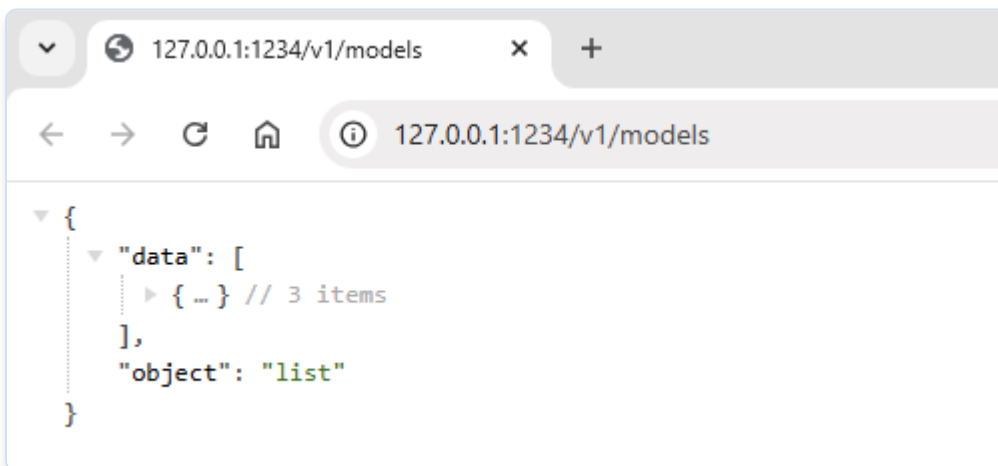


INFO

By default, the LM Studio server only accepts [same-origin requests](#). Since GPT for Word always has a different origin from the LM Studio server, you must enable [cross-origin resource sharing \(CORS\)](#) for the server.

- 5 To verify that the `/v1/models` endpoint of the LM Studio server works, open <http://127.0.0.1:1234/v1/models>.

GPT for Word uses the endpoint to fetch a list of models installed on the server. If the endpoint works, the server returns a JSON object with a `data` property listing all currently installed models:



You have started and configured the LM Studio server.

WHAT'S NEXT

You have completed the setup required to access LM Studio from GPT for Word on the same machine. You can now set `http://127.0.0.1:1234` as the [endpoint URL in GPT for Word](#).

Connect to Ollama from Word

GPT for Word can connect to an [Ollama server](#) to use [locally running open-source models](#). Ollama is an open-source platform that allows you to easily install, run, and serve models from a local machine, keeping your prompting entirely offline. You can use any model from the [Ollama library](#).

▼ Prerequisites

You have an Ollama server running with one or more models. For instructions on how to set up the server, see:

- [Set up Ollama on macOS](#)
- [Set up Ollama on Windows](#)

INFO

Depending on the model you use, the model settings defined in GPT for Word (temperature (creativity), top-p, frequency penalty, and presence penalty) may not work as expected. If you get bad results, try tweaking the settings.

To use models from an Ollama server:

- 1 [Set up the API endpoint for the Ollama server.](#)
- 2 [Select a model available on the Ollama server.](#)

Set up the API endpoint for an Ollama server

- 1 Sign in to the [GPT for Work dashboard](#) with your [Microsoft account](#).
- 2 In the sidebar, select **API endpoints**.
- 3 Click **OpenAI-compatible endpoints**.

TIP

If you already have OpenAI-compatible API endpoints set up, click **Add another OpenAI compatible endpoint**.

- 4 Define the endpoint settings:
 - **Endpoint URL:** Enter the URL of the Ollama server.
 - **Display name (optional):** Enter a short name that is prefixed to the model names in the model switcher. By default, the model names are prefixed with "custom/".

- **API key (optional):** Leave this field empty. The Ollama server does not require an API key for access.

☰ Add new OpenAI-compatible endpoint ✕

Endpoint URL

- The endpoint must be compatible with OpenAI's chat completions endpoint
- CORS must be enabled on your server for <https://excel-addin.gptforwork.com> and <https://dashboard.gptforwork.com> or everything (*).
- HTTPS is required for non-localhost endpoints.
- HTTPS is required even for localhost endpoints to enable use of the add-in from desktop Mac Excel or Word, Excel and Word Online through Safari.

[Read full documentation](#)

Display name (optional)

API key (optional)

Cancel Check Save

5 Click **Check** to validate the settings and click **Save**.

API key (optional)

✔ Your endpoint is valid. ✕

Cancel Check Save

TIP

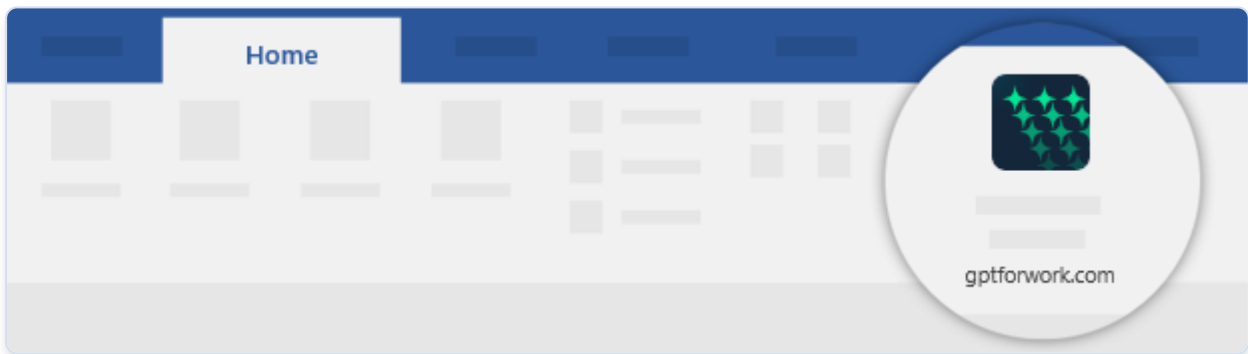
If you get an error saying that the URL is invalid, make sure that the Ollama server supports:

- **Cross-origin resource sharing (CORS).** See the Ollama server setup instructions for [macOS](#) or [Windows](#).
- **HTTPS (needed with Safari and with Microsoft Office for Mac).** See the Ollama server setup instructions for [macOS](#).

You have set up the Ollama server API endpoint. You can now use all models available through the endpoint in GPT for Word.

Select a model from the Ollama server

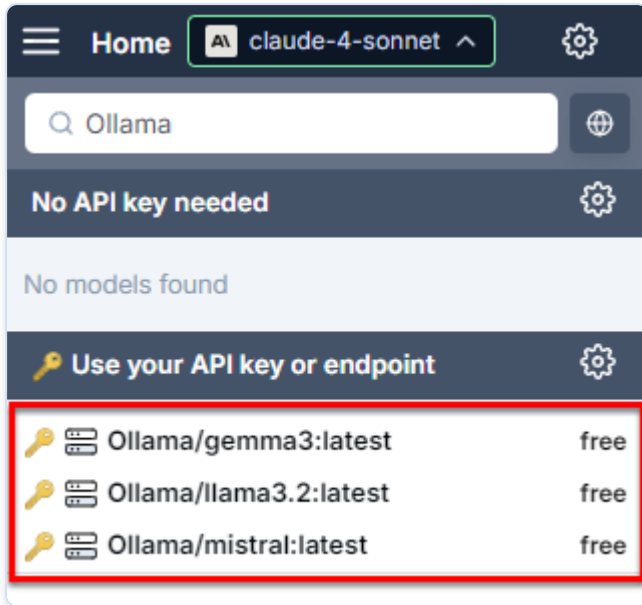
- 1 Open a Microsoft Word document.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.

**INFO**

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 3 Open the model switcher. You can find the Ollama models under **Use your API key or**

endpoint.



NOTE

The available models depend on the models available on the Ollama server.

- 4 Select a model.

GPT for Word now uses the selected model to generate responses.

What's next

- Set up an Ollama server on [macOS](#) or [Windows](#).

Set up Ollama on macOS

This guide walks you through the main steps of setting up an [Ollama server](#) for [use in GPT for Word](#) on macOS.

This guide assumes that you use GPT for Word on the same machine that hosts Ollama.

▼ Prerequisites

- Local machine with enough processing power and memory to run LLMs (see the [Ollama documentation](#) for hardware support information)
- macOS Sonoma (version 14) or newer (see the [Ollama documentation](#) for detailed system requirements)
- Mac user account with administrator (sudo) privileges
- Installed software:
 - [curl](#) (ships with macOS)
 - [Homebrew](#)
 - [OpenSSL](#) (ships with macOS)

To set up an Ollama server on macOS:

- 1 [Install the server.](#)
- 2 [Install a model on the server.](#)
- 3 [Enable CORS for the server.](#)
- 4 (Optional) [Enable HTTPS for the server.](#)

Install an Ollama server

- 1 Download and run the [macOS installer](#). Follow the on-screen instructions to complete the installation.

The installer starts the Ollama server in the background and sets the server to start automatically on system boot. The installer also installs the Ollama desktop application for easily starting and stopping the server.

TIP

You can manually start a new instance of the Ollama server in a terminal by running `ollama serve`. However, to avoid port conflicts, make sure no other Ollama server instances are running at the same time.

- 2 Open Terminal and verify that the server is running:

```
curl http://localhost:11434
```

Response if the server is running:

```
Ollama is running
```

You have installed the Ollama server.

For more information about installing and managing the server on macOS, see the [Ollama documentation](#).

Install a model on the Ollama server

- 1 Install a model from the [Ollama library](#):

```
ollama pull <model-name>
```

For example, to install the [Meta Llama 3.2 3B](#) model:

```
ollama pull llama3.2
```

After the installation completes, the model is available for prompting on the Ollama server.

- 2 Verify that the model works:

```
curl http://localhost:11434/api/generate -d '{ "model": "llama3.2",  
"prompt": "Who are you?", "stream": false }'
```

The above request asks the server to generate a response for the specified prompt with the specified model and to return the response in a single reply. If the model works, the server returns a JSON object containing the response and metadata about the response.

You have installed the model on the Ollama server. For more information about working with models, see the [Ollama documentation](#).

Enable CORS for the Ollama server

By default, the Ollama server only accepts [same-origin requests](#). Since GPT for Word always has a different origin from the Ollama server, you must enable [cross-origin resource sharing \(CORS\)](#) for the server using the `OLLAMA_ORIGINS` environment variable.

To enable CORS for the Ollama server:

- 1 Set `OLLAMA_ORIGINS` with the origins that are allowed to access the server:

```
# Set a single origin
launchctl setenv OLLAMA_ORIGINS "<ORIGIN>"

# Set multiple origins
launchctl setenv OLLAMA_ORIGINS "<ORIGIN_1>, <ORIGIN_2>, ..."
```

For example:

- o Allow any origin to make requests to the server:

```
launchctl setenv OLLAMA_ORIGINS "*" 
```

- o Allow only GPT for Word to make requests to the server:

```
launchctl setenv OLLAMA_ORIGINS "https://excel-addin.gptforwork.com"
```

- 2 Restart the server for the variable to take effect.
- 3 Verify that the `/api/tags` endpoint of the server works:

```
curl http://localhost:11434/api/tags
```

GPT for Word uses the endpoint to fetch a list of models installed on the server. If the endpoint works, the server returns a JSON object with a `models` property listing all currently installed models:

```
{
  "models": [
    {
      ...
    }
  ]
}
```

You have enabled CORS for the Ollama server.

WHAT'S NEXT

You have completed the minimum setup required to access the Ollama server from GPT for Word on the same machine. You can now set `http://localhost:11434` as the [endpoint URL in GPT for Word](#) provided the add-in is not running on Safari or on Microsoft Word for Mac.

If you use GPT for Word on Safari or on Word for Mac, [enable HTTPS for the Ollama server](#).

Enable HTTPS for the Ollama server

The Ollama server uses HTTP to serve models, while GPT for Word runs on HTTPS. By default, therefore, any request from GPT for Word to the server is a [mixed-content request](#) (HTTP vs. HTTPS). Modern web browsers do not allow mixed content, as a rule. The only exceptions are mixed-content requests to `http://127.0.0.1` and `http://localhost`, which most browsers treat as safe and therefore allow. Safari, however, blocks mixed-content requests even on the current machine.

To avoid mixed content, you must make the Ollama server accessible over HTTPS if you use GPT for Word from:

- Word for the web on Safari
- Word for Mac (uses Safari)

You make the Ollama server accessible over HTTPS by setting up a [reverse proxy](#) that hides the server behind an HTTPS interface. This guide uses [nginx](#) to set up the reverse proxy.

TIP

You can also use [Cloudflare Tunnel](#), [ngrok](#), or a similar cloud-based tunneling service to set up HTTPS with minimal configuration. Note that with a cloud-based service your traffic will be routed through an external service over the internet.

To set up the reverse proxy:

1 Install nginx:

```
brew install nginx
```

2 Create a self-signed SSL certificate for the Ollama server:

1 Change to the nginx configuration directory (varies based on your Mac version):

```
# Mac with an Apple silicon processor
cd /opt/homebrew/etc/nginx

# Mac with an Intel processor
cd /usr/local/etc/nginx
```

2 Generate the certificate:

```
openssl req \
  -x509 \
  -newkey rsa:2048 \
  -nodes \
```

```
-sha256 \  
-days 365 \  
-keyout ollama.key \  
-out ollama.crt \  
-subj '/CN=localhost' \  
-extensions extensions \  
-config <(printf "  
[dn]\nCN=localhost\n[req]\ndistinguished_name=dn\n[extensions]\nsubjectAlt
```

The command generates two files in the current directory:

- `ollama.crt`: Public self-signed certificate
- `ollama.key`: Private key used to sign the certificate

3 Add the certificate to trusted root certificates:

```
sudo security add-trusted-cert -d -r trustRoot -k  
/Library/Keychains/System.keychain ./ollama.crt
```

3 Create a site configuration for the Ollama server:

- 1 Open the `nginx.conf` file in your preferred text editor. The file is in the nginx configuration directory:

```
# Mac with an Apple silicon processor  
/opt/homebrew/etc/nginx/nginx.conf  
  
# Mac with an Intel processor  
/usr/local/etc/nginx/nginx.conf
```

- 2 Replace the content of the file with the following configuration:

```
events {}  
  
http {  
    server {  
        listen      11435 ssl;  
        server_name localhost;  
  
        http2 on;  
  
        ssl_certificate      ollama.crt;  
        ssl_certificate_key  ollama.key;  
  
        location / {  
            proxy_pass http://localhost:11434;  
  
            # Keep connection to backend alive.        }  
    }  
}
```

```
        proxy_http_version 1.1;
        proxy_set_header    Connection '';
    }
}
}
```

The configuration uses port `11435` for HTTPS. Requests to `https://localhost:11435` are forwarded to the Ollama server running at `http://localhost:11434`.

- 3 Save and close the file.
- 4 Test the nginx configuration:

```
sudo nginx -t
```

Response if the configuration is valid:

```
nginx: the configuration file /opt/homebrew/etc/nginx/nginx.conf syntax
is ok
nginx: configuration file /opt/homebrew/etc/nginx/nginx.conf test is
successful
```

- 5 Start nginx:

```
sudo nginx
```

- 4 Verify that the `/api/tags` endpoint of the Ollama server works over the HTTPS connection:

```
curl -k https://localhost:11435/api/tags
```

GPT for Word uses the endpoint to fetch a list of models installed on the server. If the endpoint works, the server returns a JSON object with a `models` property listing all currently installed models:

```
{
  "models": [
    {
      ...
    }
  ]
}
```

You have enabled HTTPS for the Ollama server.

WHAT'S NEXT

You have completed the setup required to access the Ollama server from GPT for Word on the same machine. You can now set `https://localhost:11435` as the [endpoint URL in GPT for Word](#), including when the add-in is running on Safari or on Microsoft Word for Mac.

Set up Ollama on Windows

This guide walks you through the main steps of setting up an [Ollama server](#) for [use in GPT for Word](#) on Windows.

This guide assumes that you use GPT for Word on the same machine that hosts Ollama.

▼ Prerequisites

- Local machine with enough processing power and memory to run LLMs (see the [Ollama documentation](#) for hardware support information)
- Windows 10 22H2 or newer (see the [Ollama documentation](#) for detailed system requirements)
- Windows user account with administrator privileges
- Installed software:
 - [curl](#) (ships with Windows)
 - [PowerShell 7](#)

To set up an Ollama server on Windows:

- 1 [Install the server.](#)
- 2 [Install a model on the server.](#)
- 3 [Enable CORS for the server.](#)

Install an Ollama server

- 1 Download and run the [Windows installer](#). Follow the on-screen instructions to complete the installation.

The installer starts the Ollama server in the background and sets the server to start automatically on system boot. The installer also installs the Ollama desktop application for easily starting and stopping the server.

TIP

You can manually start a new instance of the Ollama server in a terminal by running `ollama serve`. However, to avoid port conflicts, make sure no other Ollama server instances are running at the same time.

- 2 Open PowerShell as an administrator and verify that the server is running:

```
curl http://localhost:11434
```

Response if the server is running:

```
Ollama is running
```

NOTE

Make sure you're using `curl` and not an aliased command, such as `Invoke-WebRequest`:

```
Remove-Item alias:curl
```

If `curl` has an alias, the command removes it for the current terminal session, ensuring that subsequent `curl` commands in this guide work as expected.

You have installed the Ollama server.

For more information about installing and managing the server on Windows, see the [Ollama documentation](#).

Install a model on the Ollama server

- 1 Install a model from the [Ollama library](#):

```
ollama pull <model-name>
```

For example, to install the [Meta Llama 3.2 3B](#) model:

```
ollama pull llama3.2
```

After the installation completes, the model is available for prompting on the Ollama server.

- 2 Verify that the model works:

```
curl http://localhost:11434/api/generate -d '{ "model": "llama3.2",  
"prompt": "Who are you?", "stream": false }'
```

The above request asks the server to generate a response for the specified prompt with the specified model and to return the response in a single reply. If the model works, the server returns a JSON object containing the response and metadata about the response.

You have installed the model on the Ollama server. For more information about working with models, see the [Ollama documentation](#).

Enable CORS for the Ollama server

By default, the Ollama server only accepts [same-origin requests](#). Since GPT for Word always has a different origin from the Ollama server, you must enable [cross-origin resource sharing \(CORS\)](#) for the server using the `OLLAMA_ORIGINS` environment variable.

To enable CORS for the Ollama server:

- 1 Set `OLLAMA_ORIGINS` with the origins that are allowed to access the server:

```
# Set a single origin
setx OLLAMA_ORIGINS "<ORIGIN>"

# Set multiple origins
setx OLLAMA_ORIGINS "<ORIGIN_1>, <ORIGIN_2>, ..."
```

For example:

- Allow any origin to make requests to the server:

```
setx OLLAMA_ORIGINS "*" 
```

- Allow only GPT for Word to make requests to the server:

```
setx OLLAMA_ORIGINS "https://excel-addin.gptforwork.com"
```

i INFO

By default, the `setx` command sets a user variable. If you want to set a system variable, which applies to all users of the current machine, run the command (as an administrator) with the `/m` parameter. For example:

```
setx OLLAMA_ORIGINS "*" /m
```

- 2 Restart the server for the variable to take effect.
- 3 Verify that the [/api/tags](#) endpoint of the server works:

```
curl http://localhost:11434/api/tags
```

GPT for Word uses the endpoint to fetch a list of models installed on the server. If the endpoint works, the server returns a JSON object with a `models` property listing all currently installed models:

```
{
  "models": [
```

```
{  
  ...  
}  
]  
}
```

You have enabled CORS for the Ollama server.

WHAT'S NEXT

You have completed the setup required to access the Ollama server from GPT for Word on the same machine. You can now set `http://localhost:11434` as the [endpoint URL in GPT for Word](#).

Remove account access from GPT for Word

WARNING

Removing Microsoft account access from GPT for Word removes access from the **GPT for Excel Word** add-in, which also removes access from GPT for Excel.

INFO









The following instructions only apply to personal accounts. If you have a school or work account, contact your organization administrator about add-in access.

- 1 In your browser, log in to the Microsoft account you use in GPT for Word.
- 2 Open the [privacy dashboard](#) for your Microsoft account.

- 3 In the **Empower your productivity** section, select **App access**.

Empower your productivity

Your personal data can be used to improve your productivity across Microsoft products. If you have a privacy question or concern—[contact our privacy team](#).

	Location Give me directions and other info by using my location data	No data >
	Browsing and search Show me more relevant suggestions and results by using my browsing and search history	No data >
	Apps and services Help improve Microsoft products by using my activity and performance data	No data >
	Spelling and text Improve typing suggestions and handwriting recognition by using my typing and handwriting info	No data >
	App access Choose which apps and services can access my info	Apps: 1 >
	People suggestions Expand my suggestions by including people I have contacted or who have contacted me	>
	Search and news personalization Set preferences for viewing search results and news feeds that reflect my interests	>
	Copilot Manage data from Microsoft Copilot	>


- 4 In the **Manage your app access** section, click **Don't Allow** for GPT for Excel Word.

Manage your app access

App Access Apps: 1

The apps and services that appear on this page can access or request access to the data that is associated with your Microsoft account. You can choose to stop allowing access to any of these apps and view details about the data that you share.

App

	GPT for Excel Word	09:59 AM	Don't Allow	Details
---	--------------------	----------	--------------------	-------------------------

The **GPT for Excel Word** add-in no longer has access to your Microsoft account.

INFO

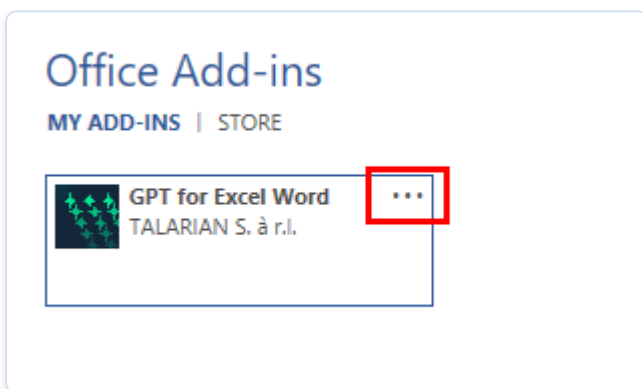
Removing account access does not uninstall the add-in from Microsoft Word. The next time you open the add-in, Word displays a welcome screen in the sidebar, after which you can sign in with your Microsoft account and grant access again.

Uninstall GPT for Word

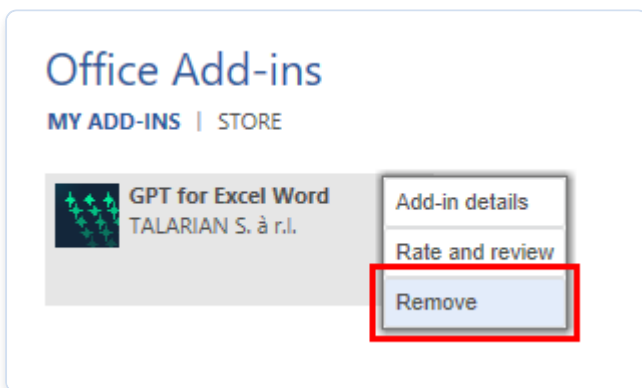
⚠ WARNING

Uninstalling GPT for Word removes the **GPT for Excel Word** add-in from both Microsoft Word and Microsoft Excel.

- 1 Open Word.
- 2 On the [ribbon](#), select **Home > Add-ins > More Add-ins**. The **Office Add-ins** dialog opens.
- 3 Select the **My Add-ins** tab.
- 4 Hover over **GPT for Excel Word** and open its **Options** menu (...).



