

GPT for Work Help
User Guide for Google Sheets & Docs
2025-10-22



Overview of GPT for Work

What is GPT for Work?

GPT for Work is a set of add-ons, developed by [Talarian](#), that integrate the power and intelligence of generative AI directly into **Microsoft Excel and Word** and **Google Sheets and Docs**. GPT for Work supports models from [Anthropic](#), [Azure](#), [DeepSeek](#), [Google](#), [Mistral](#), [OpenAI](#), [OpenRouter](#), [Perplexity](#), and [xAI](#). GPT for Work also supports open-source models through [Ollama](#) and [any OpenAI-compatible API endpoint](#).

GPT for Work allows you to:

- **Apply AI prompts in bulk on spreadsheet data.** Use your favorite AIs to generate, rewrite, translate, categorize, extract, and otherwise process text at machine-powered scale and speed in Microsoft Excel and Google Sheets.
- **Author documents with a personal writing assistant.** Use your favorite AIs to edit, rewrite, correct, review, translate, summarize, draft, write, and more in Microsoft Word and Google Docs.

GPT for Work comes in the following flavors:

- **GPT for Excel and Word:** Microsoft Office add-in that bundles together **GPT for Excel** and **GPT for Word**.
- **GPT for Sheets and Docs:** Google Workspace add-on that bundles together **GPT for Sheets** and **GPT for Docs**.



Install GPT for Sheets and Docs



Install GPT for Excel and Word

G Sheets

Bicycle catalog - made with gptforwork.com

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A1 Manufacturer

	A	B	C	D	E
1	Manufacturer	Model name	English description	French description	
2	Trek	Domane	The Trek Domane is a top-of-the-line road bike available for €2,500, designed for both competitive racing and leisurely rides. Weighing	Le Trek Domane est un vélo de route ultra-performant à 2 500 €, parfait pour les courses comme pour les sorties détente. Avec	
3	Brompton	M6L	Elevate your urban commute with the Brompton M6L Folding Bike. At just 11.26 kg, this lightweight marvel is priced at €1,500 and boasts	Améliorez votre trajet en ville avec le vélo pliant Brompton M6L. Avec un poids de seulement 11,26 kg, cette merveille légère est proposée à 1	
4	Canyon	Grail CF SL	Discover the Canyon Grail CF SL, a premium gravel bike designed for adventure and performance. Priced at €2,500, this lightweight	Découvrez le Canyon Grail CF SL, un vélo de gravel premium pensé pour l'aventure et la performance. Affiché à 2 500 €, ce vélo léger	
5	Giant	Anthem	Conquer any trail with the Giant Anthem, a premium mountain bike priced at €2,500. Weighing only 12.5 kg, its ALUXX SL-grade	Dominez chaque piste avec le Giant Anthem, un vélo de montagne premium au prix de 2 500 €. Pesant à peine 12,5 kg, son cadre en aluminium	
6	Raleigh	Redux	The Raleigh Redux hybrid bike redefines urban cycling with its 24.5 lbs aluminum frame, offering a perfect blend of strength and lightness. Ideal	Le vélo hybride Raleigh Redux transforme le cyclisme en ville grâce à son cadre en aluminium de 11 kg, combinant force et légèreté. Idéal	
7	Cannondale	SuperSix EVO	The Cannondale SuperSix EVO Road Bike is a high-performance machine priced at €3,500. Weighing just 7.3 kg, this lightweight bike	Le Cannondale SuperSix EVO est un vélo de route ultra-performant, vendu au prix de 3 500 €. Avec un p	
8	VanMoof	Electrified S2	Discover the VanMoof Electrified S2, a state-of-the-art electric bike designed for urban commuters. Priced at €2,500, this sleek e-bike	Découvrez l'électrique urbain. A	
9	Cube	Aerium	Dominate your next time trial with the Cube Aerium Time Trial Bike. At just €2,500.00 and weighing 9.4 kg, it boasts a cutting-edge carbon	Prenez l'avantage lors de votre prochain contre-la-montre avec le vélo Cube Aerium. Pour seulement 2 500,00 € et affichant un poids de	
10	Scott	Addict RC	Experience unmatched performance with the Scott Addict RC Road Bike. Priced at €3,500, this lightweight 7.8 kg marvel features a	Profitez de performances sans pareil avec le Scott Addict RC Vélo de Route. À 3 500 €, ce vélo léger de 7,8 kg possède un cadre en fibre	