- 5 Select **Remove**.



A confirmation pop-up opens.

💡 TIP

If the **Remove** option is not available in the menu, clear the Microsoft Office cache:

- 1 Close all Office applications.
- 2 Follow [Microsoft's instructions for clearing the cache](#).
- 3 Open Word and try removing the add-in again.

- 6 Click **Remove** to confirm.

The **GPT for Excel Word** add-in is removed from your Microsoft account. If you ever need to use the add-in again, follow the [installation process](#).

 **INFO**

Removing the add-in does not remove its app access permissions from your Microsoft account. You can [remove access manually](#).

Use GPT for Word

Author text with GPT for Word. Manage how the add-in handles text formatting and search the web for up-to-date information. Browse example prompts for common use cases.

Author text

Use AI to plan, create, edit, and review your Word documents.

Manage text formatting

Manage how GPT for Word handles formatting in your documents.

Search the web

Learn how to use web search models to get up-to-date information from the web.

Example prompts

Learn how to use GPT for Word effectively through practical examples.

Author text with GPT for Word

[GPT for Word](#) is an AI assistant that helps you plan, create, edit, and review content directly in Microsoft Word documents, whether you're drafting from scratch, refining existing text, or analyzing content.

How it works

To use GPT for Word:

- 1 [Prompt the AI](#) with your request.
- 2 (Optional) [Use the AI's response](#) in your document.

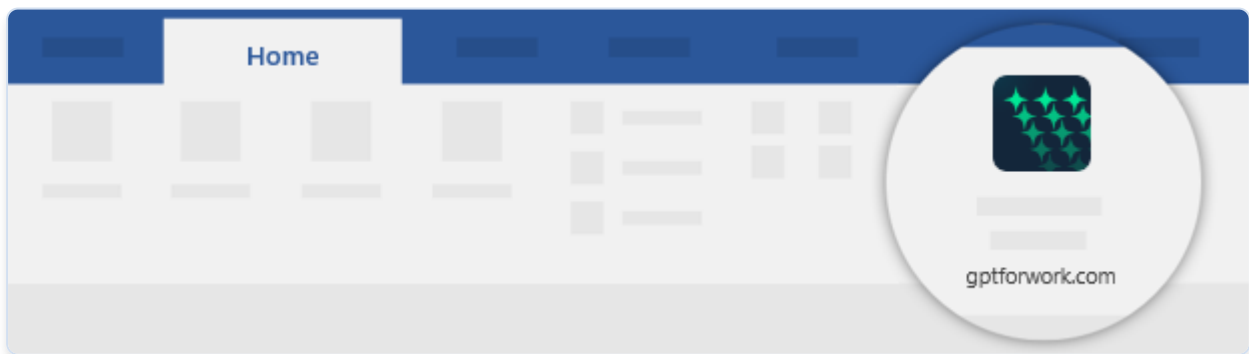
Here are some common ways to use GPT for Word:

- Translate content to other languages.
- Fix grammar and spelling errors.
- Summarize document content.

Prompt the AI

Configure the AI and send prompts to generate AI responses for your document.

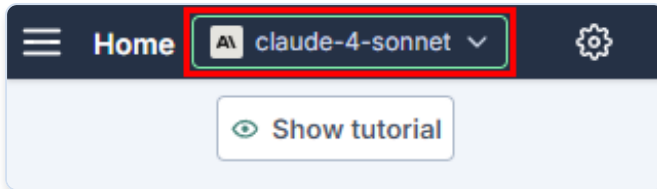
- 1 On the [ribbon](#), select **Home > GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

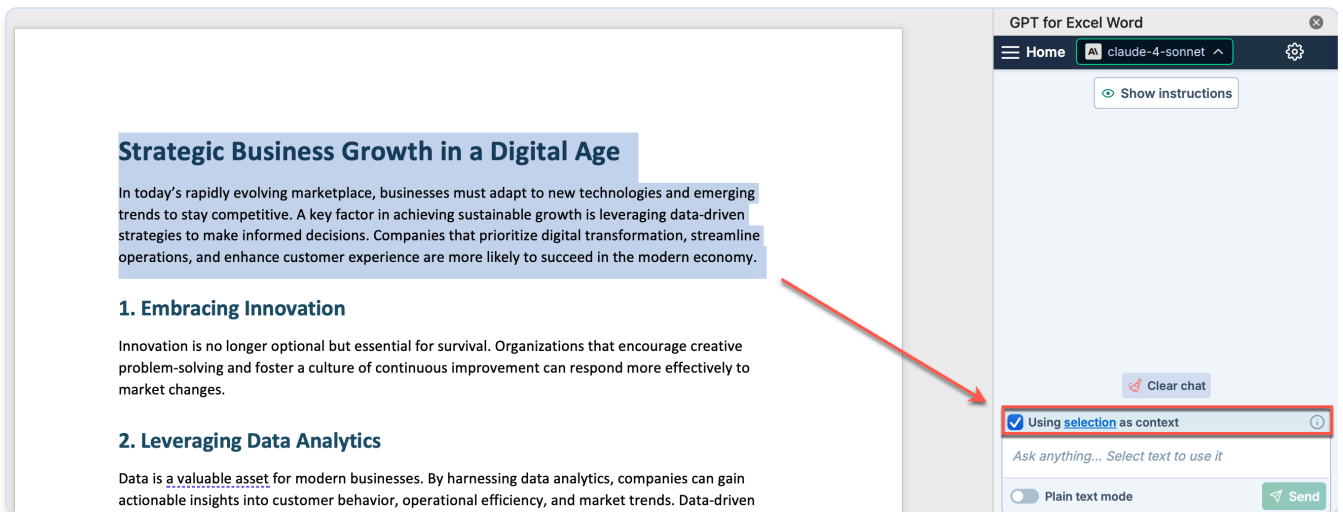
2 (Optional) Select an [AI model](#).



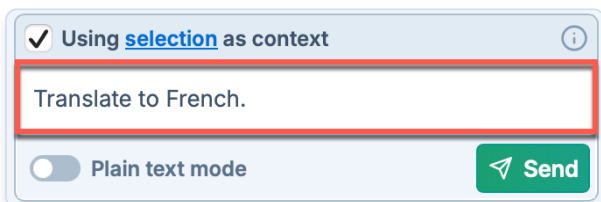
INFO

To customize how the AI responds, you can set [Custom instructions](#).

3 In the document, select the text you want to work with and, in the sidebar, select **Use selection as context**. If no text is selected, GPT for Word uses the entire document as context.

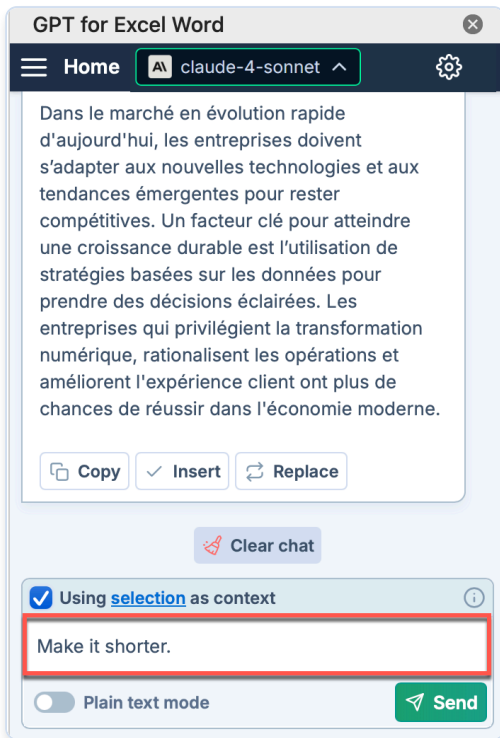


4 Type your prompt in the chat. For example: `Translate to French`



5 Click **Send**. GPT for Word generates a response.

- 6 (Optional) Refine the AI-generated response and click **Send**. For example: **Make it shorter**



The AI generates responses based on your settings, selected context, and prompts.

Use AI responses in your document

Once you are satisfied with the AI-generated content, you can:

- **Insert** the AI response at the cursor position or under the selected text.

Strategic Business Growth in a Digital Age

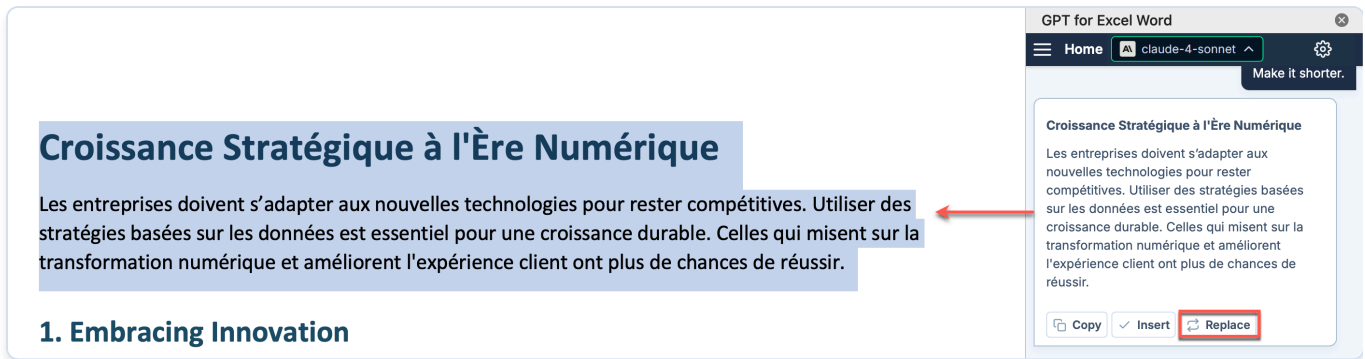
In today's rapidly evolving marketplace, businesses must adapt to new technologies and emerging trends to stay competitive. A key factor in achieving sustainable growth is leveraging data-driven strategies to make informed decisions. Companies that prioritize digital transformation, streamline operations, and enhance customer experience are more likely to succeed in the modern economy.

Croissance stratégique à l'ère numérique

Pour rester compétitives, les entreprises doivent s'adapter aux nouvelles technologies. Exploiter des stratégies basées sur les données et améliorer l'expérience client sont essentiels pour réussir dans l'économie moderne.

The screenshot shows the 'GPT for Excel Word' application window. At the top, it says 'Home' and 'claude-4-sonnet'. A 'Make it shorter' button is visible. The main content area displays the AI-generated response in French: 'Croissance stratégique à l'ère numérique. Pour rester compétitives, les entreprises doivent s'adapter aux nouvelles technologies. Exploiter des stratégies basées sur les données et améliorer l'expérience client sont essentiels pour réussir dans l'économie moderne.' Below the text are buttons for 'Copy', 'Insert', and 'Replace'. The 'Insert' button is highlighted with a red box.

- **Replace** the selected text with the AI response.

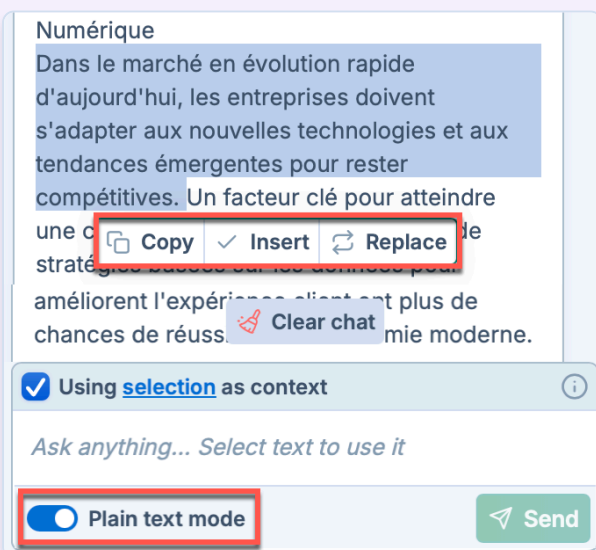


- **Copy** the AI response to clipboard.



INFO

You can also **Replace**, **Insert**, or **Copy** part of the AI response by selecting the text in the response. When **Plain text mode** is disabled, you can only **Copy** part of the AI response.



 **TIP**

To include AI-generated responses as suggestions in your documents with Microsoft Word, you can activate **Track Changes**. [Learn more](#)

What's next

- [Choose between formatted or plain text responses.](#)
- [Guide how the AI responds with custom instructions.](#)
- [Choose the model that works best for you.](#)
- [Explore practical use cases with examples.](#)

Manage text formatting in GPT for Word

[GPT for Word](#) generates formatted AI responses in a sidebar. By default, the add-in analyzes and extracts common formatting elements from your document, including headings, lists, tables, and basic text styles, then applies similar formatting to the generated content. If you don't need formatting, you can generate plain text responses.

INFO

The generating formatted text is slightly slower and uses about 20% more tokens than generating plain, unformatted text.

Formatted text vs. plain text

Use formatted text mode (default) when:

- You want the add-in to analyze your document's formatting and apply similar formatting to the generated content. This is particularly useful for translations.
- You want to preserve formatting elements when inserting or replacing text from the sidebar into your document.

INFO

When using formatted text mode, GPT for Word cannot generate or preserve:

- Font properties (family, size, color)
- Text alignment and spacing
- Background colors
- Text decorative effects (shadows, glow, reflection)
- Media and embedded objects (images, charts, icons)

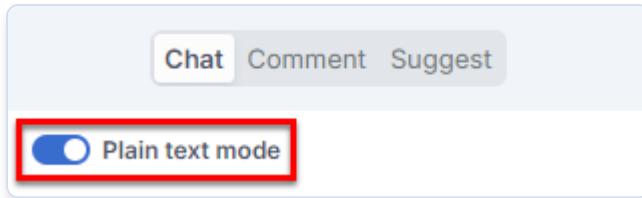
Use plain text mode when:

- You don't need to preserve formatting in responses. This is particularly useful when drafting or summarizing content or analyzing text.
- You want to increase speed and/or reduce token consumption.

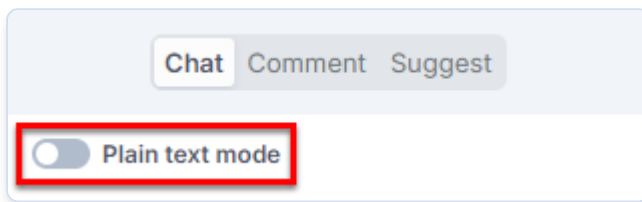
Enable and disable plain text mode

To manage the text formatting mode in GPT for Word:

- 1 [Open GPT for Word.](#)
- 2 In the sidebar header, click the settings icon (⚙️).
- 3 Select the **Chat** tab.
- 4 Choose the mode that best suits your needs:
 - Enable **Plain text mode** to process text without formatting.



- Disable **Plain text mode** to preserve and work with formatting.



⚠️ WARNING

Changing the plain text mode setting clears your chat history.

What's next

- To assign a specific role to the AI and more closely define how it responds, [add custom instructions](#).
- [See more GPT for Word examples.](#)

Search the web with GPT for Word

Search the web directly in [GPT for Word](#) using web search models. These models use fresh web search data, which allows you to generate up-to-date responses about companies, current events, facts, and more, directly in your document. You can also fetch content from specific URLs to extract information from web pages.

Choose the right web search model

Choose a web search model that best fits your use case.

Web search

Get information that is not in the model's built-in knowledge:

- **Example:** Writing a report about the latest AI trends in your business.
- **How it works:**

All web search models can go beyond their built-in knowledge by accessing information from search engines, like Google or Bing. This allows models, which have compressed historical knowledge, to explore topics in greater depth, with more current data or with a specific focus.

- **Recommended models:**
 - [Sonar](#) for quick results (cheapest).
 - [Sonar Pro](#) for high quality results.
 - [Gemini models with Web search](#) for Google search quality (most expensive).

Content fetching

Focus on specific URLs and extract content from them:

- **Example:** Extracting key requirements from a job posting URL and writing a tailored cover letter.
- **How it works:** Some web search models can access the full content from specific URLs. The full content is added to the context of the models, so they can use it to answer questions about the content or extract information from it.
- **Recommended models:**
 - [Gemini 2.5 models with URL context](#)

Supported web search models

[Click here for a list of all web search models supported by GPT for Word](#)



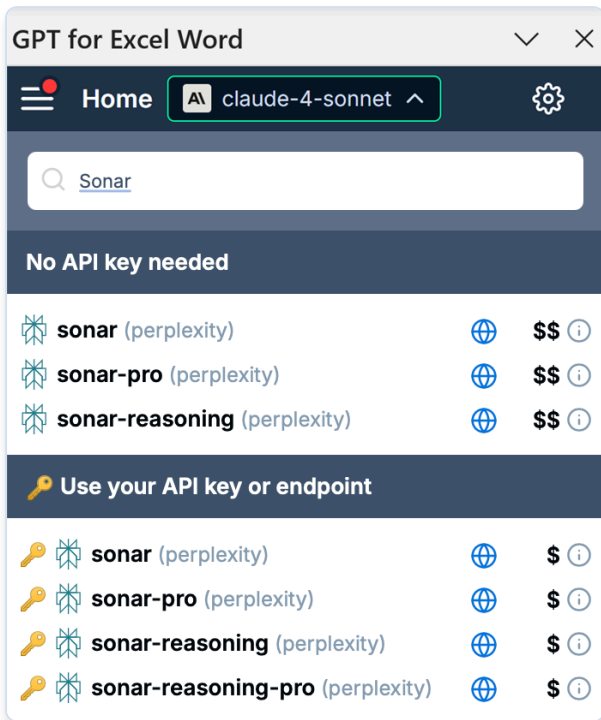
Provider	Model	Without API key	With API key 	URL fetch
<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	All 	All 	All 
 Perplexity	sonar	Yes	Yes	No
 Perplexity	sonar-pro	Yes	Yes	No
 Perplexity	sonar-reasoning-pro	No	Yes	No
 Google	gemini-2.5-flash	Yes	Yes	Yes
 Google	gemini-2.5-flash-lite	No	Yes	Yes
 Google	gemini-2.5-pro	No	Yes	Yes
 Google	gemini-3-flash-preview	No	Yes	Yes
 Google	gemini-3.1-flash-lite-preview	No	Yes	Yes
 Google	gemini-3.1-pro-preview	No	Yes	Yes
 OpenAI	gpt-4o-mini-search-preview	Yes	Yes	No
 OpenAI	gpt-4o-search-preview	Yes	Yes	No
 OpenAI	gpt-5-search-api	Yes	Yes	No
 Parallel	speed	Yes	No	No

For detailed pricing, see [How credits are consumed](#).

Use web search models

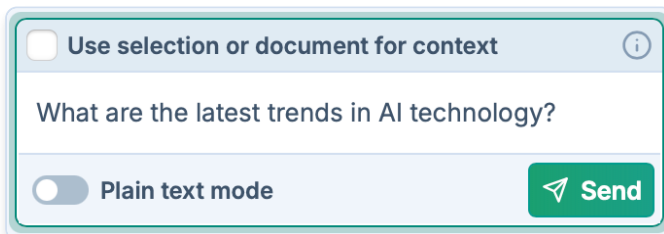
- 1 [Open GPT for Word](#).

- Expand the model switcher and select a web search model (indicated by the  icon).

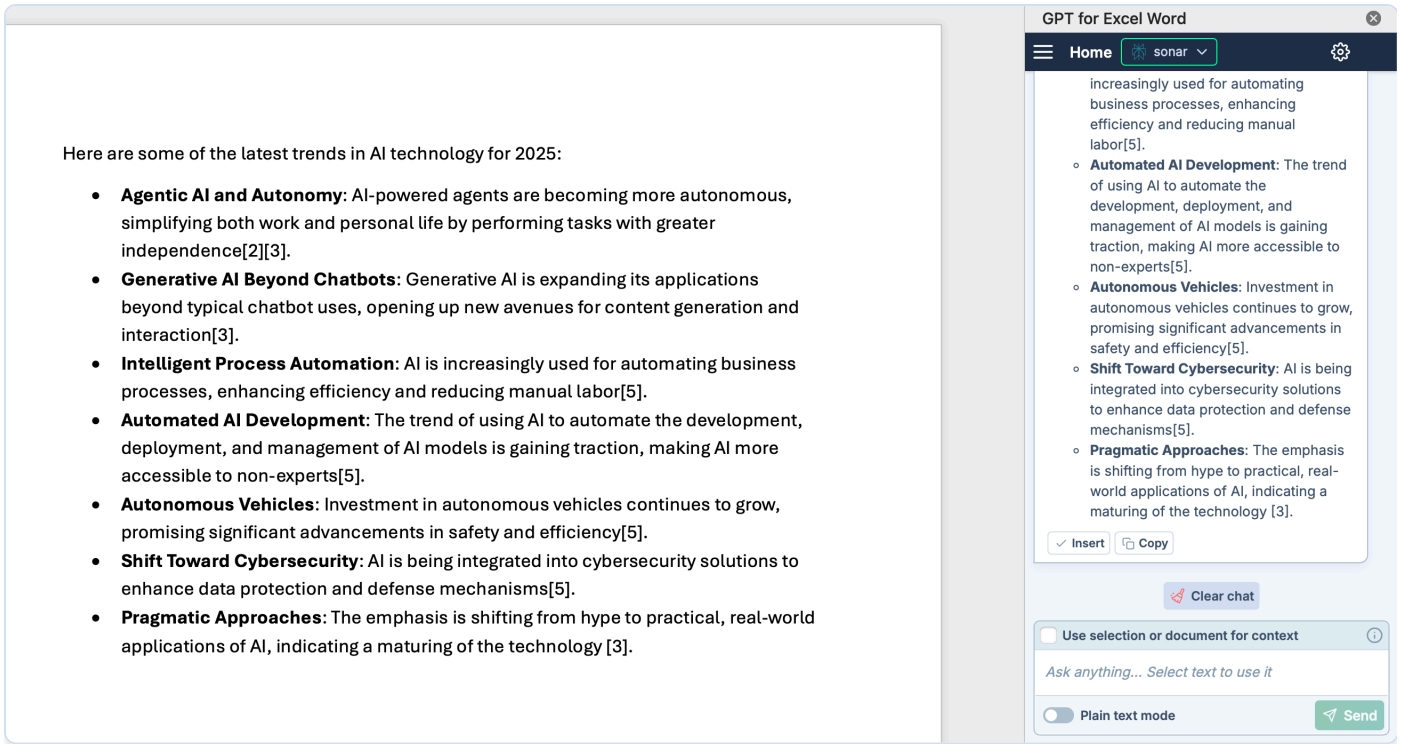


- (Optional) Click the settings icon and configure the [model-specific settings](#) in the sidebar. For Gemini models, make sure [web search is enabled](#).
- Type your search prompt in the chat. For example:

What are the latest trends in AI technology?



- Click **Send**. The model generates a response using up-to-date web search data.
- Once you're satisfied with the response, you can:
 - Insert** the response at your cursor position
 - Replace** the selected text with the response
 - Copy** the response to your clipboard



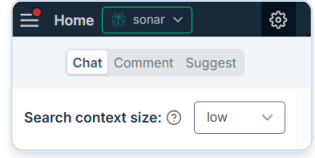
Model-specific settings

Use the model-specific settings to configure the web search model for your use case.

Google Gemini

Setting	Description	Example
Web search	Let Gemini decide when a Google search can improve the answer. This allows Gemini to provide more accurate answers and cite verifiable sources beyond its built-in knowledge. Enabling Web search incurs an additional search cost .	<p>The screenshot shows the Gemini settings panel with the following options:</p> <ul style="list-style-type: none"> Home gemini-2.5-flash Think (disabled) Web search (enabled) URL context (enabled)
URL context	Provide up to 20 URLs (pages, images, PDFs) to focus your search. No search cost is incurred, but the content retrieved from URLs counts as input tokens.	

Perplexity Sonar

Setting	Description	Example
Search context size	Choose how much content to retrieve from each source. Larger sizes produce richer and more detailed responses at a higher cost .	 A screenshot of the Perplexity Sonar web interface. At the top, there is a navigation bar with 'Home' and 'sonar' (with a dropdown arrow) and a settings gear icon. Below the navigation bar are three buttons: 'Chat', 'Comment', and 'Suggest'. At the bottom of the screenshot, there is a 'Search context size' setting with a help icon and a dropdown menu currently set to 'low'.

What's next

- [Choose between formatted or plain text responses.](#)
- [Guide how the AI responds with custom instructions.](#)
- [Explore practical use cases with examples.](#)

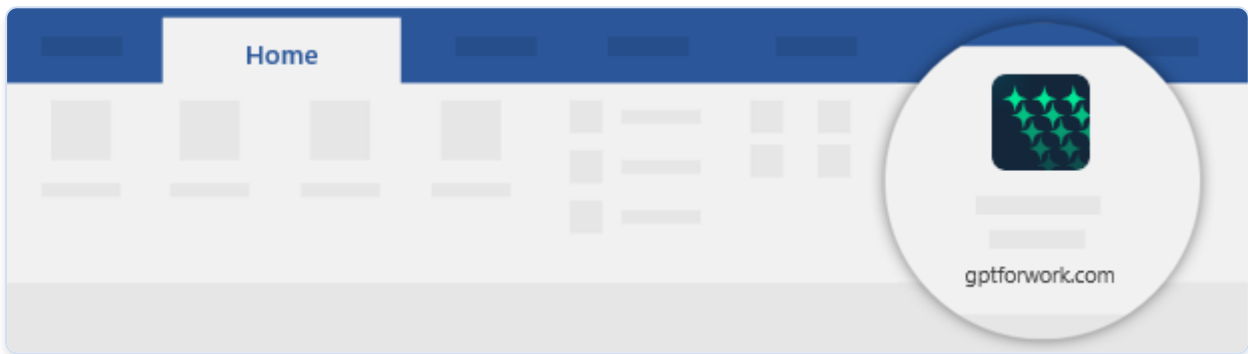
Example prompts for GPT for Word

Learn how to use GPT for Word effectively through practical examples. Each example demonstrates a common use case and includes step-by-step instructions.

Translate a document

You can follow along using either your own Word document or our [translation example template](#).

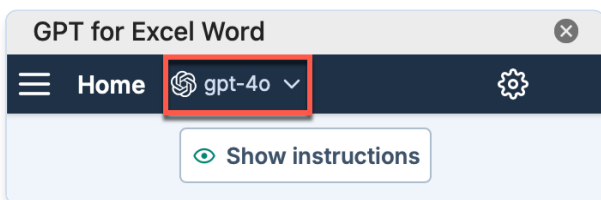
- 1 On the [ribbon](#), select **Home > GPT for Excel Word**.



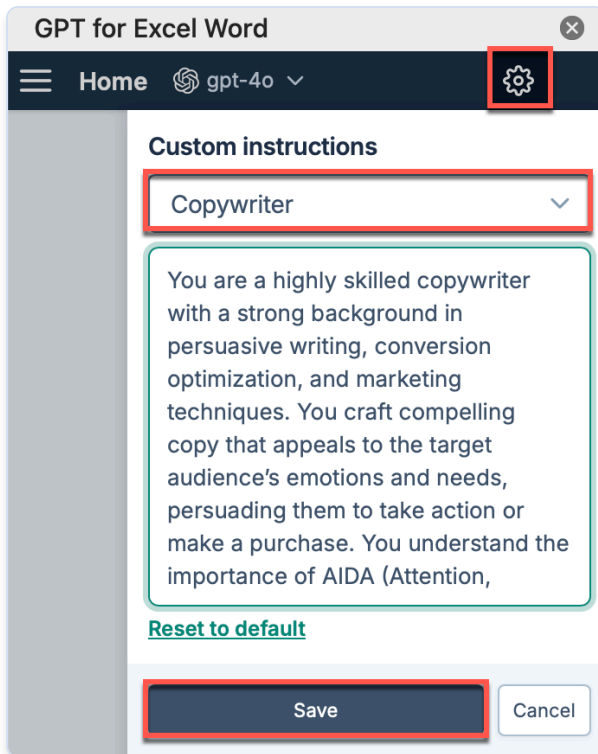
INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 2 Select the [model](#) of your choice.



- 3 Define custom instructions to improve the AI response:
 - 1 Click the settings icon.
 - 2 Choose the **Copywriter** pre-defined instruction.

3 Click **Save**.**4** In the document, select the text you want to translate and, in the sidebar, select **Use selection as context**.

Strategic Business Growth in a Digital Age

In today's rapidly evolving marketplace, businesses must adapt to new technologies and emerging trends to stay competitive. A key factor in achieving sustainable growth is leveraging data-driven strategies to make informed decisions. Companies that prioritize digital transformation, streamline operations, and enhance customer experience are more likely to succeed in the modern economy.

1. Embracing Innovation

Innovation is no longer optional but essential for survival. Organizations that encourage creative problem-solving and foster a culture of continuous improvement can respond more effectively to market changes.

2. Leveraging Data Analytics

Data is a valuable asset for modern businesses. By harnessing data analytics, companies can gain actionable insights into customer behavior, operational efficiency, and market trends. Data-driven decision-making allows organizations to identify growth opportunities, streamline processes, and predict future market needs with precision.

3. Enhancing Customer Experience

Home gpt-4o

Hide instructions

Hi there! 🙌

Choose a suggestion or ask anything below.

You can select text in the document to include it in your message. 💡

Translate to Fix grammar and spelling

Change style to Summarize

Video tutorial

Clear chat

Using selection as context

Ask anything... Select text to use it

Plain text mode Send

5 Type your prompt:

Translate to French

6 Make sure plain text mode is disabled.

7 Click **Send**. GPT for Word generates a response.

8 Refine the AI-generated response:

1 Type the prompt:

Make it shorter

2 Click **Send**. GPT for Word generates a new response.

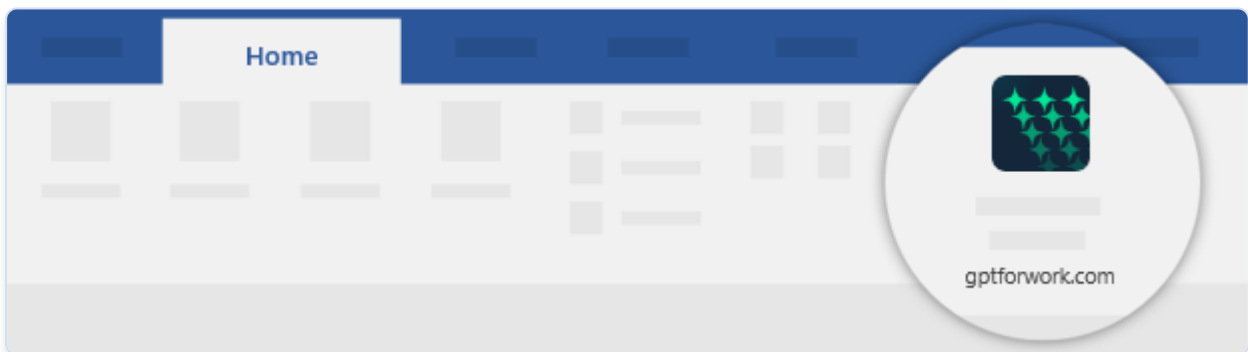
9 To replace the selected text with the response, click **Replace**.

GPT for Word has replaced the original text with the AI-generated translation, while preserving all formatting.

Correct grammar or spelling errors of a document

You can follow along using either your own Word document or our [grammar correction template](#).

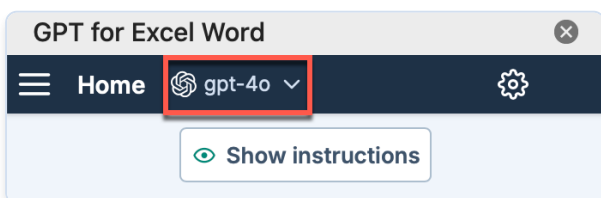
1 On the [ribbon](#), select **Home > GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

2 Select the [model](#) of your choice.



3 Define custom instructions to improve the AI response:

1 Click the settings icon.

2 Select **Write custom instructions**.

- 3 Replace the existing instructions with:

Act as a professional editor focusing on grammar, spelling, and clarity

- 4 Click **Save**.

- 4 In the document, select the text you want to improve and, in the sidebar, select **Use selection as context**.

- 5 Type your prompt:

Correct grammar or spelling errors

- 6 Make sure [plain text mode](#) is disabled.

- 7 Click **Send**. GPT for Word generates a response.

- 8 To replace the selected text with the response, click **Replace**.

GPT for Word has replaced the original text with the AI-generated corrected response.

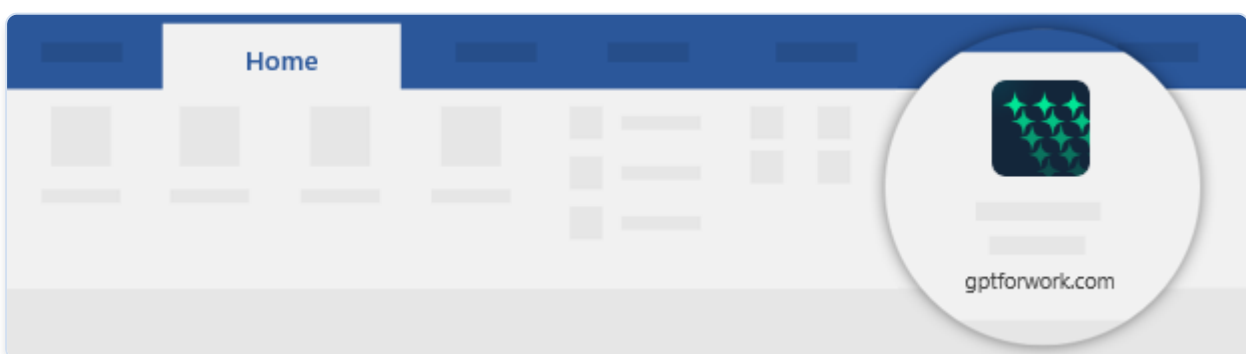
TIP

To review the AI's corrections, enable **Track Changes** in Word. Go to **Review > Track Changes** or press **Ctrl/Cmd+Shift+E**.

Summarize a document into a table

You can follow along using either your own Word document or our [summarization example template](#).

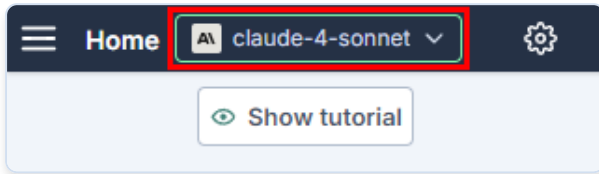
- 1 On the [ribbon](#), select **Home > GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 2 Select the [model](#) of your choice.



- 3 In the document, select the text you want to summarize into a table and, in the sidebar, select **Use selection as context**.

- 4 Type your prompt:

Summarize this document into a table

- 5 Make sure [plain text mode](#) is disabled.

- 6 Click **Send**. GPT for Word generates a response.

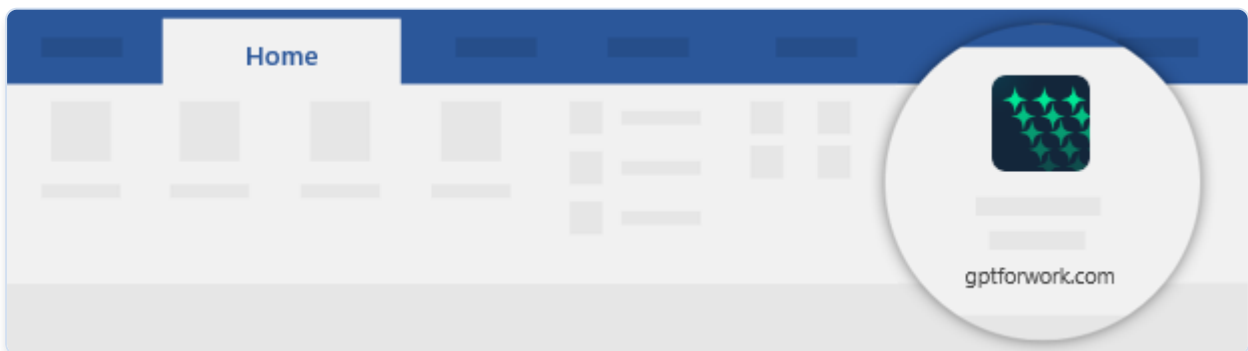
- 7 To add the table at the cursor position or under the selected text, click **Insert**.

GPT for Word has inserted the AI-generated table into the Word document.

Summarize a document into one paragraph

You can follow along using either your own Word document or our [summarization example template](#).

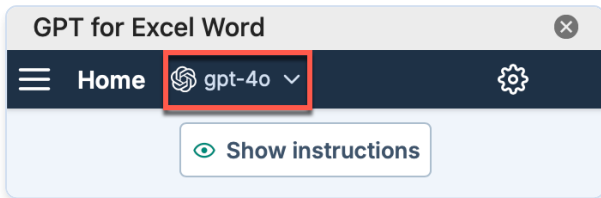
- 1 On the [ribbon](#), select **Home > GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 2 Select the [model](#) of your choice.



- 3 Select **Use full document as context**.

- 4 Type your prompt:

Create a concise summary of this document

- 5 Make sure [plain text mode](#) is enabled.

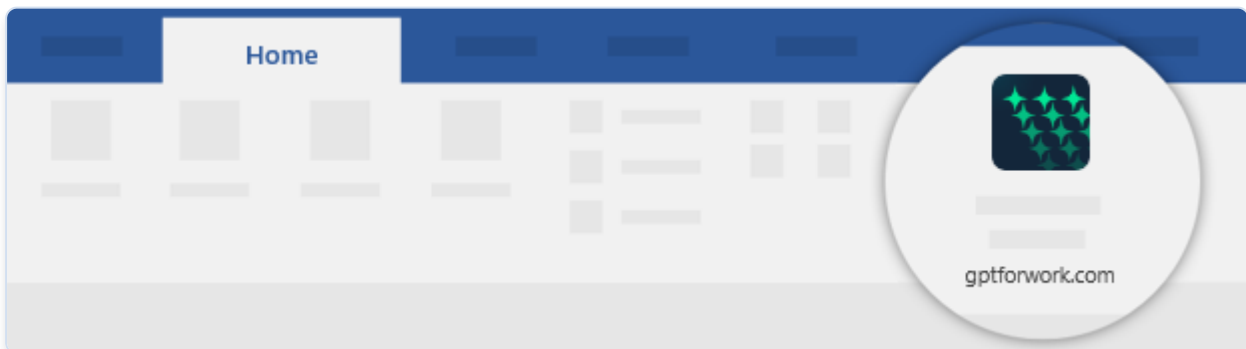
- 6 Click **Send**. GPT for Word generates a response.

GPT for Word has generated a one-paragraph summary of the document. You can now **Copy** or **Insert** the summary.

Create a job description draft

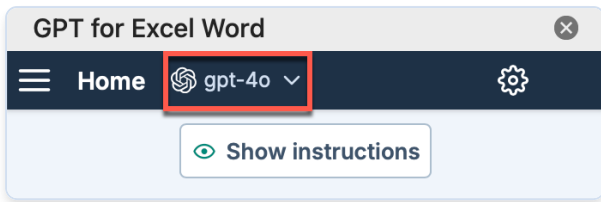
You can follow along using your own Word document.

- 1 On the [ribbon](#), select **Home > GPT for Excel Word**.

**INFO**

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 2 Select the [model](#) of your choice.



- 3 Define custom instructions to improve the AI response:

- 1 Click the settings icon.
- 2 Choose the **HR Consultant** pre-defined instruction.
- 3 Click **Save**.

- 4 (Optional) Deselect **Use selection or document for context**. Since you're starting from a blank document, there's nothing to use as context.

- 5 Type your prompt:

Write a job description for a Senior Software Engineer position, including qualifications, responsibilities, and benefits

- 6 Make sure [plain text mode](#) is disabled.

- 7 Click **Send**. GPT for Word generates a response.

- 8 Refine the AI-generated response:

- 1 Type the prompt:

Add more emphasis on collaboration skills and remote work experience

- 2 Click **Send**. GPT for Word updates the content.

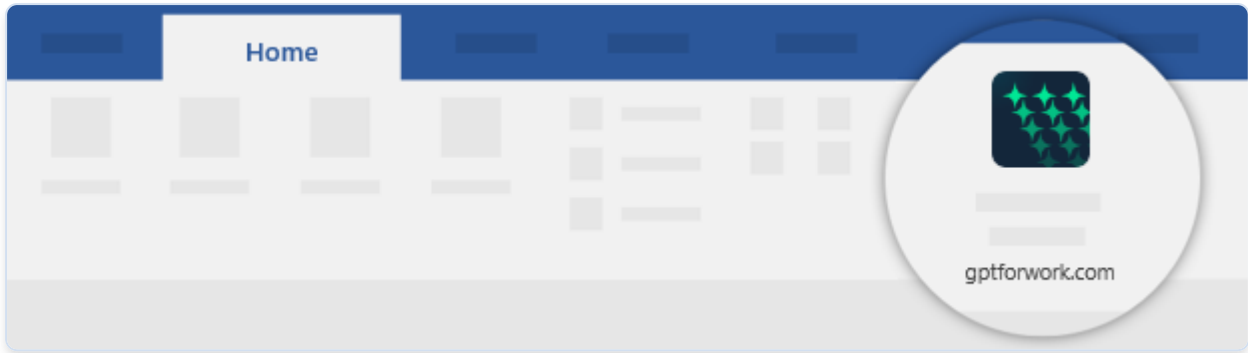
- 9 To add the job description at the cursor position, click **Insert**.

GPT for Word has inserted the AI-generated job description into the Word document.

Analyze a text selection

You can follow along using either your own Word document or our [product review template](#).

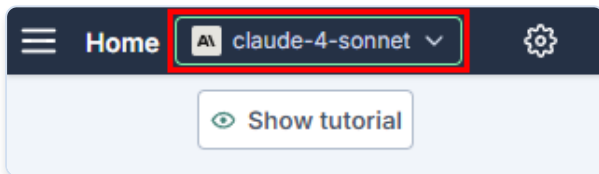
- 1 On the [ribbon](#), select **Home > GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 2 Select the [model](#) of your choice.



- 3 In the document, select the text you want to analyze and, in the sidebar, select **Use selection as context**.

- 4 Type your prompt:

What are the pros and cons mentioned here?

- 5 Make sure [plain text mode](#) is enabled.
- 6 Click **Send**. GPT for Word generates a response.

GPT for Word has generated an analysis of the selected text. You can now **Copy** or **Insert** the analysis.

Configure GPT for Word

Select the AI model for GPT for Word and configure how the model behaves.

Select a model

Select the model used by GPT for Word.

Configure AI behavior

Configure model settings to customize how GPT for Word generates responses.

Select a model in GPT for Word

[GPT for Word](#) supports a [range of models](#) that you can use with your AI work in Word. To help you find the model that offers the best balance of accuracy, speed, and cost for your use case, see our [recommended models](#).

The available models depend on:

- **The API keys set for your current space.** GPT for Word gives you access to a default set of models available without API keys. To access additional models, [set an API key for one or more AI providers](#).
- **The API endpoints set up for your current space.** To access even more models, set up a connection to an [Azure OpenAI endpoint](#) or any [OpenAI-compatible API endpoint](#).
- **The model settings for your current space.** Space owners and admins can [control which models are available in GPT for Word](#).

Recommended models

As a general rule, OpenAI models are more reliable and less likely to decline prompts than models from other providers.

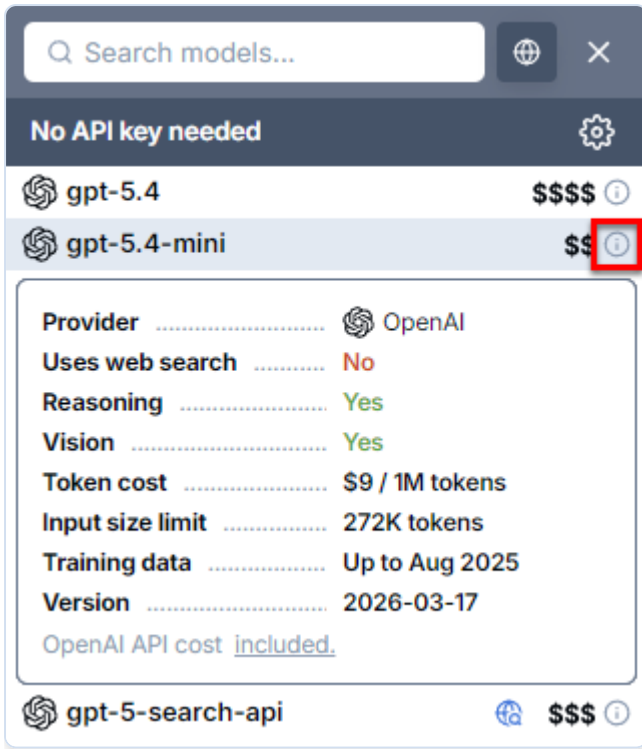
The following table lists our recommended models available without an API key.

Use case	Recommended model	Alternative model
General purpose	claude-4.6-sonnet	claude-4.6-opus
Translation	claude-4.6-sonnet	claude-4.6-opus

TIP

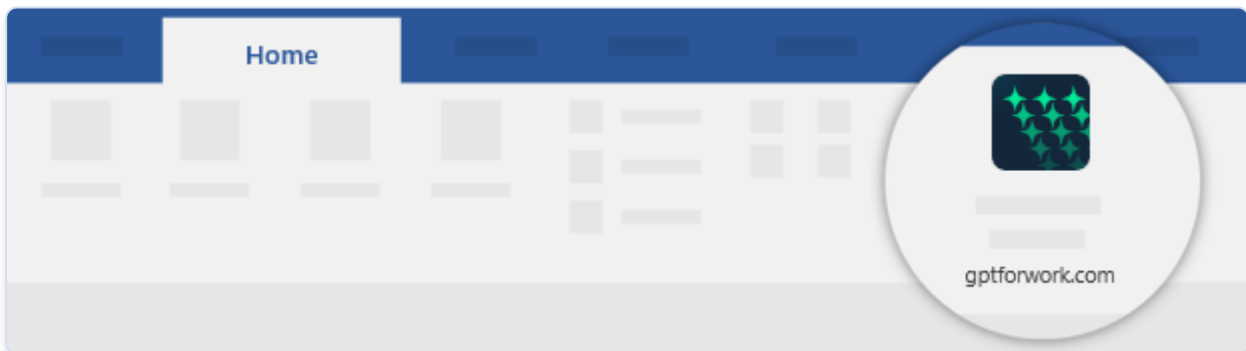
For information about recommended models when working with web search, see [Search the web](#).

To learn more about a model, hover over the model info icon in the model switcher. A tooltip opens with detailed information about the model.



Select a model without an API key

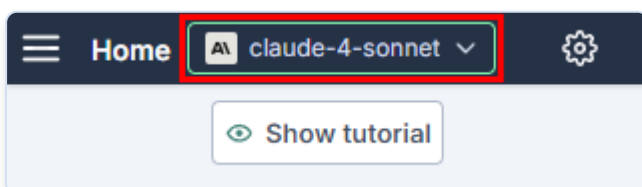
- 1 Open a Microsoft Word document.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more.](#)

- 3 Open the model switcher.