GPT for Sheets™ and Docs™

Translate gpt-4o

Translate each cell in column:

C: English description

From: (optional) To:

Detect language French

Put results in column:

D: French description

Get 2 variants per row

Add translation instructions

2 Type your instructions once, apply it to thousands of rows

First row: Auto Custom

3 rows All rows

Run all rows

3 Sit back and watch the AI fill your spreadsheet

G Docs

Meeting Transcript ☆ 📁 🌐

File Edit View Insert Format Tools Extensions Help Accessibility

100% Normal text

1 Select text

Sarah: We're glad to hear that. Thank you for your time, John.

Michael: Yes, thank you. We're looking forward to the possibility of working together.

John: Likewise. Thank you both for coming in.

Sarah: Have a great day.

Michael: You too.

2 Type your prompt

Select action: English

Custom prompt

Summarize the key points of this meeting transcript in a few bullet points

☒ Use selection or document as context

Submit Clear highlighting

Insert settings

Model settings

3 Insert in document

Prompt history: [clear](#)

Summarize the key points of this meeting transcript in a few bullet points

Favorite prompts:

- Change the tone to Confident
- Fix grammar and spelling
- Translate to French

Feedback Tutorial

Get started

For a quick walkthrough of each add-on from installation to trying out key features, see our quickstart guides:

- [Quickstart for spreadsheets](#)
- [Quickstart for documents](#)

Compatibility

Microsoft Office

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

	Windows	Mac	Online
	Microsoft 365 subscription: Version 2002 (Build 12527.20092)	Version 16.35 (Build 20030802)	Supported on: • Google Chrome (latest version) • Microsoft Edge (latest version)
	Retail perpetual: Version 2002 (Build 12527.20092)		
	Volume-licensed perpetual: Excel 2021: Version 2108 (Build 12527.20092)		

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

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

	Windows	Mac	Online
	Microsoft 365 subscription: Version 2205 (Build 15202.10000) Retail perpetual: Version 2205 (Build 15202.10000) Volume-licensed perpetual: Word 2024: Version 2205 (Build 15202.10000)	Version 16.61 (Build 22040100)	Supported on: • Google Chrome (latest version) • Microsoft Edge (latest version)

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

Google Workspace

GPT for Sheets and Docs works with Google Sheets and Google Docs on Google Chrome (latest version).

What's next

- Try out example spreadsheet use cases for different [business applications](#) and [product capabilities](#).
- Browse the [AI providers and models supported by GPT for Work](#).
- Learn how to use the add-ons:
 - [GPT for Excel](#)
 - [GPT for Sheets](#)
 - [GPT for Word](#)
 - [GPT for Docs](#)
- Learn about [pricing and billing](#).

Quickstart for spreadsheets

GPT for Work integrates the power and intelligence of generative AIs directly into **Microsoft Excel** and **Google Sheets**. Use your favorite AI to generate, rewrite, translate, categorize, extract, and otherwise process text in bulk – at machine-powered scale and speed.

GPT for Work contains two spreadsheet add-ons: **GPT for Excel** and **GPT for Sheets**.

This guide gives you a quick walkthrough of the add-ons from installation to trying out their key features.

Install the add-on

To use GPT for Work in Excel or Sheets, install the appropriate add-on:



Install GPT for Sheets and Docs



Install GPT for Excel and Word

For detailed installation instructions, see [Install GPT for Work add-ons](#).



EXCEL IS BETTER THAN SHEETS

If you have a choice between using Excel or Sheets, choose Excel. Excel is generally faster at processing data, provides a smoother user experience, and can reliably handle bigger spreadsheets (200 000 rows and above) than Sheets.

- GPT for Excel can execute up to 1,000 prompts per minute and reliably process up to a million rows in one go
- GPT for Sheets can execute up to 360 prompts per minute and reliably process up to 200,000 rows in one go.