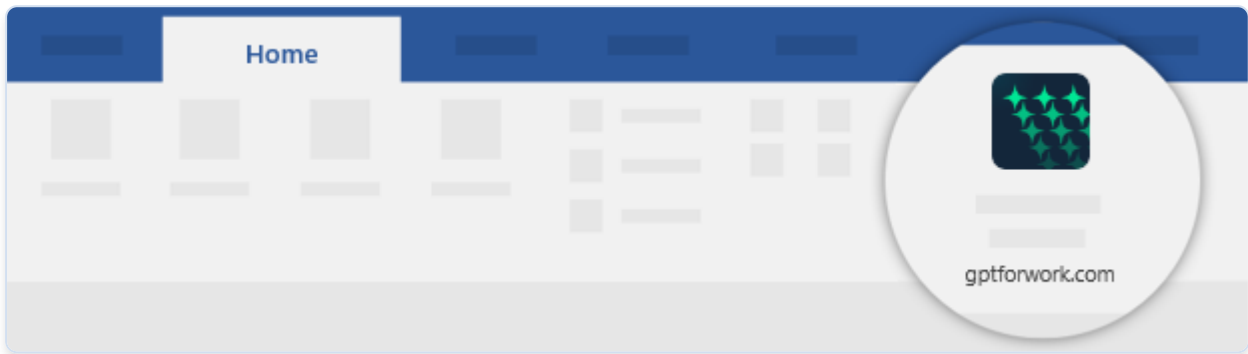


- 4 Under **No API key needed**, select a model.

GPT for Word now uses the selected model to generate responses.

Select a model with an API key

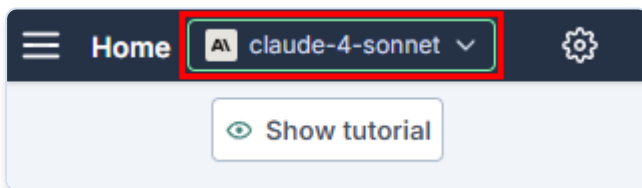
- 1 Open a Microsoft Word document.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 3 Open the model switcher.



- 4 Under **Use your API key or endpoint**, select a model with a key icon.

GPT for Word now uses the selected model to generate responses.

What's next

Learn more about models:

- [AI providers & models supported by GPT for Work](#)
- [LiveBench \(a good model benchmark\)](#)

Configure AI behavior in GPT for Word

Configure model settings to customize how GPT for Word generates responses.

INFO

Model settings are specific to each document.

Add custom instructions

Provide custom instructions to specify preferences or requirements that you'd like the AI to consider when generating responses.

- 1 In the GPT for Word sidebar, click **Settings**.
- 2 In the **Custom instructions** dropdown, select the type of instructions you'd like to add and edit them if needed.
- 3 Click **Save**.

The AI takes the custom instructions into account when generating responses in the current document.

TIP

To revert the custom instructions to the default, click **Reset to default**.

Set the creativity level

Control how creative the AI is by setting the temperature and top-p parameters. The parameters work together to define overall creativity. Lower creativity generates responses that are straightforward and predictable, while higher creativity generates responses that are more random and varied.

TIP

For more information about temperature as used by OpenAI to set the creativity level, see our [temperature guide](#).

Parameter	Description	How to use
Temperature	Controls randomness in the output.	<ul style="list-style-type: none"> • Possible values: 0-1 • Keep at 1 if adjusting Top P • Lower for factual, higher for creative
Top P	Controls diversity of word choices.	<ul style="list-style-type: none"> • Possible values: 0-1 • Keep at 1 for most use cases • Only lower if Temperature is 1

- 1 In the GPT for Word sidebar, click **Settings**.
- 2 Use the slider to set **Creativity** between **0** and **1**.
- 3 (Optional) Use the slider to set **Top P** between **0** and **1**.
- 4 Click **Save**.

The AI uses the new temperature and top-p values when generating responses in the current document.

Reduce AI response repetition

Set frequency and presence penalties to reduce the tendency of OpenAI and xAI models towards repetition.

Parameter	Description	How to use
Frequency penalty	Controls how much to penalize new tokens based on their frequency in the text so far.	<ul style="list-style-type: none"> • Possible values: 0-2 • Keep at 0 by default • Higher values reduce repetition
Presence penalty	Controls how much to penalize new tokens based on whether they appear in the text so far.	<ul style="list-style-type: none"> • Possible values: 0-2 • Keep at 0 by default • Higher values increase diversity

- 1 In the GPT for Word sidebar, click **Settings**.
- 2 Use the sliders to set **Frequency penalty** and **Presence penalty** between **0** and **2**.
- 3 Click **Save**.

The AI uses the new penalty values when generating responses in the current document.

What's next

- [Manage text formatting](#).
- [Select the model](#) that best fits your needs.

Admin

Manage users, AI configuration, and billing for your [space](#) from the GPT for Work dashboard.

User management

Create a team in your space, and add and remove users from the space. If needed, promote users to admins or transfer ownership of your space.

AI configuration

Manage the models available to users in your space: Set which Agent and bulk models are available, and configure API keys and endpoints.

Billing

Buy credits, set spending limits, pause usage, and download invoices and usage reports for your space.

User management

Create a team in your space, and add and remove users from the space. If needed, promote users to admins or transfer ownership of your space.

Create a team

Create a team in the GPT for Work dashboard so that all team members can use the add-ons with shared billing as well as shared API keys and endpoints.

Add and remove users

Add and remove users from your GPT for Work space to ensure only the right people have access to the space and its resources.

Promote users to admins

Promote regular users to admins in your GPT for Work space to give them access to all the dashboard features.

Transfer space ownership

Transfer the ownership of your GPT for Work space to any other user in the space. The new owner takes full control of the space, while you remain in the space as an admin.

Create a team

You can create a team in GPT for Work so that all team members can use the add-ons with shared billing as well as shared API keys and endpoints.

To set up your team:

- 1 [Create a GPT for Work account](#) (if you don't already have one).
- 2 [Set up your space.](#)
- 3 [Invite users to your space.](#)

Create a GPT for Work account

INFO

If you already have a GPT for Work account, skip to [Set up your space.](#)

Microsoft

- 1 Open the [GPT for Work dashboard](#).
- 2 Click **Sign in with Microsoft**.
- 3 Choose the Microsoft account you want to associate with the GPT for Work account.
- 4 Click **Continue** to sign in with your Microsoft account.

You have created the GPT for Work account. The account comes with a [space](#) that you own.

Set up your space

Before inviting users, set up your space to provide access to the necessary [models](#):

- [Manage API keys for your space.](#)
- [Manage API endpoints for your space.](#)
- [Set up the model switcher for users.](#)

Invite users to your space

▼ Prerequisites

You are the owner or an admin of the space.

Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, select **Users**.
- 3 Click **Invite users**.
- 4 Enter the email addresses of the users you want to invite, separated by commas or spaces.
- 5 Click **Send invitations**.

You have successfully invited users to your space. You can resend or cancel an invitation while its status remains **Pending**.

What's next

- [Install the add-ons](#) on your domain or have your team members install the add-ons individually.
- Manage [API keys](#), [API endpoints](#), and [models](#) for your space.
- [Set spending limits](#) for your space and for individual users.
- [Manage users in your team](#).

Add and remove users

As your team grows and changes, you can add and remove users from your GPT for Work [space](#) to ensure only the right people have access to the space and its resources.

▼ Prerequisites

You are the owner or an admin of the space.

Add users to your team

You can add users to your team at any time by inviting them to your space.

Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, select **Users**.
- 3 Click **Invite users**.
- 4 Enter the email addresses of the users you want to invite, separated by commas or spaces.
- 5 Click **Send invitations**.

You have successfully invited users to your space. You can resend or cancel an invitation while its status remains **Pending**.

Remove users from your team

You can remove users from your team at any time by removing them from your space.

When you remove a user from your space, they can still use the GPT for Work add-ons. However, they are no longer able to use your space's credits, or its API keys and endpoints.

INFO

The space owner cannot be removed. If you want to remove the space owner from the team, you must [transfer ownership to another user](#) first.

Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.

- 2 In the sidebar, select **Users**.
- 3 In the users list, click the three horizontal dots (...) for the user you want to remove and select **Remove user**. If the user has yet to accept their invitation to the space, select **Cancel invitation** instead.

You have successfully removed the user from the space. When they next sign in to the dashboard, they only see their personal space, not your team space.

What's next

- [Promote a user to an admin.](#)
- [Transfer the ownership of your space.](#)

Promote users to admins

As a space owner or admin, you can promote regular users to admins in your [space](#). Admins have access to all the dashboard features and can do everything the owner can do, except [transfer the ownership of the space](#).

▼ Prerequisites

You are the owner or an admin of the space.

Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, select **Users**.
- 3 In the users list, click the three horizontal dots (...) for the user you want to promote and select **Set as admin**.

You have successfully promoted the user to admin. They can now access all the dashboard features.

ⓘ INFO

You can revoke admin permissions at any time by clicking the three horizontal dots (...) in the admin user's row and selecting **Remove admin role**.

What's next

- [Remove a user from your space](#).
- [Transfer the ownership of your space](#).

Transfer space ownership

You can transfer the ownership of your [space](#) to any other user in the space. After the transfer, the new owner takes full control of the space, while you remain in the space as an admin.

▼ Prerequisites

You are the owner of the space.

Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, select **Settings**.
- 3 In the **Transfer ownership** section, select the user to whom you want to transfer the ownership.
- 4 Click **Save** to confirm.

You have successfully transferred the ownership of the space to the user. You remain in the space as an admin.

What's next

- [Manage users in your team](#).
- Manage [API keys](#), [API endpoints](#), and [models](#) for your space.

AI configuration

Manage the models available to users in your space: Set which Agent and bulk models are available, and configure API keys and endpoints to provide access to more models.

Manage Agent models

Configure which AI models are available to users in your team space from the GPT for Work dashboard.

Manage bulk models

Configure which AI models are available to users in your team space from the GPT for Work dashboard.

Manage API keys

Set API keys for your space to give your users access to more models.

Manage API endpoints

Set up API endpoints for your space to give your users access to more models.

Manage Agent models

As a space owner or admin, you can control which [AI models](#) are available to the users of your [space](#). This allows you to customize model access for your team and control costs.

INFO

These settings apply to GPT for Sheets, GPT for Excel, and GPT for Word. You cannot enable and disable models or otherwise control model access for GPT for Docs (apart from [setting API keys](#)).

▼ Prerequisites

You are the owner or an admin of the space.

Set the default Agent model

You can set the default [Agent model](#) for all users in your space. You can only [select enabled Agent models](#).

Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, select **Agent models**.
- 3 In the **Default Agent model** dropdown, select the default Agent model for your space.

For information about recommended Agent models, see [Select the models for the Agent in Excel](#).

INFO

To select an Agent model with an API key, you must first [set an API key](#) for your space.

The Agent now uses the selected default Agent model for new users in the space. Users can override this default from the model switcher in the add-on sidebar.

Set the bulk models for the Agent

You can set two bulk models for the Agent:


- The **Default model for bulk tasks** is used by the Agent for bulk tasks. For new users in your space, this model is also selected by default in the bulk tools and GPT functions model switcher.
- The **Default model for web search bulk tasks** is used by the Agent for bulk tasks that require web search. This model is also used by the [GPT_WEB](#) function.

The models available depend on the [models enabled for your space](#).

Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, select **Bulk models**.
- 3 Select the bulk models you want the Agent to use for bulk tasks and web searches.



Default model for bulk tasks

 gpt-4o

Used by the Agent for bulk tasks. Also selected by default in the Bulk tools and GPT functions model switcher for new users in your space.

Recommended: gpt-4.1

Default model for web search bulk tasks

 sonar 

Used by the agent for bulk tasks that require web search. Also used by GPT_WEB.

Recommended: sonar

For information about recommended bulk models, see [Select the models for the Agent in Excel](#).

For information about recommended web search models, see [Search the web with bulk tools in Excel](#).

The Agent now uses the selected bulk models for bulk tasks and web searches for all users.

Enable and disable models

You can enable and disable individual models for your space. This includes both [Agent models](#) and [bulk models](#). Users can only select enabled models from the model switchers in the add-ons.

Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.

- 2 In the sidebar, select **Bulk models** or **Agent models**.
- 3 In the model switcher, use the toggle next to a model to enable or disable the model.

 **TIP**

To enable or disable all models without an API key or all models with an API key, click **Toggle all** in the corresponding section of the model switcher.

What's next

- [Set spending limits](#) for your space and for individual users.
- [Invite users to your space.](#)
- [Manage users in your team.](#)

Manage bulk models

As a space owner or admin, you can control which [AI models](#) are available to the users of your [space](#). This allows you to customize model access for your team and control costs.

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▼ Prerequisites

You are the owner or an admin of the space.

Set the default Agent model

You can set the default [Agent model](#) for all users in your space. You can only [select enabled Agent models](#).

Microsoft

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The models available depend on the [models enabled for your space](#).

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For information about recommended web search models, see [Search the web with bulk tools in Excel](#).

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You can enable and disable individual models for your space. This includes both [Agent models](#) and [bulk models](#). Users can only select enabled models from the model switchers in the add-ons.

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- 3 In the model switcher, use the toggle next to a model to enable or disable the model.

 **TIP**

To enable or disable all models without an API key or all models with an API key, click **Toggle all** in the corresponding section of the model switcher.

What's next

- [Set spending limits](#) for your space and for individual users.
- [Invite users to your space.](#)
- [Manage users in your team.](#)

Manage API keys

As a space owner or admin, you can set [API keys](#) for your [space](#). Models available with the keys will be accessible to all users in the space.

Using API keys offers several benefits:

- **More models.** Access to a [wider range of models from a bigger pool of AI providers](#) than what is available [without API keys](#).
- **More control.** Monitor and manage AI usage and costs directly on the AI provider's platform.
- **Improved privacy.** We do not log inputs and outputs when you use a model with an API key. For more information, see our [security and privacy FAQ](#).
- **Reduced costs.** If you're on [usage-based pricing](#), using an API key reduces costs. You pay the model usage fees directly to the AI provider, while paying a reduced service fee for GPT for Work.

Create API keys

INFO

Make sure your keys belong to an organization or project with the following rate limits:

- RPM (requests per minute) $\geq 1,000$
- TPM (tokens per minute) $\geq 1,000,000$

The actual limits required depend on your workload requirements.

To create an API key, go to the AI provider's platform and follow their instructions:

- [OpenAI Platform](#) for GPT models and fine-tuned models
- [Anthropic Console](#) for Claude models
- [DeepSeek Platform](#) for DeepSeek models
- [Google AI Studio](#) for Gemini models
- [Mistral AI](#) for Mistral models
- [Perplexity](#) for Perplexity models
- [xAI Cloud Console](#) for xAI models




















Set API keys

Prerequisites

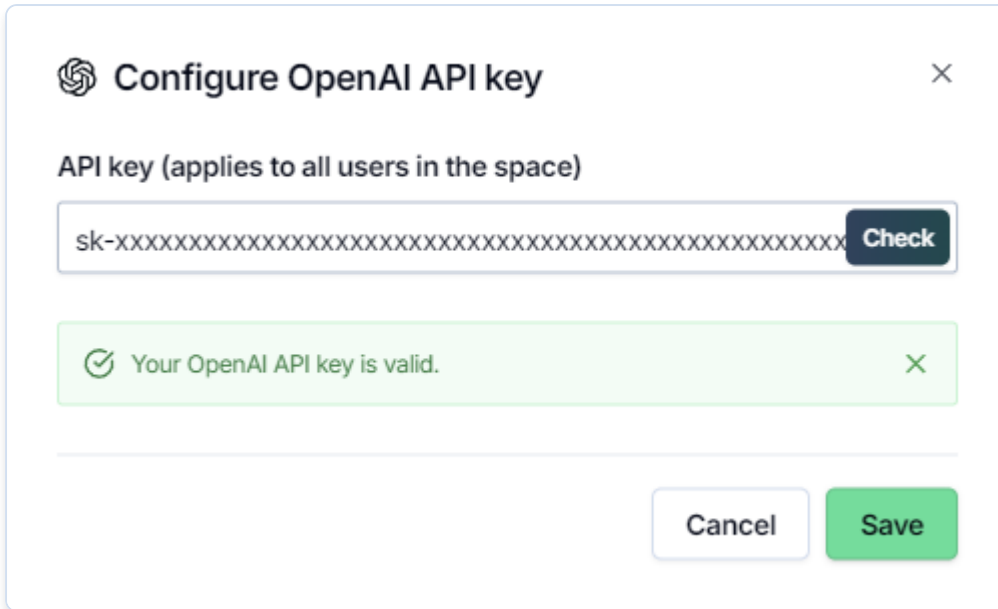
You are the owner or an admin of the space.

Microsoft

- 1 Create an API key or request an API key from your AI provider platform admin. [Learn more.](#)
- 2 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 3 In the sidebar, select **AI provider keys**.
- 4 In the AI providers list, click the provider whose API key you want to set.

Provider	 Check all API keys	 Refresh
 OpenAI	 not configured	
 Perplexity	 not configured	
 xAI	 not configured	
 Anthropic	 not configured	
 Gemini	 not configured	
 OpenRouter	 not configured	
 Mistral	 not configured	

- 5 Set the API key:
 - 1 In the text field, enter the key.
 - 2 Click **Check** to verify that the key is valid.
 - 3 Click **Save**.



Configure OpenAI API key ×

API key (applies to all users in the space)

sk-xx **Check**

✓ Your OpenAI API key is valid. ×

Cancel Save

You have set the API key. All users in the space can now use any model available with the key in GPT for Excel and GPT for Word.

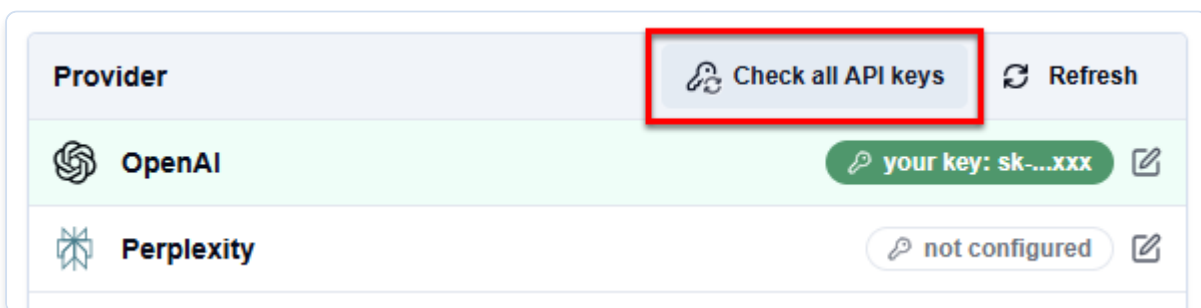
Check API keys







You can verify whether the API keys you have set are valid.

Check all API keys at once

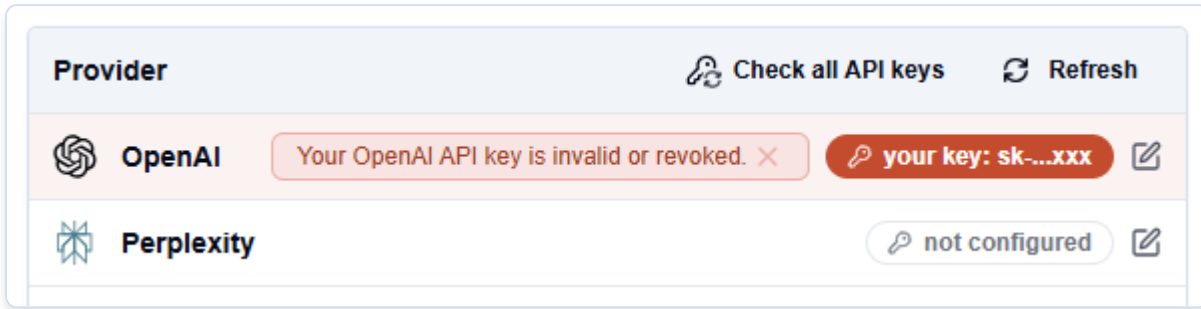
Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, select **AI provider keys**.
- 3 Click **Check all API keys**.



Provider	Check all API keys	Refresh
 OpenAI	 your key: sk-...xxx	
 Perplexity	 not configured	

The page displays a warning for each key that is invalid.

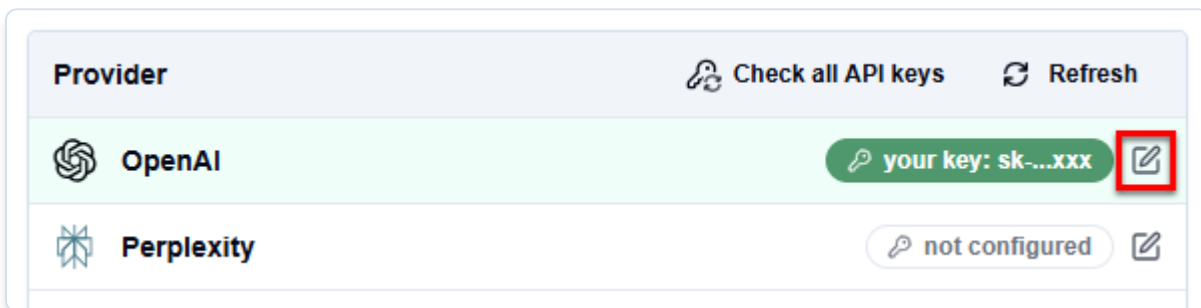


If a key is invalid, [create a new key](#) and replace the invalid value with the new one.

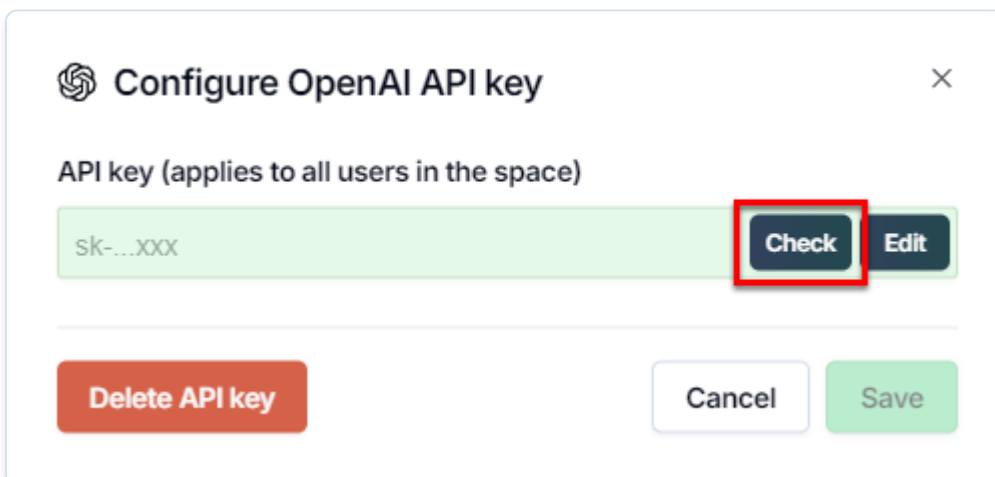
Check a specific API key

Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, select **AI provider keys**.
- 3 Click the edit icon for the key you want to check.



- 4 Click **Check**.



The UI displays a message indicating whether the key is valid or invalid.

The image displays two screenshots of the OpenAI API key management interface. Both screenshots show a text input field containing a placeholder key 'sk-...xxx' and two buttons: 'Check' and 'Edit'. The top screenshot shows a green success message: 'Your OpenAI API key is valid.' with a checkmark icon and a close button (X). The bottom screenshot shows a red error message: 'Your OpenAI API key is invalid or revoked.' with a checkmark icon and a close button (X).

If the key is invalid, [create a new key](#) and replace the invalid value with the new one.

What's next

Microsoft

- [Invite users to your space.](#)
- [Manage API endpoints for your space.](#)
- [Manage models for your space.](#)
- [Manage users in your team.](#)

Manage API endpoints

As a space owner or admin, you can set up [API endpoints](#) for your [space](#). Models available through the endpoints will be accessible to all users in the space

INFO

API endpoints are available only for Microsoft accounts.

Connect to Azure OpenAI

GPT for Excel and GPT for Word can connect to [Azure AI](#) to use [OpenAI models](#). In Azure AI, each model has a dedicated API endpoint that you use to access the model.

▼ Prerequisites

- You are the owner or an admin of the space.
- You have an [Azure subscription](#) with Azure AI service access.
- You have [deployed a model](#) in an Azure OpenAI resource.

To connect to an Azure OpenAI endpoint:

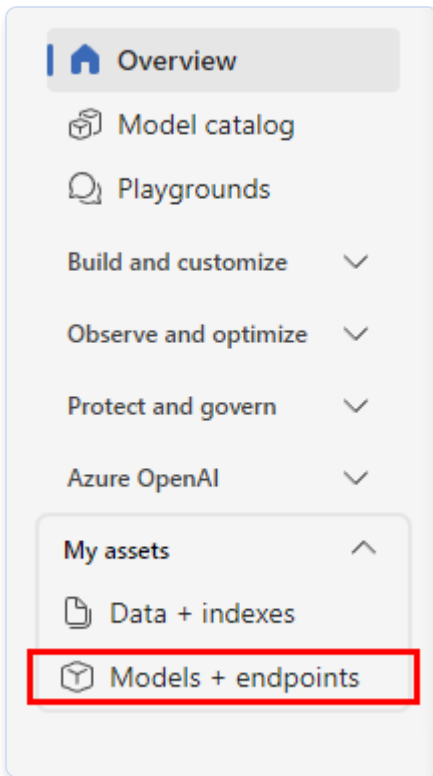
- 1 [Get the Azure OpenAI endpoint details.](#)
- 2 [Set up the Azure OpenAI endpoint.](#)

Get the Azure OpenAI endpoint details

To connect to Azure AI from GPT for Excel and Word, you need the endpoint URL, name, and API key for the Azure OpenAI model you want to use.

- 1 Sign in to [Azure AI Foundry](#).
- 2 Select the Azure OpenAI resource that has the model you want to use.

- 3 In the sidebar, select **My assets > Models + endpoints**.



- 4 In **Model deployments**, in the models list, click the name of the model you want to use.

Model deployments

Model deployments Service endpoints


[+ Deploy model](#) Refresh Edit Open in playground Reset view

Name	Model name	Model version
^ This resource		
gpt-4.1-mini	gpt-4.1-mini	2025-04-14
gpt-4o	gpt-4o	2024-11-20
o1	o1	2024-12-17



- 5 In the model details, copy the **Target URI**, **Key**, and **Model name**.

Endpoint

Target URI

https://company-resource.cognitiveservices.azu... 

Key

.....  

Deployment info

Name	Provisioning state
gpt-4o	Succeeded
Deployment type	Created on
Global Standard	2025-08-13T05:37:07.1226356Z
Created by	Modified on
jane.smith@company.com	Aug 13, 2025 7:37 AM
Modified by	Version upgrade policy
jane.smith@company.com	Once a new default version is available
Rate limit (Tokens per minute)	Rate limit (Requests per minute)
50,000	300
Model name	Model version
gpt-4o	2024-11-20
Life cycle status	Date created
GenerallyAvailable	Dec 3, 2024 2:00 AM
Date updated	Model retirement date
Dec 3, 2024 2:00 AM	Mar 1, 2026 2:00 AM

Set up the Azure OpenAI endpoint

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, select **API endpoints**.

3 Click **Azure OpenAI endpoints**.

TIP

If you already have Azure OpenAI endpoints set up, click **Add another Azure OpenAI endpoint**.

4 Define the endpoint settings:

- **Endpoint URL:** Enter the endpoint URL for the model.
- **Model name:** Enter the model name.
- **API key:** Enter the API key for accessing the endpoint.
- **Display name (optional):** Enter a custom display name for the model. If not set, the model switcher uses **Model name** as the display name.

Add new Azure OpenAI endpoint ×

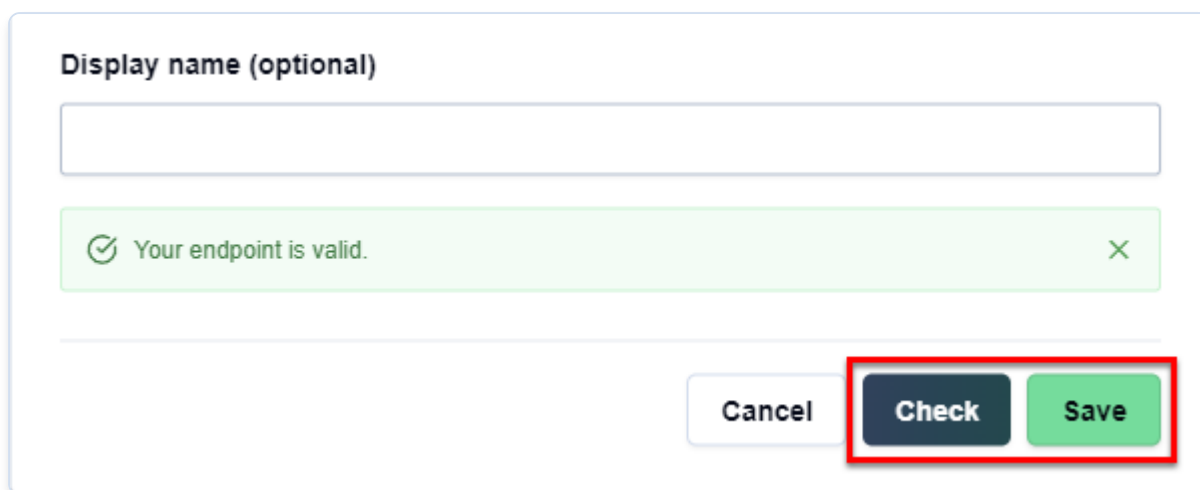
Endpoint URL

Model name

API key

Display name (optional)

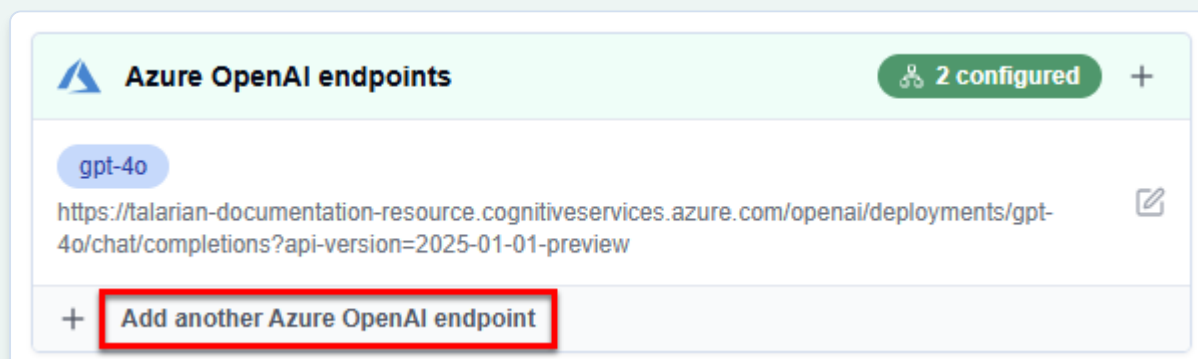
- 5 Click **Check** to validate the settings and click **Save**.



You have set up the Azure OpenAI endpoint. All space users can now use the endpoint model in GPT for Excel and GPT for Word.

 **TIP**

To set up another Azure OpenAI endpoint with a different model, click **Add another Azure OpenAI endpoint** and repeat steps 4 and 5.



Connect to OpenAI-compatible API endpoints

GPT for Excel and GPT for Word can connect to any LLM service that provides an [OpenAI-compatible API endpoint](#). You can connect to two main types of services: **cloud-based platforms**, which provide access to models over the internet with no software installation or setup required on your part, and **local servers**, which you run on a local machine, such as your own computer or another computer on a local network. Once connected, all models available through the service become available to use in the add-ins.

Here are some popular services that provide an OpenAI-compatible API endpoint:

- **Cloud-based platforms:**
 - [Anyscale](#)

- [Fireworks AI](#)
- [Together AI](#)
- **Local servers:**
 - [LM Studio](#)
 - [LocalAI](#)
 - [Ollama](#)

▼ Prerequisites

- You are the owner or an admin of the space.
- You have an endpoint URL and, if needed, an API key for accessing the service.
- The endpoint must support the following OpenAI-compatible API resource paths:
 - `/v1/models`
 - `/v1/completions`

INFO

You cannot currently use models from OpenAI-compatible API endpoints with the Agent.

INFO

Depending on the model you use, the model settings defined in GPT for Work (temperature (creativity), top-p, frequency penalty, and presence penalty) may not work as expected. If you get bad results, try tweaking the settings.

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, select **API endpoints**.
- 3 Click **OpenAI-compatible endpoints**.

TIP

If you already have OpenAI-compatible API endpoints set up, click **Add another OpenAI compatible endpoint**.

- 4 Define the endpoint settings:
 - **Endpoint URL:** Enter the URL of the service that provides the endpoint.
 - **Display name (optional):** Enter a short name that is prefixed to the model names in the model switcher. By default, the model names are prefixed with "custom/".
 - **API key (optional):** If required, enter the API key for accessing the service.

Add new OpenAI-compatible endpoint ✕

Endpoint URL

- The endpoint must be compatible with OpenAI's chat completions endpoint.
- CORS must be enabled on your server for <https://excel-addin.gptforwork.com> and <https://dashboard.gptforwork.com> or everything (*).
- HTTPS is required for non-localhost endpoints.
- HTTPS is required even for localhost endpoints to enable use of the add-in from desktop Mac Excel or Word, and from Excel and Word Online through Safari.

[Read full documentation](#)

Display name (optional)

API key (optional)

5 Click **Check** to validate the settings and click **Save**.

API key (optional)

✔ Your endpoint is valid. ✕

 **TIP**

If you get an error saying that the URL is invalid, make sure that the endpoint supports:

- **Cross-origin resource sharing (CORS).** See the LM Studio setup instructions for [macOS](#) or [Windows](#).
- **HTTPS (needed with Safari and with Microsoft Office for Mac).** See the LM Studio setup instructions for [macOS](#).

You have set up the OpenAI-compatible API endpoint. All space users can now use all models available through the endpoint in GPT for Excel and GPT for Word.

 **TIP**

To set up another OpenAI-compatible API endpoint, click **Add another OpenAI compatible endpoint** and repeat steps 4 and 5.



What's next

- [Manage API keys for your space.](#)
- [Manage models for your space.](#)
- [Manage users in your team.](#)

Billing

Buy credits, set spending limits, pause usage, and download invoices and usage reports for your space.

Buy credits

Buy credits to use the GPT for Work add-ons.

Set spending limits

Set monthly spending limits for your space and for individual users from the GPT for Work dashboard.

Pause usage

Pause or resume all credit usage for the GPT for Work add-ons.

Download usage reports

As a space owner or admin, you can generate and download CSV usage reports with detailed per-user information about feature and model usage, token consumption, and credit consumption.

Download invoices

Download invoices and receipts for credit pack purchases from the GPT for Work dashboard.

Buy credits

You can buy credits at any time to use the GPT for Work Google add-on (GPT for Sheets and Docs) or the GPT for Work Microsoft add-in (GPT for Excel Word). Credits expire one year after the last purchase.

Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the **Remaining credits** section, click **Buy credits**.

INFO

If this option is not available, you can ask the owner of the space to buy credits.

- 3 Click **Buy** for the credit pack that best suits your needs.
- 4 Enter your billing information and click **Go to checkout**.
- 5 Enter your payment details and click **Pay**.

Once your payment is processed, your credits increase by the purchased amount.

TIP

To estimate your credit usage based on common use cases, try our [estimation tools](#).

What's next

- [Download an invoice or a receipt](#) for a credit pack purchase.

Set spending limits

Set monthly spending limits to control how much can be spent in your [space](#) each month. You can set a [limit for the entire space](#) and [individual limits per user](#).

▼ Prerequisites

Only the space owner or a space admin can set spending limits for a space.

Set a space monthly limit

A space monthly limit restricts the total amount that can be spent across all users in your space per calendar month. When the limit is reached, all usage is blocked until you raise the limit or the limit resets at the end of the calendar month.

Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, click **Limits**.
- 3 In the **Space monthly limit** section, click **Set space monthly limit**.
- 4 Enter the amount, and click **Apply**.

The space monthly limit immediately applies to all users in the space.

EDIT OR REMOVE

- To edit the space monthly limit, click **Edit space monthly limit**, edit the amount, and click **Apply**.
- To remove the space monthly limit, click **Edit space monthly limit** and click **Remove**.

Set user monthly limits

User monthly limits restrict the amount that an individual user can spend per calendar month. When a user reaches their limit, that user's usage is blocked until the limit is raised or the limit resets at the end of the calendar month. Other users in the space can continue using the add-ons normally.

Set a default limit for future users

You can set a default monthly limit that applies to all new users who join the space. You can [adjust the monthly limit for individual users](#) after they join.

Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, click **Limits**.
- 3 In the **User monthly limits** section, click **Set default monthly limit for new users**.
- 4 Enter the amount, and click **Apply**.

The default monthly limit automatically applies to all users who join the space after this point.

EDIT OR REMOVE

- To edit the default monthly limit, click **Edit limit**, edit the amount, and click **Apply**.
- To remove the default monthly limit, click **Edit limit** and click **Remove**.

Set limits for current users

You can set monthly limits for individual users in your space. You can also apply the same limit to all current users in the space in one go.

Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, click **Limits**.
- 3 In the **User monthly limits** section, find the user and click **Set limit**.
- 4 Enter the amount.
- 5 (Optional) Select **Apply to all users** to apply the same limit to all current users in the space.
- 6 Click **Apply**.

The user monthly limit immediately applies.

 **EDIT OR REMOVE**

- To edit monthly limits:
 - Single user: Click **Edit limit** for the user, edit the amount, and click **Apply**.
 - All users: Click **Edit limit** for any user, edit the amount, select **Apply to all users**, and click **Apply**.
- To remove monthly limits:
 - Single user: Click **Edit limit** for the user and click **Remove**.
 - All users: Click **Edit limit** for any user, select **Apply to all users**, and click **Remove**.

What's next

- [Manage users in your team.](#)
- [Buy more credits.](#)

Pause usage

Pause usage from the [GPT for Work dashboard](#) to prevent users in your [space](#) from running the Google add-on (GPT for Sheets and Docs) or the Microsoft add-in (GPT for Excel and GPT for Word). To control costs without fully blocking usage, [set monthly spending limits](#) instead.

▼ Prerequisites

Only the space owner or a space admin can pause or resume usage for a space.

Microsoft

To pause usage:

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the **Remaining credits** section, use the toggle to disable space credit usage.

You've paused usage for the Microsoft add-in. Space users can no longer use GPT for Excel and Word.

What's next

- When you are ready to use the add-ons again, go to the [GPT for Work dashboard](#), and click **Enable space usage**.

Download usage reports

As a space owner or admin, you can generate and download CSV-format usage reports for your [space](#). You can select a predefined time range or define a custom time range for a report. The reports provide detailed per-user information about feature and model usage, token consumption, and credit consumption.

▼ Prerequisites

You are the owner or an admin of the space.

Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, select **Usage**.
- 3 Select the time range for which you want to generate the report.

If you want to define a custom time range:

- 1 Select **Custom range**.
- 2 Select **Start date**.
- 3 Select **End date**.

The range is inclusive, so the report will include usage data from both the start date and end date.

- 4 Click **Generate usage report**. The dashboard generates the report for the selected time range.
- 5 Click **Download**. Your browser downloads the CSV file to your computer.

You've generated and downloaded the usage report. You can now view it on your computer.

What's next

- [Manage users in your team](#).

Download credit pack invoices and receipts

Download invoices and receipts for past credit pack purchases for the GPT for Work Google add-on (GPT for Sheets and Docs) or the GPT for Work Microsoft add-in (GPT for Excel Word).

▼ Prerequisites

You have [purchased a credit pack](#).

Microsoft

- 1 Sign in to the [GPT for Work dashboard](#) with your Microsoft account.
- 2 In the sidebar, click **Billing**.

ⓘ INFO

If this option is not available, you can ask the owner of the space for an invoice or a receipt.

- 3 Click **See and download invoices**.
- 4 In the **Invoice history** section, click on the purchase whose invoice or receipt you want to download.
- 5 Click **Download invoice** or **Download receipt**.

What's next

- [Buy credits](#)

Resources

Explore release notes, supported AI models, security and privacy, pricing, and user guides for GPT for Work.

Release notes

Stay informed about the latest GPT for Work product updates on Sheets, Excel, Word, and Docs: New models, new features, improvements, and fixes.

Models

Explore the AI providers and models supported by GPT for Work, and learn how rate limits and tokens affect your usage.

Security and privacy FAQ

Learn how Talarian, the maker of GPT for Work, secures your data, protects your privacy, and complies with international standards and regulations such as ISO 27001 and GDPR.

Pricing

Learn how GPT for Work's usage-based pricing works, how much AI models cost, how to buy more credits, and estimate your costs.

Guides

Explore Agent use cases, familiarize yourself with basic AI concepts, and learn how to write better prompts and scrape the web from Google Sheets.

Models

Explore the AI providers and models supported by GPT for Work, and learn how rate limits and tokens affect your usage.

AI providers and models

Explore the AI providers and models supported by GPT for Work on Microsoft Excel and Word, and Google Sheets and Docs, and check the pricing per model.

Rate limits

Learn how GPT for Work relies on AI services that enforce rate limits.

Tokens

Learn what tokens are, how they work, and how they affect your credit usage in GPT for Work add-ons.

AI providers and models supported by GPT for Work

GPT for Work supports two types of models:







- **Agent models** are used by the [Agent](#) to handle chat messages, create formulas, and execute complex tasks by breaking them down into smaller tasks and delegating these to bulk models.
- **Bulk models** handle bulk tasks and web search tasks. The Agent uses bulk models when needed, and you use bulk models with bulk tools and GPT functions. The Agent can only use the bulk models you [set in the GPT for Work dashboard](#).

INFO

For information about the prices for each model, see [Model prices](#).

Agent models

The following table lists the **Agent models** available in GPT for Work, without and with an API key.























Provider	Model	Without an API key	With an API key 
 Anthropic	Opus 4.7	Yes	Yes
 Anthropic	Opus 4.6	Yes	Yes
 OpenAI	GPT 5.5	Yes	Yes
 OpenAI	GPT 5.4	Yes	Yes
 OpenAI	GPT 5.1	Yes	Yes














Bulk models

The following tables list the **bulk models** available in GPT for Work, without and with an API key.

Models without an API key

You can use models from [OpenAI](#), [Perplexity](#), [Google](#), [Anthropic](#), and [Parallel](#).

Provider	Model	Reasoning	Vision	Web search	URL fetch
<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	All ▾	All ▾	All ▾	All ▾
 OpenAI	gpt-5.5	Yes	Yes	No	No
 OpenAI	gpt-5.4	Yes	Yes	No	No
 OpenAI	gpt-5.4-mini	Yes	Yes	No	No
 OpenAI	gpt-5.4-nano	Yes	Yes	No	No
 OpenAI	gpt-5.2	Yes	Yes	No	No
 OpenAI	gpt-5.1	Yes	Yes	No	No
 OpenAI	gpt-5-mini	Yes	Yes	No	No
 OpenAI	gpt-5-nano	Yes	Yes	No	No
 OpenAI	gpt-4.1	No	Yes	No	No
 OpenAI	gpt-4.1-mini	No	Yes	No	No
 OpenAI	gpt-4.1-nano	No	Yes	No	No
 OpenAI	gpt-5-search-api	No	No	Yes	No
 OpenAI	gpt-4o-search-preview	No	No	Yes	No
 OpenAI	gpt-4o-mini-search-preview	No	No	Yes	No
 OpenAI	gpt-4o	No	Yes	No	No
 OpenAI	gpt-4o-mini	No	No	No	No
 OpenAI	gpt-5	Yes	Yes	No	No
 OpenAI	gpt-5-chat	No	Yes	No	No
 OpenAI	gpt-4-turbo	No	No	No	No
 OpenAI	o1	Yes	Yes	No	No
 OpenAI	o3-mini	Yes	No	No	No
 OpenAI	o3	Yes	Yes	No	No

Provider	Model	Reasoning	Vision	Web search	URL fetch
 OpenAI	o4-mini	Yes	Yes	No	No
 OpenAI	gpt-3.5-turbo	No	No	No	No
 Perplexity	sonar	No	No	Yes	No
 Perplexity	sonar-pro	No	No	Yes	No
 Google	gemini-2.5-flash	Yes	No	Optional	Yes
 Anthropic	claude-4-6-sonnet	Yes	Yes	No	No
 Anthropic	claude-4-sonnet	No	Yes	No	No
 Anthropic	claude-4.5-sonnet	No	Yes	No	No
 Anthropic	claude-4.7-opus	Yes	Yes	No	No
 Anthropic	claude-4.6-opus	Yes	Yes	No	No
 Anthropic	claude-4.5-opus	Yes	Yes	No	No
 Anthropic	claude-4.5-haiku	No	Yes	No	No
 Parallel	speed	No	No	Yes	No
























 **INFO**

GPT for Docs ONLY supports OpenAI and Anthropic models.











Models with an API key

You can use models from [OpenAI](#), [Perplexity](#), [Google](#), [Anthropic](#), [DeepSeek](#), [Mistral](#), and [xAI](#).