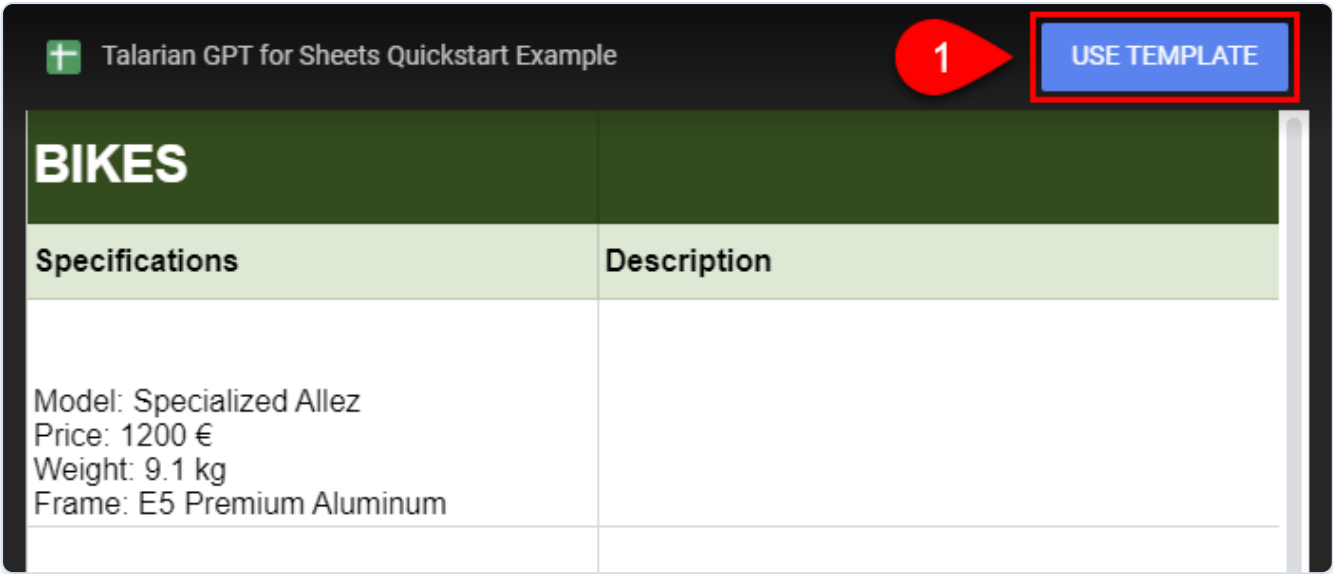
USE AN API KEY

To get more AI models, more control, and more privacy, use an API key. For more information, see [Select a model](#).