Provider	Model	Reasoning	Vision	Web search	URL fetch
<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	All <input type="text" value="v"/>	All <input type="text" value="v"/>	All <input type="text" value="v"/>	All <input type="text" value="v"/>
 OpenAI	gpt-5.5	Yes	Yes	No	No

Provider	Model	Reasoning	Vision	Web search	URL fetch
 OpenAI	gpt-5.4	Yes	Yes	No	No
 OpenAI	gpt-5.4-mini	Yes	Yes	No	No
 OpenAI	gpt-5.4-nano	Yes	Yes	No	No
 OpenAI	gpt-5.2	Yes	Yes	No	No
 OpenAI	gpt-5.1	Yes	Yes	No	No
 OpenAI	gpt-5-mini	Yes	Yes	No	No
 OpenAI	gpt-5-nano	Yes	Yes	No	No
 OpenAI	gpt-4.1	No	Yes	No	No
 OpenAI	gpt-4.1-mini	No	Yes	No	No
 OpenAI	gpt-4.1-nano	No	Yes	No	No
 OpenAI	gpt-5-search-api	No	No	Yes	No
 OpenAI	gpt-4o-search-preview	No	No	Yes	No
 OpenAI	gpt-4o-mini-search-preview	No	No	Yes	No
 OpenAI	gpt-4o	No	Yes	No	No
 OpenAI	gpt-4o-mini	No	No	No	No
 OpenAI	gpt-5	Yes	Yes	No	No
 OpenAI	gpt-5-chat	No	Yes	No	No
 OpenAI	gpt-4-turbo	No	No	No	No
 OpenAI	o1	Yes	Yes	No	No
 OpenAI	o3-mini	Yes	No	No	No
 OpenAI	o3	Yes	Yes	No	No
 OpenAI	o4-mini	Yes	Yes	No	No
 OpenAI	gpt-3.5-turbo	No	No	No	No

Provider	Model	Reasoning	Vision	Web search	URL fetch
 OpenAI	gpt-3.5-turbo (fine-tuned)	No	No	No	No
 OpenAI	gpt-4o (fine-tuned)	No	No	No	No
 OpenAI	gpt-4o-mini (fine-tuned)	No	No	No	No
 OpenAI	gpt-4.1 (fine-tuned)	No	Yes	No	No
 OpenAI	assistant	No	No	No	No
 Perplexity	sonar	No	No	Yes	No
 Perplexity	sonar-pro	No	No	Yes	No
 Perplexity	sonar-reasoning-pro	Yes	No	Yes	No
 Google	gemini-3.1-flash-lite-preview	Yes	No	Optional	Yes
 Google	gemini-3-flash-preview	Yes	No	Optional	Yes
 Google	gemini-3.1-pro-preview	Yes	No	Optional	Yes
 Google	gemini-2.5-flash	Yes	No	Optional	Yes
 Google	gemini-2.5-flash-lite	Yes	No	Optional	Yes
 Google	gemini-2.5-pro	Yes	No	Optional	Yes
 xAI	grok-4-1-fast	Yes	Yes	No	No
 xAI	grok-4-1-fast-non-reasoning	No	Yes	No	No
 Anthropic	claude-4-6-sonnet	Yes	Yes	No	No
Anthropic	claude-4-sonnet	No	Yes	No	No

Provider	Model	Reasoning	Vision	Web search	URL fetch
 Anthropic	claude-4.5-sonnet	No	Yes	No	No
 Anthropic	claude-4.7-opus	Yes	Yes	No	No
 Anthropic	claude-4.6-opus	Yes	Yes	No	No
 Anthropic	claude-4.5-opus	Yes	Yes	No	No
 Anthropic	claude-4.1-opus	No	Yes	No	No
 Anthropic	claude-4.5-haiku	No	Yes	No	No
 DeepSeek	deepseek-reasoner	Yes	No	No	No
 Mistral	mistral-large	No	No	No	No
 Mistral	mistral-medium	No	Yes	No	No
 Mistral	mistral-small	No	No	No	No
 Mistral	ministral-8b	No	No	No	No
 Mistral	ministral-3b	No	No	No	No

INFO

- GPT for Docs ONLY supports OpenAI and Anthropic models.
- GPT for Word doesn't support DeepSeek models.

Models from an API endpoint

You can use any OpenAI-compatible API endpoint with GPT for Excel and Word. You can connect to two main types of services:

- **Cloud-based LLM platforms** provide access to models over the internet with no software installation or setup required on your part. Popular examples include [Anyscale](#), [Azure AI](#), [Fireworks AI](#), and [Together AI](#). The available models vary from platform to platform.
- **Local LLM servers** run on a local machine, such as your own computer or another computer on a local network. Popular examples include [LM Studio](#), [LocalAI](#), and [Open WebUI](#). The available

models depend on what's installed on the server you're using.

Models available through dedicated API endpoints do not consume credits, but require credits to be available.

 **INFO**

The Agent doesn't support [bulk models from API endpoints](#).

What's next

- [Model prices](#)
- [Manage available models](#)
- [Estimate your costs](#)

 **TIP**

The tables on this page were created with [Awesome Table Apps](#).

Rate limits

GPT for Work extensions rely on services that enforce rate limits to ensure smooth and fair access to everyone.

If you choose not to set up API keys, you will share rate limits with other GPT for Work users. By setting API keys, you benefit from your own rate limits, which you can manage from these links:

- [For OpenAI models](#)
- [For Anthropic models](#)
- [For Mistral AI models](#)
- [For Gemini models](#)

Google rate limits:

If you use the GPT for Sheets and Docs add-on, you are also subject to the [rate limits enforced by Google](#), based on your type of account:

	External service calls daily limits (URL fetch)
gmail.com	20k / day / gmail.com account
Google Workspace	100k / day / Google Workspace account

INFO

Google's rate limits apply to all add-ons and scripts, not just ours. If you use multiple scripts or add-ons, your usage counts towards the same rate limits. GPT for Excel and Word are not affected by Google's rate limits.

Tokens

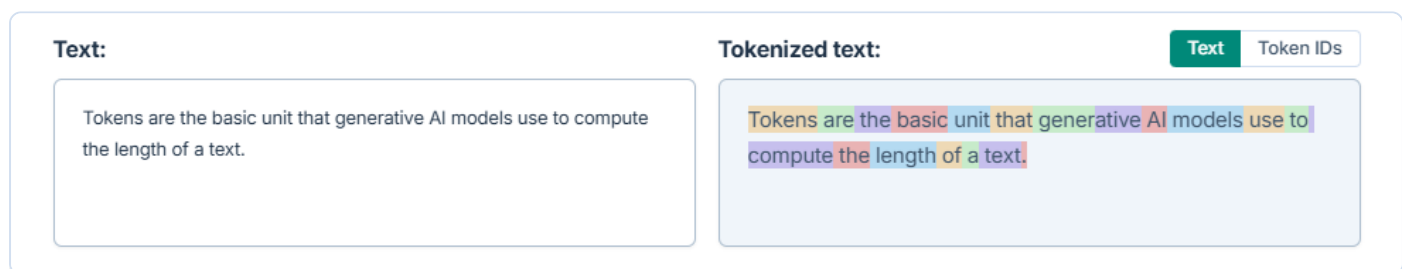
Tokens are the basic unit for measuring [AI model](#) usage. They directly affect your [credit consumption](#).

What is a token?

A token is a small unit of text that a model processes. Tokens can be:

- Whole words (like "hello")
- Parts of a word (like "mor" and "ning")
- Punctuation marks (like "." or ",")
- Symbols (like "\$" or "@")
- Spaces

The process of splitting text into tokens is called **tokenization**. The way text is split into tokens depends on the model's **tokenizer**, which is specific to each AI provider. To see how text is split into tokens, use our [tokenizer tool](#).



The screenshot shows a web interface for a tokenizer tool. On the left, under the heading "Text:", there is a text input field containing the sentence: "Tokens are the basic unit that generative AI models use to compute the length of a text." On the right, under the heading "Tokenized text:", there is a text output field showing the same sentence with individual tokens highlighted in different colors. Above the output field, there are two tabs: "Text" (which is selected) and "Token IDs".

Token counts for languages

Token counts vary by language because the way text is split into tokens differs from one language to another.

- **English:** 1 word \approx 1.3 tokens
- **French/Spanish:** 1 word \approx 1.4 tokens
- **Chinese:** 1 word \approx 1.9 tokens

These figures are based on [Beyond Fertility: Analyzing STRR as a Metric for Multilingual Tokenization Evaluation](#) and [OpenAI documentation](#).

INFO

These are rough estimates. Actual token counts vary based on the specific words, punctuation, and formatting in your text. To see how text is split into tokens, use our [tokenizer tool](#).

What counts as tokens in GPT for Work?

GPT for Work uses the following types of tokens:

- **Input tokens:** The text you send to a model, including your prompt, cell values, [global instructions](#), and any internal instructions used by the add-on. Images can also be used as input and are converted to tokens.
- **Output tokens:** The text the model generates in response, such as translations, summaries, or extracted data.

Reasoning models are trained to think before they answer, producing an internal chain of thought before responding to a prompt. They generate two types of output tokens:

- **Reasoning tokens** make up the model's internal chain of thought. These tokens are typically not visible in the output from most providers.
- **Completion tokens** make up the model's final visible response.

For more information, see [How credits are consumed](#).

What's next

- [How credits are consumed](#)
- [Model prices](#)
- [Estimate your usage](#)

Security and privacy FAQ

In this article, we (Talarian, maker of GPT for Work) aim to answer the most frequent questions about the security and privacy measures we implement and our compliance with global regulations like the GDPR. For more details, check the [Talarian security portal](#).

Compliance

Is your organization ISO 27001 certified?

Yes, we are certified under the ISO 27001 standard. The certificate is available through the [Talarian security portal](#).

Do you comply with GDPR and other privacy regulations?

Yes, we comply with GDPR. As a data controller, we process personal data in a fair, transparent and secure way in accordance with our [Privacy Policy](#). As a data processor, we process personal data according to our [Data Processing Agreement](#).

Security

Do you conduct independent third-party security testing?

Yes, we rely on annual third-party security assessments. The resulting reports are available through the [Talarian security portal](#). Also, our infrastructure is hosted on [Google Cloud Platform](#), which undergoes its own independent security audits.

We are certified under the CASA Tier 3 certification for Google, ensuring GPT for Work meets Google's standards for security and privacy. Additionally, we have completed the [Microsoft publisher attestation](#) for the Microsoft 365 App Compliance Program.

Is my data encrypted at rest and in transit?

Yes. We rely on [Google's encryption-at-rest mechanism](#) (which is based on the AES algorithm with a key size of 256 bits). Google Cloud Platform's security infrastructure uses a common cryptographic library called Tink, which includes the FIPS 140-2 validated module (named BoringCrypto) to implement encryption consistently across Google Cloud.

For data in transit, we exclusively use TLS 1.2 and TLS 1.3 to ensure secure transmission. The following data is also encrypted when in use: API keys, bulk tools configuration history (when GPT

for Work is used with Google Sheets and Excel spreadsheets) and GPT functions cache (when GPT for Work is used with Google Sheets and cache is enabled).

What measures are in place to prevent unauthorized access to customer data?

We restrict and monitor access to production data on an as-needed basis. We use a robust access control policy with quarterly admin rights reviews. We enforce stringent password security policies and enforce Multi-factor Authentication (MFA) for all our personnel.

How do you ensure secured user identification?

We offer Single Sign-On (SSO) access to GPT for Work with Microsoft 365 (for GPT for Excel Word) or Google Workspace (for GPT for Sheets and Docs). User identification security levels are therefore those provided by either Microsoft or Google.

How do you handle software and hardware vulnerabilities?

With respect to the devices used to develop our application: hardware and software provided to our employees are controlled under a centralized Mobile Device Management (MDM) solution. This allows us to control our fleet and its usage. In this respect, critical software (such as antivirus and vulnerability management solutions) are deployed on personnel's devices and strictly controlled via our MDM solution.

With respect to the hosting of our application: we rely on the infrastructure provided by Google Cloud Platform (GCP) and on its vulnerability and patch management programs.

Finally, the GPT for Work application is subject to our software development lifecycle (SDLC) process where security by design is key, from the product initiative stage until the product delivery stage. Through our continuous integration and continuous delivery (CI/CD) process, every new piece of application code is subject to state-of-the-art code security scanning (which includes detecting public vulnerabilities and ensuring compliance with frameworks such as OWASP Top10).

How do you ensure data center physical security?

As our application is hosted within data centers provided by Google, the physical security of our infrastructure is managed by Google Cloud Platform. Additional information can be found in Google Cloud Platform's security documentation available at:

<https://www.google.com/about/datacenters/data-security/>.

Do you have a formal incident response plan?

Yes, as part of our ISO 27001 compliance framework, Talarian has security incident management procedures in place. The customer notification process in the event of a data incident involving personal identifiable information is set forth in our [Data Processing Agreement](#).

Data & Privacy

What permissions are needed to use GPT for Work?

GPT for Work includes add-ons for Google Sheets and Google Docs (GPT for Sheets and Docs) as well as add-ins for Microsoft Excel and Microsoft Word (GPT for Excel Word). GPT for Work requires permissions to interact with these Google and Microsoft applications. Only the authorization scopes necessary for GPT for Work's performance are requested.

Google permissions for GPT for Sheets and Docs

Authorization scope

When you install GPT for Sheets and Docs from the marketplace, you are asked to allow the following:

INFO

By clicking 'Allow' or 'Continue', you indicate your acceptance of the [Terms of Service](#) and [Privacy Policy](#) of GPT for Work.

Authorization scopes	Why does GPT for Work need it
See your primary Google account email address	Required to identify the user and fetch their associated metadata.
See your personal info, including any personal info you've made publicly available	
View and manage documents that this application has been installed in	Allows GPT for Work to fetch the user-selected Google Docs content in accordance with requests launched by the user on the application. Also allows GPT for Work to insert data in Google Docs in response to a user's request.

Authorization scopes	Why does GPT for Work need it
View and manage spreadsheets that this application has been installed in	Allows GPT for Work to fetch the user-selected Google Sheets data in accordance with requests launched by the user on the application. Also allows GPT for Work to insert data in Google Sheets in response to a user's request.
Connect to an external service	Required to allow GPT for Work add-on to send/retrieve information from its backend. Even if this authorization is described as an 'external service', it still stays within the Google environment because GPT for Work is hosted on Google Cloud Platform.
Display and run third-party web content in prompts and sidebars inside Google applications	Required to display GPT for Work sidebars inside Google Sheets and Google Docs.

When you enable the 'Bulk Tools' functionality, you are asked to allow the following:

Authorization scopes	Why does GPT for Work need it
See, edit, create, and delete all your Google Sheets spreadsheets	Allows GPT for Work to write results from AI providers into the user's spreadsheets in response to an asynchronous user request (through bulk tool runs). There is unfortunately no way to limit that scope to specific spreadsheets with the way that the Google Sheets API works. However, GPT for Work never reads from or writes to spreadsheets you didn't launch the add-on in.

How to review or revoke permissions

At any point in time, you can review the permissions you have granted for GPT for Sheets and Docs. See more details [here](#).

Microsoft Permissions for GPT for Excel Word

Authorization scope

When you install GPT for Excel Word from the marketplace, you are asked to allow the following:

INFO

By clicking **Accept**, you indicate your acceptance of the [Terms of Service](#) and [Privacy Policy](#) of GPT for Work.

Authorization scopes	Why does GPT for Work need it
User's email address	Required to identify the user and fetch their associated metadata.
User basic profile information (including name, surname, preferred username)	
OpenID (user's unique identifier and token)	
offline_access	Required to keep the user signed-in. The offline_access scope allows GPT for Work to receive refresh tokens from the Microsoft identity platform token endpoint.

[How to review or revoke permissions](#)

At any point in time, you can review the permissions you have granted for GPT for Excel Word. See more details [here](#).

How is my data processed?

Here are some details as to the customer data used by GPT for Work, and which of this data is being stored on GPT for Work's infrastructure (i.e., Google Cloud Platform).

User identification

This includes the following stored data: username, account email address, basic profile information, GoogleID or MicrosoftID (as applicable). No other user identification data is stored.

Documents, Inputs, Outputs and Configurations

First, let's introduce three key concepts used in this paragraph:

- **Documents** mean the spreadsheets (Google Sheets or Microsoft Excel) and documents (Google Docs or Microsoft Word) in which the GPT for Work add-on is used;

- **Inputs** are the information you submit through GPT for Work. This includes:
 - the prompts and custom instructions you give (e.g. generating text, summarizing data or analyzing content). When using the '[Bulk tools](#)' functionality in Google Sheets or Excel, you can configure these prompts and instructions, and these configurations are saved in your history for easy reuse (**Configurations**); and
 - the portion of the Documents submitted along with these prompts and instructions (e.g. relevant cells of your spreadsheets and parts of your documents) (**Submitted Document Portions**). To avoid any doubt, Configurations do not contain any Submitted Document Portions; and
- **Outputs** are the results generated by AI providers based on your Inputs.

Here is how GPT for Work uses your Documents, Inputs, Outputs and Configurations:

Documents

- Except when you are using the 'Agent' functionality, GPT for Work does not read or store any data from your Documents that you do not use as an Input in your prompt.
- When using the 'Agent' functionality, GPT for Work automatically selects the relevant parts of the Document that are necessary to respond effectively to your request. As of July 21, 2025, the 'Agent' feature is available in Beta mode to a select number of users only in Google Sheets and operates exclusively via Talarian's own API key(s) (OpenAI's model).
- GPT for Work sends your Inputs to the relevant AI provider's API or custom endpoint and writes the resulting Outputs in your Document.

Inputs & Outputs

- If you use a custom endpoint (as opposed to a model with API keys), such as on-premise inference servers (e.g., Ollama) or an Azure endpoint, the Inputs submitted and Outputs received do not go through our infrastructure, as the GPT for Work add-ons directly call the set endpoint. The use of custom endpoints therefore constitutes the most private option currently available.
- If you use a model with an API key, GPT for Work does not log any of the Inputs submitted or Outputs received. By using an API key, your AI provider usage (e.g. data retention, rate limits, cost, moderation) is bound by the terms you negotiated with your AI provider.
- If you use a model without an API key, we log all the Inputs and Outputs for support purposes for a duration of 30 days. We also store them for product improvement purposes (excluding the training of any language model) for no longer than 1 year. Outputs and Inputs may be stored for up to 5 years and can only be accessed on an *ad hoc* and as-needed basis by the authorized personnel.
- In Google Sheets only, and only if cache is enabled, Inputs and Outputs of executions made through GPT functions are cached encrypted for a short period of time (30 days) to prevent

unexpected costs and loss of data due to Google Sheets automated recalculations. This caching occurs regardless of whether you use a model with or without an API key.

Configurations

- When you use the '[Bulk tools](#)' functionality in Google Sheets or Excel, your bulk tools Configurations are securely stored in encrypted form for a limited period (90 days) to support the history feature.
- Examples of data that may be contained in Configurations include your desired translation glossary (if you are using the 'translate' tool) or your tailored classification instructions (if you are using the 'classify/categorize' tool). To avoid any doubt, Configurations do not contain any Submitted Document Portions.

Settings

These include the name of the model and the AI provider, the temperature (i.e., the setting that controls the creativity of a model's response), and any custom instruction you decide to insert to provide context and shape how the chosen model responds.

Metadata relating to your Documents

GPT for Work stores the following additional data from your Document:

- Google Sheets: spreadsheets ID (identifier of the spreadsheet), sheet IDs (identifier of the sheet within a specific spreadsheet), sheet name; and
- Google Docs: Google Doc ID.

Usage metadata

These are data events corresponding to the different actions of GPT for Work users (e.g., user clicking on the 'Run' button).

API keys and custom endpoints

If you set up API keys for AI providers or use custom endpoints, they will be stored encrypted in transit, at rest and in use on Google Cloud Platform.

When [setting up a team](#), space owners and admins can choose whether team members are allowed to use their own API keys and, in GPT for Excel Word, their own custom endpoints. In other words, space owners and admins have complete control over which AI providers and models are available to their space members.

Subscription data

This includes the following stored data: current plan details, transaction details (amount, invoice ID and payment date), details of the invoiced person or company (customer email and customer ID). We do not store payment card credentials on Talarian's infrastructure and always rely on Stripe, a third-party PCI-DSS-compliant payment processor, for payment card processing.

Is my data used by GPT for Work to train models?

No. Whether you use a model with or without an API key, Talarian does not use your Inputs and Outputs to train language models. Also, according to their terms as of July 21, 2025, the AI provider APIs we rely on (when using GPT for Work through Talarian's own API key(s)) currently do not use your Inputs and Outputs to train their models.

To check the AI provider's models available with or without an API key, please see our [list of supported models](#).

Who owns Inputs and Outputs?

As between you and Talarian, you retain all rights in your Inputs and Outputs. More details are available in [GPT for Work terms of service](#).

What do you do with my API Key and custom endpoints, when I use them within GPT for Work add-ons?

If you set up API keys for AI providers or use custom endpoints, they will be stored encrypted in transit, at rest and in use on Google Cloud Platform.

Do you store payment card information?

We don't store payment card credentials. Payments are processed through Stripe (<https://stripe.com/en-fr>). They are a PCI Service Provider Level 1 organization. Using Stripe means we don't need to store your payment card credentials.

You can read more about security at Stripe here: <https://stripe.com/docs/security/stripe>.

Where is my data located?

The Google Cloud Platform datacenters on which your data is stored are located in the United States - us-central1 region (Iowa). More details on Google Cloud Platform's region are available [here](#).

Do you sell any of my data?

No, we never sell data.

Do you use third-party service providers?

Yes. GPT for Work relies on or interacts with several service providers in order to operate. They fall within 2 different categories:

Talarian's third-party service providers

These are service providers with which we hold a contractual relationship. They help us with various services including cloud hosting, generative AI provision or support ticket management.

Whenever we share data with these service providers, we make sure that they use it in compliance with data protection legislation, and that the personal data processing they carry out is covered by a specific data processing contract. They are of two sorts:

Talarian's subprocessors

They process personal data for which we are a processor, following our instructions. This processing is carried out as part of the services you have subscribed to. You will find details of our subprocessors in our [Data Processing Agreement](#).

Service provider	Purpose
Google LLC or any of its affiliates	Data hosting, Generative AI*
Zendesk, Inc.	Support
OpenAI OpCo, LLC or any of its affiliates	Generative AI*
Anthropic, PBC or any of its affiliates	Generative AI*
Perplexity, Inc.	Generative AI*
Functional Software, Inc. (d/b/a Sentry)	Error Monitoring

* Google LLC, OpenAI OpCo, LLC, Anthropic, PBC, and Perplexity, Inc. are engaged for Generative AI purposes only to the extent (i) you are using GPT for Work through Talarian's own API key(s) and (ii) choose any such third-party service provider as AI provider.

Talarian's processors

They process data for which we act as the controller, and therefore act as processors.

Service provider	Purpose
SalesForce, Inc.	CRM
Sendinblue, SAS (d/b/a Brevo)	Transactional and marketing email
Slack Technologies Limited	Internal communication tool
Google Ireland Limited (Google Workspace)	Collaboration tool
Microsoft Corporation (Microsoft Clarity)	Front end analytics
Retool, Inc.	Admin dashboards for customer support

Other third-party service providers

These are third-party service providers with which you hold directly a contractual relationship. These can be of various types, notably:

- *AI providers that you use by creating and setting up API keys or via a custom endpoint.* The full list of these AI providers are set forth in section "Models you can use with an API key" of the following page: <https://gptforwork.com/docs/resources/models/ai-providers-and-models>.
- *Payment processor.* Payments are processed through Stripe (<https://stripe.com/en-fr>), which is a PCI Service Provider Level 1 organization. By purchasing GPT for Work you accept to be bound by the Stripe terms and conditions (<https://stripe.com/en-fr/legal/consumer>).

Can I have my data deleted?

Yes, you can.

As long as your GPT for Work account is active, we retain your data in accordance with our [Privacy policy](#) and [Data Processing Agreement](#). Upon deletion of your GPT for Work account, we may archive your data only for a specified period of time in accordance with our internal data retention policy, and in any case no longer than legally permitted.

To request all your data to be deleted following deletion of your GPT for Work account, submit your request via our [contact form](#) and write 'Data Deletion request' as the subject line.

Deleting your data will interrupt GPT for Work's functionality. Signing up again with the same Google or Microsoft account will not restore the deleted data.

How can I send you a privacy complaint?

For privacy complaints, you can reach us at: legal@talarian.io.

Guides

Explore Agent use cases, familiarize yourself with basic AI concepts, and learn how to write better prompts and scrape the web from Google Sheets.

Agent use cases

Learn about the different spreadsheet use cases that you can tackle with the Agent in GPT for Sheets and GPT for Excel.

Concepts

Familiarize yourself with the basic concepts related to GPT for Work, AI, and large language models (LLM).