Open the add-on

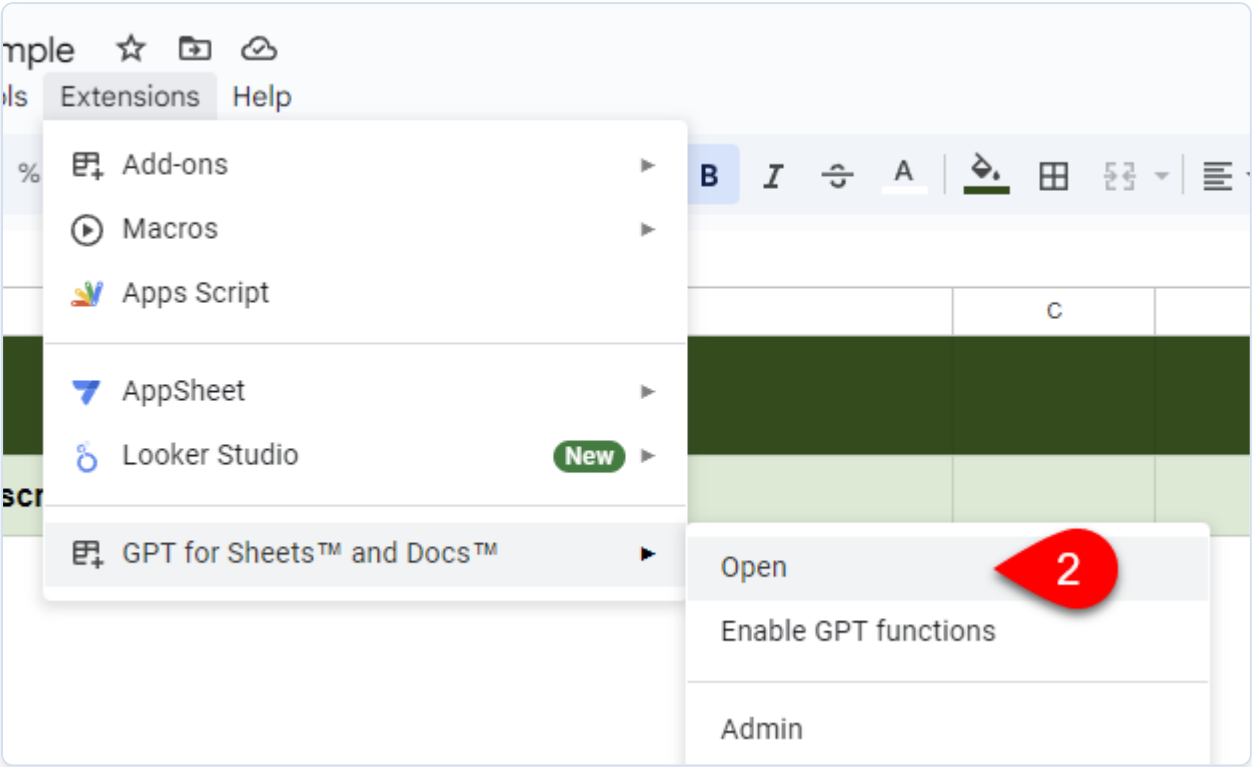
G Sheets

- 1 Open our [quickstart example spreadsheet](#), and click **Use template**. You'll need the spreadsheet for the example tasks below.