How to write a good prompt

Write a good prompt to get the best results from our add-ons.

Scrape the web

Retrieve information from specific web pages.

Agent use cases for Sheets and Excel

Learn about the different spreadsheet use cases that you can tackle with the [Agent](#) in GPT for Sheets and GPT for Excel. You can explore the use cases by business application or product capability.

Business applications

Use the Agent in GPT for Sheets or GPT for Excel to handle product management, SEO, paid ads, outbound sales, market analysis, and customer feedback.

Product capabilities

Use the Agent in GPT for Sheets or GPT for Excel to handle content generation, translation, web search, data preparation, data analysis, formulas, and categorization.

Business applications for the Agent in Sheets and Excel

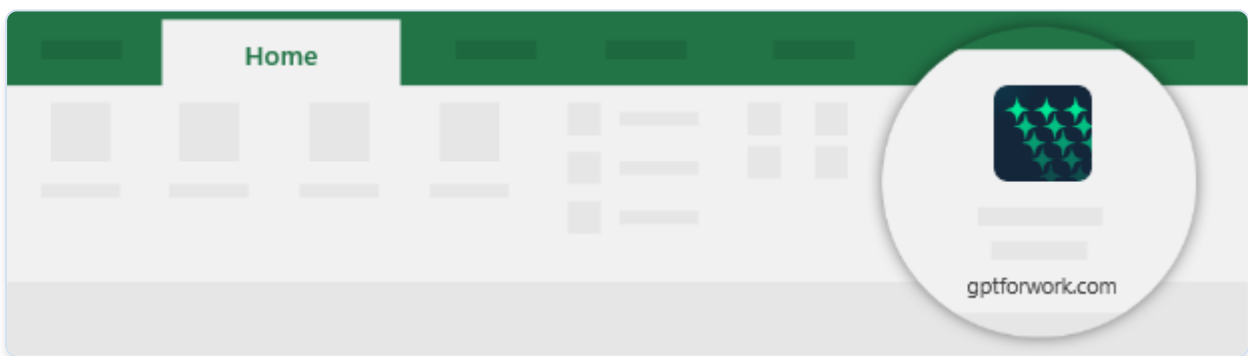
The [Agent](#) in GPT for Sheets and GPT for Excel allows you to tackle common business tasks in bulk with conversational AI. This page provides practical examples of how to use the Agent across different business applications.

How to use the Agent examples

To try out the use cases in GPT for Sheets or GPT for Excel, use the built-in examples from the add-on sidebar.

MS Excel

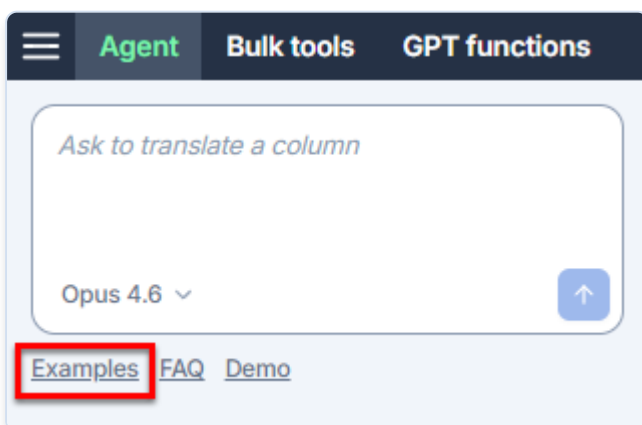
- 1 Create a new blank workbook.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



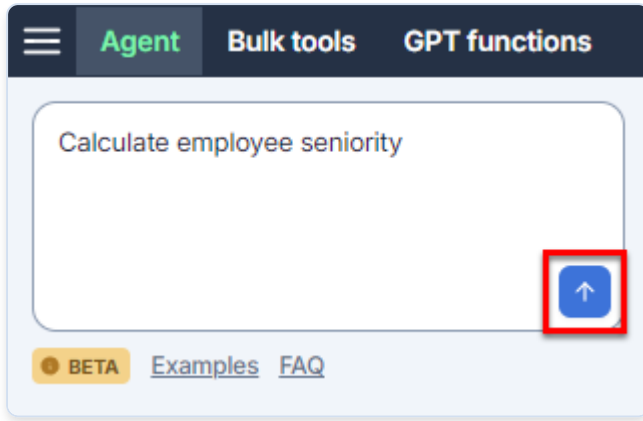
i INFO

If **GPT for Excel Word** is not visible on the ribbon, or if it's grayed out, select **Home > Add-ins > My Add-ins > GPT for Excel Word**. [Learn more](#).

- 3 In the sidebar, click **Examples** and select the example you want to try out.



- 4 Click the send button to start the example.



The following video shows the entire process.

Product management

E-commerce

Use the Agent to generate product descriptions, product listings, and other content for your e-commerce website.

In this example, the Agent is used to generate a title and description for the products in column A, then categorize them and extract the main features.

MS Excel

[Watch video on YouTube](#)

Data prep (inventory)

Use the Agent to prepare your data for analysis or reporting. This can include cleaning, transforming, or formatting your data to make it more useful for your purposes.

MS Excel

[Watch video on YouTube](#)

SEO

Translate to multiple languages

Use the Agent to translate spreadsheet content to multiple languages in bulk. You can provide specific instructions for the translation, and even use a glossary stored in another sheet to have the translation follow your brand's terminology.

In this example, the Agent is used to translate the content of column A to the languages provided in row 1.

MS Excel

[Watch video on YouTube](#)

SEO (h1, metas, FAQs)

Use the Agent to generate SEO-friendly content for your website. Bulk-generate meta titles and descriptions, headers, FAQs, image alt texts, and more.

In this example, the Agent is used to generate titles and descriptions for car spare parts, then generate FAQs about them.

MS Excel

[Watch video on YouTube](#)

Paid ads

Google Shopping (titles & categories)

Use the Agent to generate optimized content for your Google Shopping listings or for other product catalogs or paid ads.

In this example, the Agent is used to improve product titles and assign categories based on the official Google Shopping guidelines.

MS Excel

[Watch video on YouTube](#)

Outbound sales

ICP fitness

Use the Agent to filter your leads and find companies and contacts that match your ideal customer profile, based your own criteria.

In this example, the Agent is used to analyze the leads based on their industry fit, role fit, location, and company size.

MS Excel

[Watch video on YouTube](#)

Market analysis

Market research

Use the Agent to generate market overviews or company profiles in bulk by fetching information from the web.

In this example, the Agent is used to research the companies in column A, and find their website, CEO name, and other information.

MS Excel

[Watch video on YouTube](#)

Customer feedback

Feedback analysis

Use the Agent to categorize, filter, tag and analyze customer feedback and survey responses. This can include sentiment analysis, key topic extraction, brand and product mention identification, and more.

In this example, the Agent is used to translate support tickets to a common language, classify them based on sentiment, and define their relevance to product quality.

MS Excel

[Watch video on YouTube](#)

What's next?

- Use the Agent in [GPT for Sheets](#) or [GPT for Excel](#).
- Learn about the [Agent's product capabilities](#).

Product capabilities of the Agent in Sheets and Excel

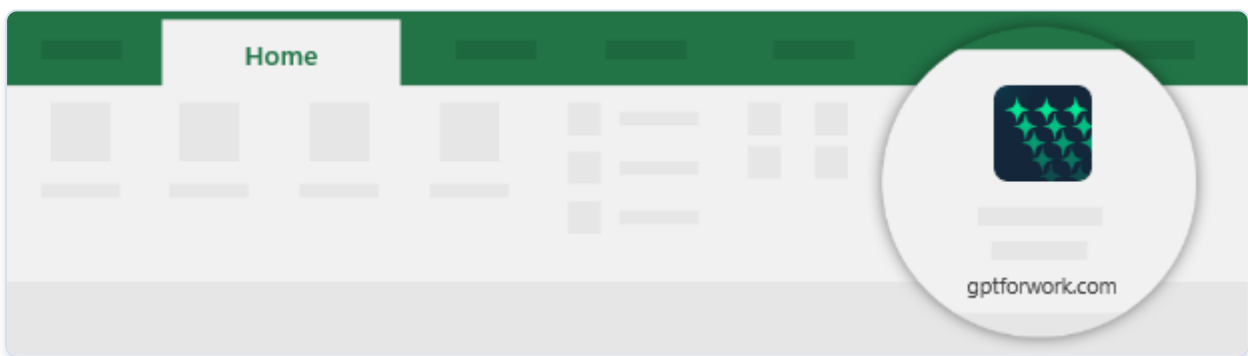
The [Agent](#) in GPT for Sheets and GPT for Excel allows you to tackle common tasks in bulk with conversational AI. This page provides practical examples of how to make the most out of the Agent's various capabilities.

How to use the Agent examples

To try out the use cases in GPT for Sheets or GPT for Excel, use the built-in examples from the add-on sidebar.

MS Excel

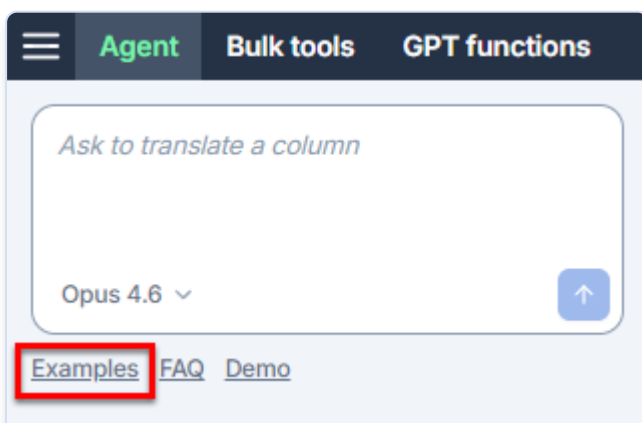
- 1 Create a new blank workbook.
- 2 On the [ribbon](#), select **Home > GPT for Excel Word**.



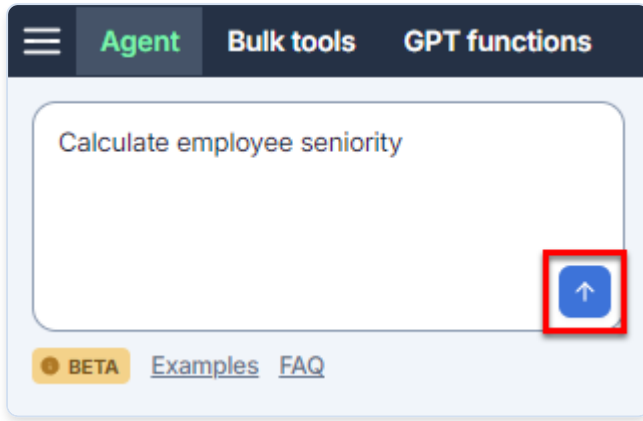
i INFO

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MS Excel

[Watch video on YouTube](#)

Translation

Translate to multiple languages

Use the Agent to translate spreadsheet content to multiple languages in bulk. You can provide specific instructions for the translation, and even use a glossary stored in another sheet to have the translation follow your brand's terminology.

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MS Excel

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MS Excel

[Watch video on YouTube](#)

Web search

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MS Excel

[Watch video on YouTube](#)

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Data prep (inventory)

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MS Excel

[Watch video on YouTube](#)

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MS Excel

[Watch video on YouTube](#)

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In this example, the Agent is used to translate support tickets to a common language, classify them based on sentiment, and define their relevance to product quality.

MS Excel

[Watch video on YouTube](#)

Formulas

Generate and autofill formulas

Use the Agent to generate, troubleshoot, and explain spreadsheet formulas without writing any formula code yourself. Simply describe in your own words what calculation or logic you need, and the Agent creates the appropriate formulas. This is particularly useful for complex nested formulas or functions you're unfamiliar with.

In this example, the Agent is used to generate a formula to calculate the seniority of employees in years and months.

MS Excel

[Watch video on YouTube](#)

Categorization

E-commerce

Use the Agent to generate product descriptions, product listings, and other content for your e-commerce website.

In this example, the Agent is used to generate a title and description for the products in column A, then categorize them and extract the main features.

MS Excel

[Watch video on YouTube](#)

Google Shopping (titles & categories)

Use the Agent to generate optimized content for your Google Shopping listings or for other product catalogs or paid ads.

In this example, the Agent is used to improve product titles and assign categories based on the official Google Shopping guidelines.

MS Excel

[Watch video on YouTube](#)

What's next?

- Use the Agent in [GPT for Sheets](#) or [GPT for Excel](#).
- Learn about the [Agent's business applications](#).

Concepts

Learn about the key concepts related to [GPT for Work](#).

AI concepts

AI provider

Company, platform, or server that provides [models](#) to GPT for Work add-ons. GPT for Work integrates with multiple AI providers, including OpenAI, Anthropic, and Google. See the [complete list of supported models](#).

API endpoint

URL address that gives access to one or more [models](#) served by an [AI provider](#). An API endpoint acts as the "gateway" through which GPT for Work sends your prompts, model settings, and other parameters, and from which it receives the model's responses. Using API endpoints gives you access to more models and affords you more control and privacy.

You set up API endpoints for your [space](#) in the GPT for Work dashboard. All users in the space automatically have access to any and all models available through the endpoints, but only the space owner and admins can set and manage the endpoints. [Learn more](#).

API key

Unique identifier that grants access to [models](#) served by [AI providers](#). Using an API key gives you access to more models and affords you more control and privacy. Using an API key can also lower costs if you're on [usage-based pricing](#).

You set API keys for your [space](#) in the GPT for Work dashboard. All users in the space automatically have access to any and all models associated with the keys, but only the space owner and admins can set and manage the keys. Billing for a key reflects its usage by all users. [Learn more](#).

Global instructions

Specific guidelines provided to the model to define its role, expertise, or how it should respond to prompts. Global instructions are set in the sidebar of the GPT for Work add-ons, and remain active in the document or spreadsheet until you change them.

Formula (spreadsheet)

A spreadsheet formula is an expression you enter into a spreadsheet cell to calculate a value, process text, retrieve data, or perform some other task that returns a result. Formulas can contain [functions](#), cell references, operators, as well as numbers, text, and other values. A formula always starts with the equal sign (=), which tells the spreadsheet to evaluate the expression instead of treating the entry as plain text.

The following simple formula consists of single function, `SUM`, which adds values:

```
=SUM(A1:A5)
```

The following more complex formula, which consists of two functions, one nested inside the other, runs the inner `GPT` function only if the cell `A1` is not blank, which is determined by the outer `IF` function. If `A1` is not blank, the formula returns the result from the `GPT` function; if `A1` is blank, the formula returns an empty value.

```
=IF(A1="", "", GPT("Write a tagline for", A1))
```

Function (spreadsheet)

A spreadsheet function is a predefined [formula](#) that performs a specific task in a spreadsheet, such as calculating values, processing text, or retrieving data. Functions always return a result. Functions typically take one or more parameters as input, which tell them how exactly to perform their task and generate their result. For example, the `SUM` function adds values:

```
=SUM(A1:A5)
```

Functions can be divided into native functions, which are built into the spreadsheet software, such as `SUM` in Excel and Sheets, and custom functions, which come from user scripts or third-party software, such the `GPT` function in GPT for Excel and GPT for Sheets.

You can use a function on its own (a simple formula) or combine it with other functions to create more complex formulas, optionally with nesting and conditional logic.

Model

Large language model (LLM) used in a GPT for Work add-on.

The available models depend on whether you are using an API key or have access to [cloud-hosted models](#) or [local models](#) through API endpoints. See the [complete list of supported](#)

[models](#).

Cloud-hosted model

Model served over the internet by a cloud-based LLM platform. This is in contrast to models served by an LLM server running on a local machine. Compared to local models, cloud-hosted models generally run on more powerful hardware, but require online access and involve sending data over the internet to an external service. For using cloud-hosted models, GPT for Work supports multiple AI providers, both model creators, such as OpenAI, Anthropic, and Google, and model hosts, such as Anyscale, Fireworks AI, Together AI, or [any platform with an OpenAI-compatible API endpoint](#).

Local model

Model served by an LLM server running on a local machine, such as your own computer or another computer on a local network. This is in contrast to models served over the internet by cloud-based LLM platform. Compared to cloud-hosted models, local models offer enhanced data privacy and offline access. For using local models, GPT for Work supports [any LLM server with an OpenAI-compatible API](#).

Web search model

All web search models can go beyond their built-in knowledge by accessing information from search engines, like Google or Bing. This allows models, which have compressed historical knowledge, to explore topics in greater depth, with more current data or with a specific focus.

Web search context

Web search models do not fetch full page content. Instead, they read search result snippets, like you would see on a Google search results page. The snippets are added to the **context** of the models, so they can use the information to generate a response. The larger the context, the more information a model can retrieve from each web source, producing richer and more detailed responses. For some models, you can select the **context size** in the [model settings](#).

Content fetching model

Some web search models can access the full content from specific URLs. The full content is added to the context of the models, so they can use it to answer questions about the content or extract information from it.

Reasoning model

Reasoning models are trained to think before they answer, producing an internal chain of thought before responding to a prompt. They generate two types of output tokens:

- **Reasoning tokens** make up the model's internal chain of thought. These tokens are typically not visible in the output from most providers.
- **Completion tokens** make up the model's final visible response.

Vision model

Vision models can process images as input. The following features support vision models:

- **Custom prompt** bulk tool in [GPT for Sheets](#) and [GPT for Excel](#)
- **Prompt images (Vision)** bulk tool in [GPT for Sheets](#) and [GPT for Excel](#)
- **GPT_VISION** function in [GPT for Sheets](#) and [GPT for Excel](#)

For information about supported and recommended vision models, see:

- [Use images in bulk tool prompts in Sheets](#) / [Use images in bulk tool prompts in Excel](#)
- [Use images in GPT function prompts in Sheets](#) / [Use images in GPT function prompts in Excel](#)

Prompt

Input text given to the model to generate a response or perform a task. Prompts can be included in the sidebar of the GPT for Work add-ons, or passed as arguments in GPT functions. For guidance, see [How to write a good prompt](#).

Rate limit

Restriction on the number of tokens or on the number of requests that can be processed within a certain time frame (minute, day, month). AI providers set rate limits on their models. Google also enforces rate limits on the daily number of requests. [Learn more](#).

Token

A token is a unit of text, such as a word, subword, punctuation mark, or symbol. Models split all input and output text into tokens for processing. Model providers use tokens as the basic unit for measuring model usage. The total number of tokens in a prompt (input) and the model's response (output) determines your credit consumption. For more information, see [Tokens](#) and [How credits are consumed](#).

GPT for Work concepts

Agent

The **Agent** is the chat interface for spreadsheet work in GPT for Excel and GPT for Sheets. Describe what you need in plain language — from everyday spreadsheet tasks to row-by-row bulk processing across large datasets — and the Agent reads your data, determines the required steps, and executes them directly in your spreadsheet.

For more information, see [Agent in GPT for Sheets](#) and [Agent in GPT for Excel](#).

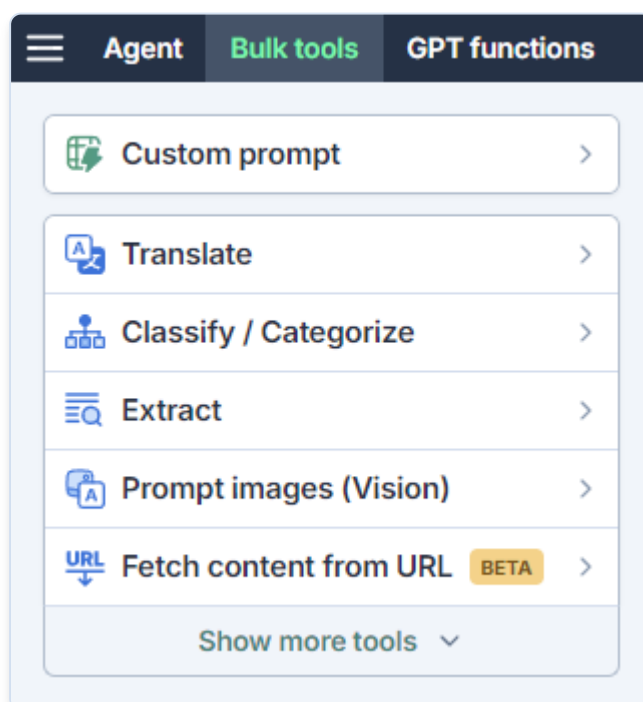
Agent model

Model used by the [Agent](#) to handle chat messages, thinking, and any spreadsheet task that doesn't require bulk processing with AI. For a list of supported Agent models, see [AI providers & models](#).

Bulk tools

Bulk tools allow you to run prompts on specific spreadsheet columns at once without writing any formulas. You configure and run bulk tools from the add-on sidebar. You can also easily reuse past prompts and configurations with the **History** feature.

GPT for Work provides dedicated bulk tools for selected use cases, such as translation, classification/categorization, and extraction, as well as a generic bulk tool for fully custom prompts.



For more information, see [Bulk tools in GPT for Sheets](#) and [Bulk tools in GPT for Excel](#).

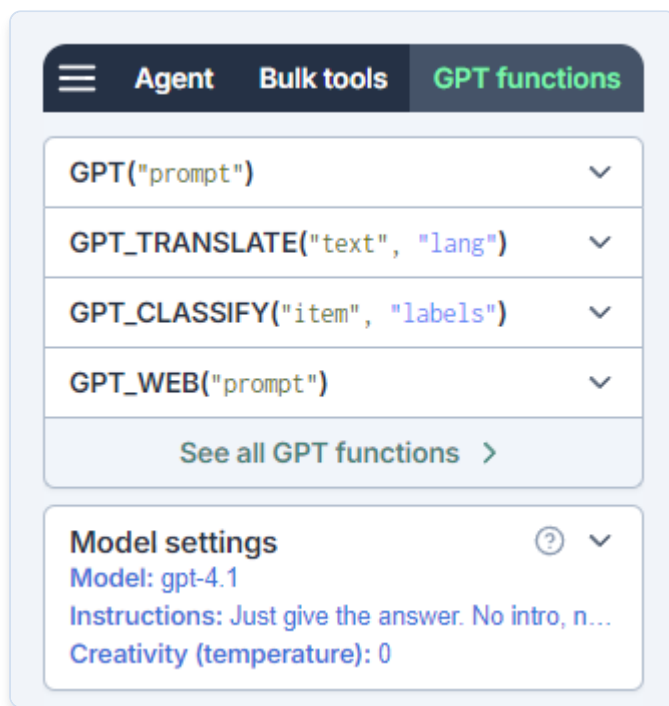
Bulk model

Models used in [bulk tools](#) (manually or [Agent-run](#)) and [GPT functions](#) to perform bulk processing with AI. For a list of supported bulk models, see [AI providers & models](#).

GPT functions

GPT functions are custom [spreadsheet functions](#) that allow you to prompt AI from inside spreadsheet cells. GPT functions work exactly like native functions in that you can use them on their own or combine them with other functions when creating [formulas](#).

GPT for Work provides dedicated GPT functions for selected use cases, such as translation, classification, and web search, as well as a generic GPT function for all other use cases. You can define function-specific parameters to further refine how the AI generates responses. You can find a list of all available functions with usage examples in the add-on sidebar.

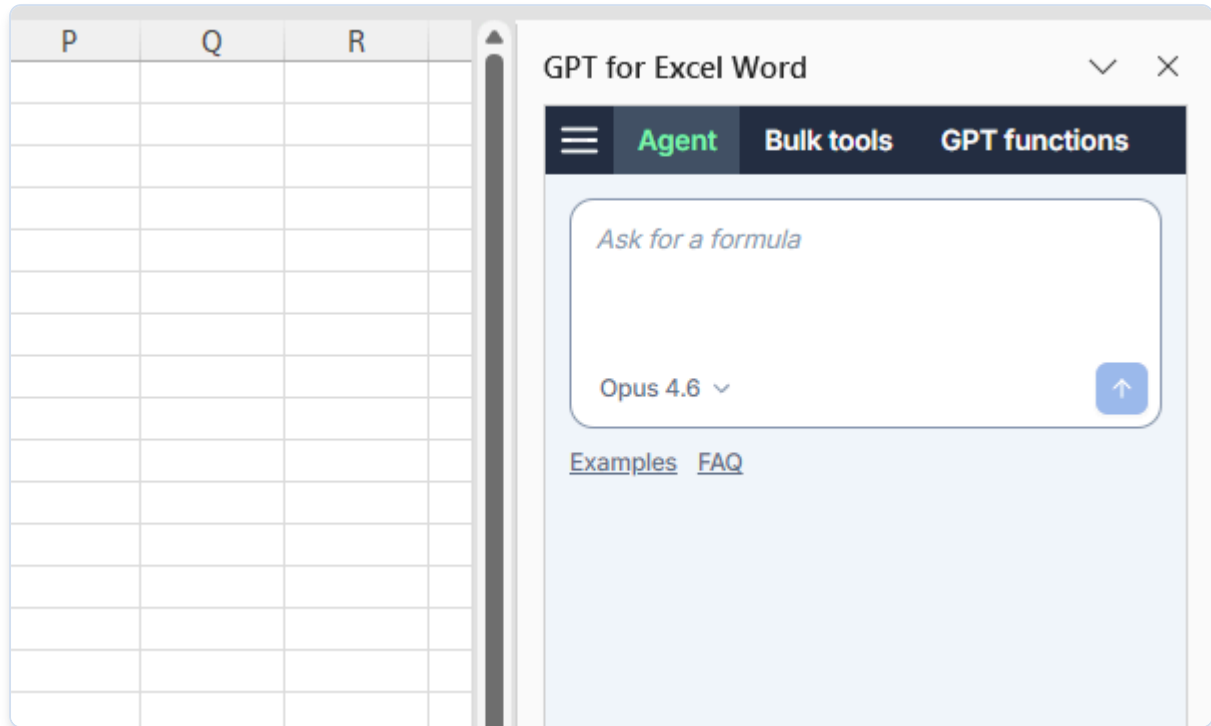


For more information, see [All GPT functions in GPT for Sheets](#) and [All GPT functions in GPT for Excel](#).

Sidebar

Panel in GPT for Work add-ons where users can interact with the AI, input prompts, and adjust settings. When you launch the GPT for Work add-ons, the sidebar opens on the right side of the screen.

MS Excel



MS Word

Space

A space is the administrative hub for GPT for Work. Available through the [GPT for Work dashboard](#), it centralizes purchases, billing, usage controls, and API keys for an individual user or a [team](#).

If you sign in to both [GPT for Sheets and Docs](#) (Google) and [GPT for Excel and Word](#) (Microsoft), you will have two separate spaces. These spaces are independent: credits, users, and API keys do not carry over between platforms.

You can be active in only one space at a time. If you join another user's space, you lose access to your own space's credits, API keys, and API endpoints.

In the screenshot below, you can see the overview of a GPT for Sheets and Docs space with three space users.

How to write a good prompt

Write a good prompt to get the best results from our add-ons. Be very specific about what you want and prompt exactly like you would brief a person to do the job, by providing clear instructions and ample context.

While models can sometimes process multi-lingual prompts or generate a response in a different language from the prompt language, it is highly recommended to write your prompt in the language that you expect your response to be in.

You can also check out our [OpenAI GPT prompt generator](#).

Label	Description	Examples
Task	<p>What you want to achieve</p> <p>Note: This should be composed of at least a verb and a noun. You can replace "Task" by "Question" if it makes more sense.</p>	<p>Task: write a cold email</p> <p>Task: write a blogpost</p> <p>Task: write 5 taglines</p> <p>Task: summarize in 3 paragraphs</p> <p>Task: translate from English to Spanish</p> <p>Task: create a tweet thread of 10 tweets</p> <p>Question: How can I find an SEO expert?</p>
Topic	<p>What your text is about</p> <p>Note: Don't hesitate to be highly specific.</p>	<p>Topic: sell a shampoo</p> <p>Topic: an ice-cream shop</p> <p>Topic: food in Ancient Rome</p>

Label	Description	Examples
Role	What character the AI has to impersonate	<p>Role: Act as a teacher. Write in very basic terms, and illustrate with examples adapted to your audience. Then provide links to explore the topic further.</p> <p>Role: Act as a tech reviewer. You write in-depth reviews including pros, cons, features, and benchmarks.</p> <p>Role: Act as a technical writer. Your writing is very structured and hierarchical. Instructions are provided step by step so the reader can apply them without thinking.</p>
Style	What type of language you want to use	<p>Style: casual</p> <p>Style: formal</p> <p>Style: business</p> <p>Style: creative</p> <p>Style: academic</p>
Tone	How you want your text to sound	<p>Tone: joyful</p> <p>Tone: angry</p> <p>Tone: funny</p> <p>Tone: serious</p> <p>Tone: excited</p> <p>Tone: sad</p>

Label	Description	Examples
Audience	<p>Who this text is for</p> <p>Note: This enables the model to select appropriate words and the right level of abstraction.</p>	<p>Audience: 5-year old</p> <p>Audience: teenager who likes rock music</p> <p>Audience: my boss</p> <p>Audience: topic expert</p>
Length	<p>How long the output is expected to be (any unit)</p> <p>Note: Language models have limited numerical accuracy, so it's good to be overly precise if you have a hard limit.</p>	<p>Length: 4 paragraphs</p> <p>Length: 250 words</p> <p>Length: strictly under 30 characters including spaces</p>
Format	<p>What structure or syntax your output must comply with</p>	<p>Format: HTML</p> <p>Format: table</p> <p>Format: markdown</p>
	<p>Any other parameter or instruction that is useful to you</p>	<p>Country: X</p> <p>Product: door bell</p> <p>Relate recipient job title to the user selling proposition</p> <p>Sign as XYZ</p> <p>Start with xxx</p> <p>Include references to X, Y and Z</p>

It is then extremely easy to write a good prompt that you can then use with our add-ons.

Spreadsheets

This is what your prompt should look like in a spreadsheet with GPT for Sheets or GPT for Excel Custom prompt bulk tool:

Learn more about [GPT for Sheets Custom prompt bulk tool](#) or [GPT for Excel Custom prompt bulk tool](#).

Documents

This is what a prompt should look like in a document with [GPT for Word](#):

This is what a prompt should look like in a document with [GPT for Docs](#):

You can copy this prompt from the text below:

```
Task: Write a cold email
```

```
Style: Salesy
```

```
Tone: Funny
```

```
Topic: Sell the person on the idea of building their brand and growing their  
business through social media videos with our company Brandtegitic.
```

```
Length: 3 paragraphs
```

Scrape the web from Google Sheets

Retrieve information from specific web pages directly into your Google Sheets spreadsheet using our web scraping script. The script imports text into your cells while automatically removing HTML and formatting.

TIP

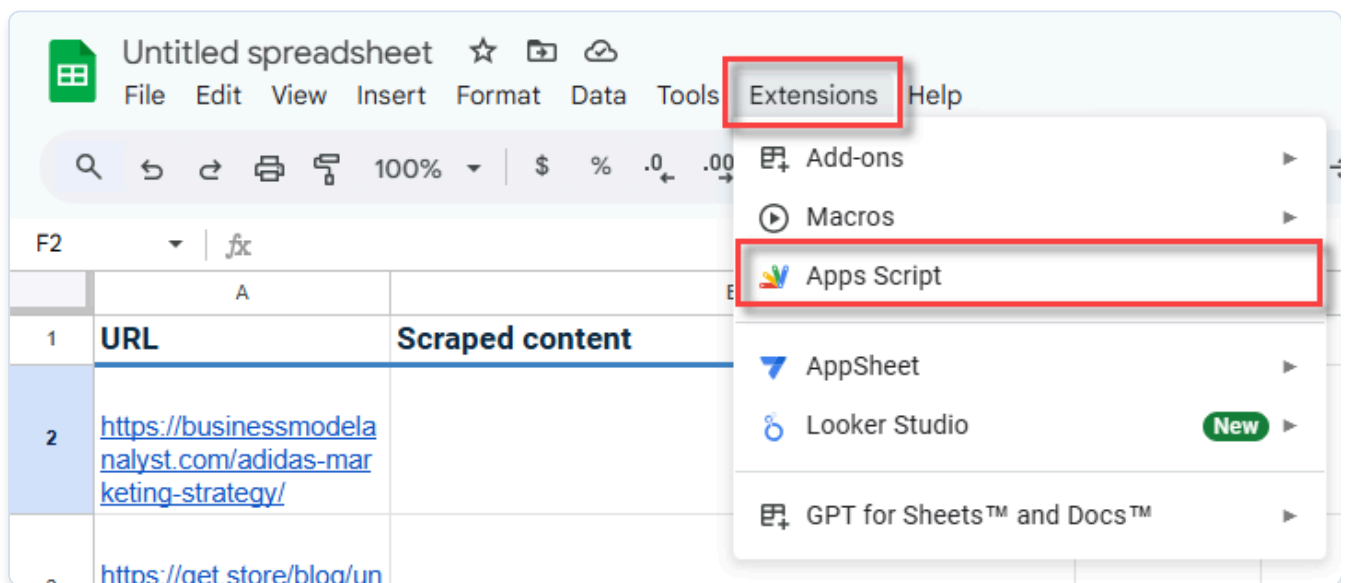
You can also use the [Fetch content from URL bulk tool](#).

- 1 [Install the script in your spreadsheet.](#)
- 2 Launch scraping:
 - [On multiple URLs at once using the **Scrape** menu](#)
 - [On a single URL using the `GPT_SCRAP` function](#)

Install the script in your spreadsheet

Install the web scraping script in your spreadsheet to enable the import of web page content:

- 1 From the **Extensions** menu in your spreadsheet, click **Apps Script**.



A new project opens on the *Apps Script* page.

- 2 Copy and paste the script into the script editor.

```
/**
 * @OnlyCurrentDoc
 */

const SHEETS_CELL_LIMIT = 50000;
```

```

function onOpen() {
  SpreadsheetApp
    .getUi()
    .createMenu("Scrape")
    .addItem("Scrape URLs in column A", "ScrapeAB")
    .addToUi()
}

/**
 * @param {"https://en.wikipedia.org/wiki/ChatGPT"} url The url to scrape
 * @customfunction
 */
function GPT_SCRAPe(url) {
  const res = UrlFetchApp.fetch(url);
  if (res.getResponseCode() >= 300) {
    return `Error: response code ${res.getResponseCode()}`;
  }
  const html = res.getContentText();
  const text = cleanup_html(html);
  // html.substring(0, SHEETS_CELL_LIMIT),
  return text.substring(0, SHEETS_CELL_LIMIT);
}

function cleanup_html(html) {
  // remove tags
  const tag_free = html
    .replace(/<style([\s\S]*?)</style>/gi, "")
    .replace(/<script([\s\S]*?)</script>/gi, "")
    .replace(/<[^\>]+>/g, "");

  // replace html entities
  let decoded = tag_free;
  try {
    const xml = XmlService.parse('<d>' + tag_free + '</d>');
    decoded = xml.getRootElement().getText();
  } catch (e) {
    // unable to decode some HTML entity
  }

  // remove repeated spaces
  const clean = decoded
    .replace(/\\n\\s*\\n/gi, "\\n")
    .replace(/&nbsp;/gi, " ")
    .trim();

  return clean;
}

```

```
function ScrapeAB() {
  const range = SpreadsheetApp.getActiveSpreadsheet().getRange("A:B");
  const values = range.getValues().slice(1)

  let urls = 0
  let done = 0

  for (const row of values) {
    const url = row[0];
    const res = row[1];
    if (!url) continue;
    urls++;
    if (!res) continue;
    done++;
  }

  if (urls === done) {
    SpreadsheetApp.getUi().alert(`Found ${urls} urls, ${done} already
scraped. Nothing to be done.`)
    return;
  }
  SpreadsheetApp.getUi().alert(`Found ${urls} urls, ${done} already
scraped. Scraping ${urls - done}...`)

  for (let irow = 0; irow < values.length; irow++) {
    row = values[irow];
    const url = row[0];
    const res = row[1];
    if (!url || res) continue;
    const text = GPT_SCRAPe(url)
    range.getCell(irow+2, 2).setValue(text);
  }
}
```

- 3 Save the project and click **Run**.

Apps Script GPT_SCRAPe

Files A-Z + ↶ ↷ 1 2

Code.gs

Libraries +

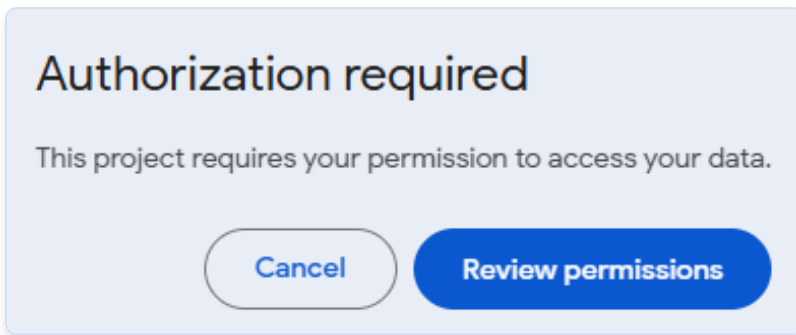
Services +

Run the selected function

```
1 const SHEETS_CELL_LIMIT = 50000;
2
3 function onOpen() {
4   SpreadsheetApp
5     .getUi()
6     .createMenu("Scrape")
7     .addItem("Scrape URLs in column A", "ScrapeAB")
8     .addToUi()
```

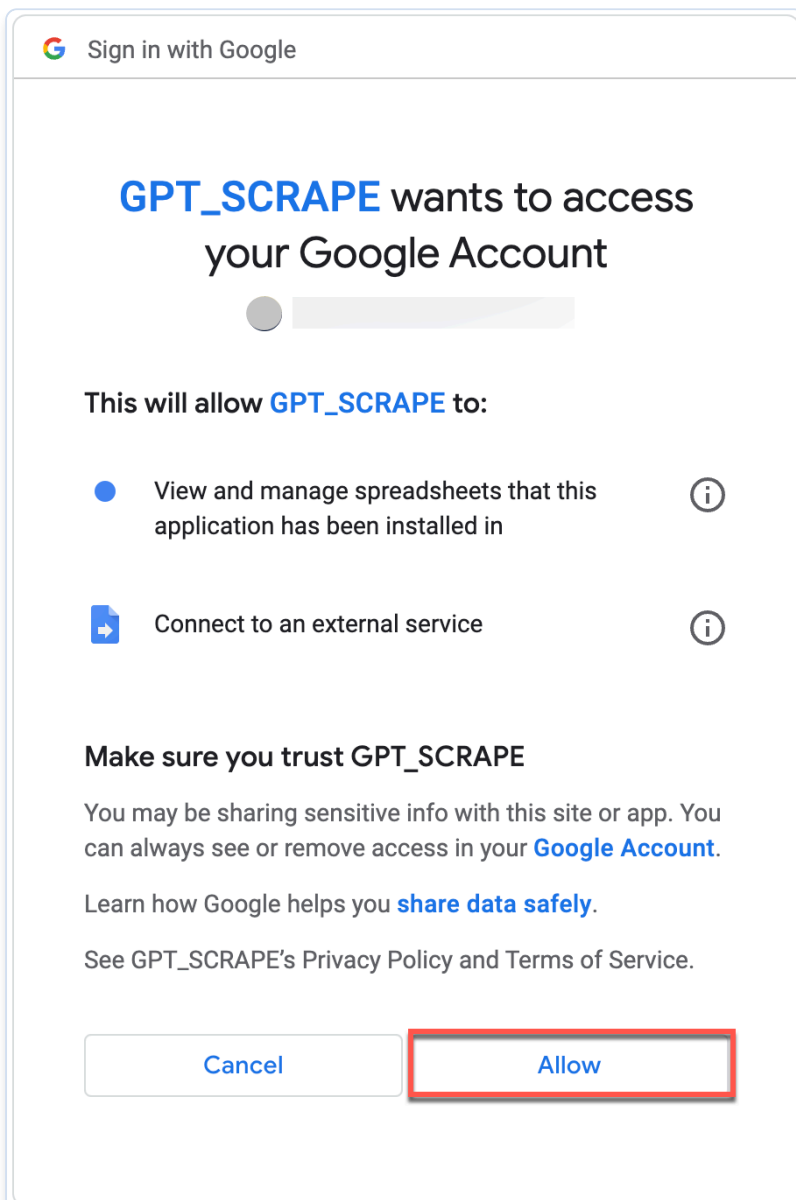
An *Authorization required* pop-up appears.

- 4 Click **Review permissions** to accept the necessary access rights for the script.



You are prompted to select a Google account.

- 5 Choose the account you are using for the spreadsheet. This ensures the script works correctly within your document.
- 6 Click **Allow** to grant these permissions.



INFO

The following permissions are necessary for the script to run:

- **View and manage spreadsheets that this application has been installed in:** Required for the script to specifically interact with the spreadsheets where it's installed, whether it's adding, modifying, or removing data.
- **Connect to an external service:** Required for the script to browse web pages and import the content to your Google Sheets.

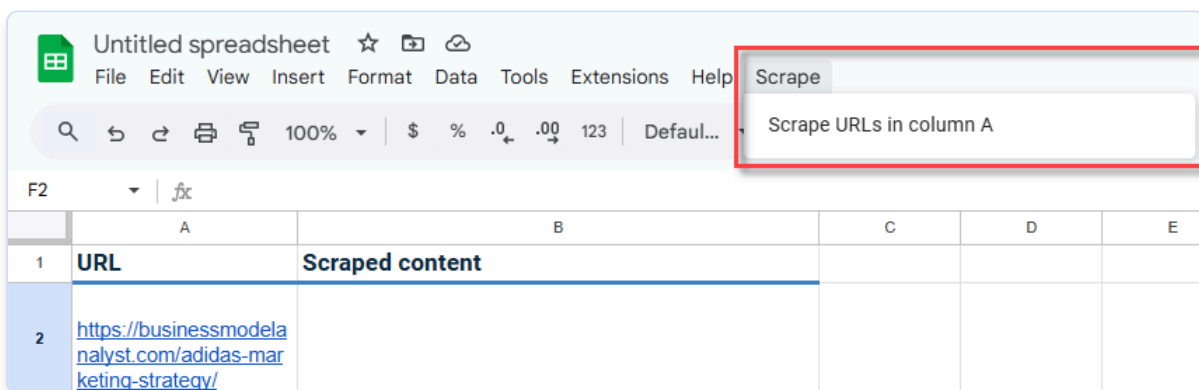
You can now [scrape multiple URLs at once in your spreadsheet](#) or [scrape a single URL using GPT_SCRAPE](#).

Scrape multiple URLs with the Scrape menu

Prerequisites

- You have [installed the web scraping script](#) in your spreadsheet.
- You have entered the URLs in column A of your spreadsheet, starting from the second row.

1 From the **Scrape** menu, select **Scrape URLs in column A**.



A confirmation pop-up appears.

2 Click **OK** to launch the script.

This script processes the web page URLs in column A, and write the scraped content into column B, ready for you to edit directly. It removes complex codes and styles, leaving only text, and includes the page's title and main body text.

	A	B
1	URL	Scraped content
2	https://businessmodelanalyst.com/adidas-marketing-strategy/	Adidas Marketing Strategy (2024) --> CYBER WEEK PROMO: Over 90% OFF!
3	https://get.store/blog/unique-selling-proposition/	--> --> --> Unique Selling Proposition And 10 Innovative Brand With Great USPs
4	https://cleverism.com/company/adidas-group/	Adidas Group Jobs, Benefits, Business Model, Founding Story -->
5	https://businessmodelanalyst.com/adidas-swot-analysis/	Adidas SWOT Analysis (2024) --> CYBER WEEK PROMO: Over 90% OFF!

Scrape a single URL with GPT_SCRAPER

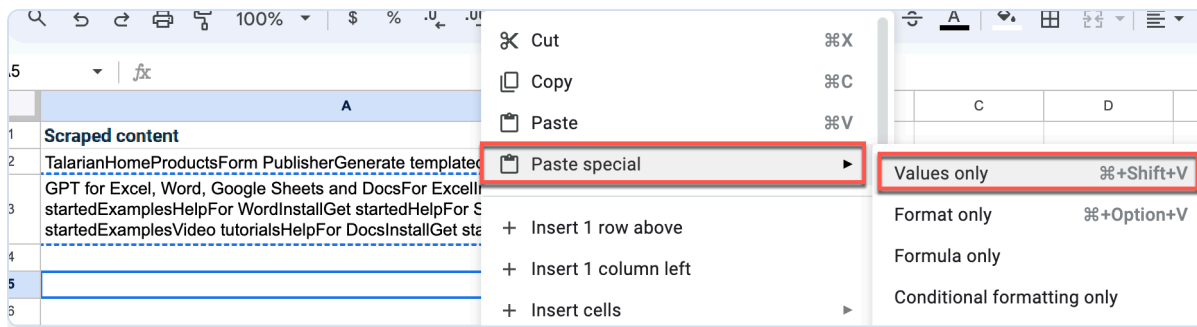
Prerequisites

You have [installed the web scraping script](#) in your spreadsheet.

Type a GPT_SCRAPER formula into a cell, for example `=GPT_SCRAPER("https://talarian.io")`, and press **Enter** to generate the result:

	A
A2	<code>=GPT_SCRAPER("https://talarian.io")</code>
1	Scraped content
2	TalarianHomeProductsForm PublisherGenerate templated documents from Google Forms or Sheets.Yet Another Mail MergeCreate and send mail merge campaigns directly from Gmail.Awesome TableImport data to Sheets and embed it in a website.GPT for WorkChatGPT in your Google Sheets and Docs.Back to MenuAbout usBuild with usSimple. Basic.You already work every day in Google Workspace or Microsoft Office.Don't change that. Don't install that long-to-learn and expensive software.Instead, use one of our add-ons:OUR GREATEST HITSGenerate templated documents from Google Forms or SheetsVisit website4,6 / 5 • 10M+ installsBulk send and track personalized emails with Gmail from Google SheetsVisit websiteRecomended by Google4,8 / 5 • 10M+ installsConnectors: export data to Sheets Apps: make a catalog from SheetsVisit website4,6 / 5 • 10M+ installsNEW HOTNESSGPT for WorkChatGPT in Google Sheets, Google Docs, Microsoft Excel and Microsoft Word.Visit website4.3 / 5 • 4M+ installs5.0 /
3	

This function browses content from the specified web page and imports it into the cell. To edit a cell's content, copy the cell and use **Paste special**, and **Values only** for pasting.



INFO

Using the GPT_SCRAPe function does not affect your [credit usage](#).

Limitations

Note the following limitations of the web scraping script:

- Caution is advised when scraping content from web pages to adhere to website policies and prevent server overload. Spacing out requests can prevent issues such as IP blocking or service restrictions.
- Each import is capped at 50,000 characters of text. Content beyond this limit will be truncated.
- Web pages heavily reliant on JavaScript might not be fully captured by this script.
- This script is optimized for HTML content. It may not perform optimally with APIs that return structured data, such as JSON.

What's next

- [Use bulk tools on the scraped content.](#)