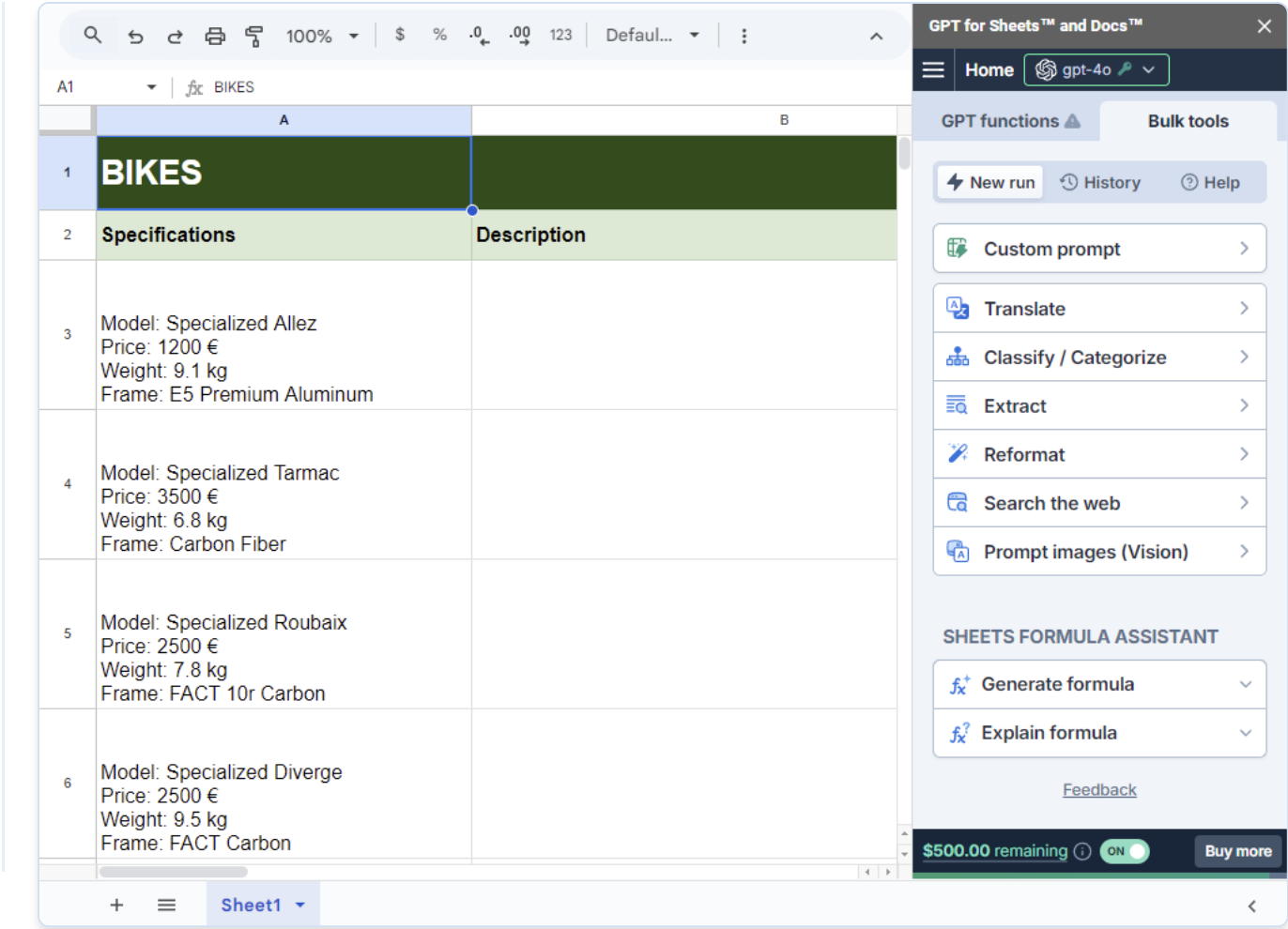


Google Sheets creates a copy of the spreadsheet in your Google drive and opens the spreadsheet for editing.

- 2 In the menu bar, select **Extensions > GPT for Sheets and Docs > Open**.



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



Use a bulk AI tool

[Bulk AI tools](#) allow you to run prompts on an entire spreadsheet column at once without writing any formulas. You configure and run bulk tools from the add-on sidebar.

Let's generate some text with the **Custom prompt** bulk tool:

G Sheets

- 1 In the sidebar, select **Bulk AI tools** if not already selected.
- 2 Click **Custom prompt**.
- 3 Define the following settings:
 - **Header row:** Select **2**. 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 **B**.

- Leave all other settings to their default values.

4 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 2, and puts the responses generated by the AI in column C.

The following video shows the entire process.

Use a GPT function

[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](#).

Let's use the **GPT_TRANSLATE** function to translate the first few product descriptions you generated above to French:

G Sheets

- 1 In the sheet, select cell **C3**.
- 2 Enter the following formula in the cell:

```
=GPT_TRANSLATE(B3, "French")
```

The function generates a translation of the content in cell **B3**.

- 3 Drag the formula from cell **C3** across to cell **C7**. The function is copied to each cell in the range, which automatically generates a dedicated translation for each row.

The following video shows the entire process.

TIP

You can also use the **Translate** bulk tool to translate text. If you're working with up to a few hundred cells, **GPT_TRANSLATE** is fine. However, if you're working with thousands or more rows, or if you don't want to write formulas, use the **Translate** bulk tool.

Use the formula assistant

The [formula assistant](#) allows you to **generate** spreadsheet formulas based on plain-language descriptions of what you want to achieve. You can also use the formula assistant to **explain** existing formulas (in English).

Let's both generate and explain a formula:

G Sheets

- 1 In the sidebar menu, select **Sheets formula assistant**.
- 2 In **Describe your goal**, enter the following prompt:

Return the difference in number of characters between cells B3 and C3.
- 3 Click **Generate formula**. The assistant generates the formula.
- 4 Click **Copy**. This copies the generated formula to the clipboard.
- 5 Expand **Explain formula**.
- 6 In **Formula**, paste the generated formula from the clipboard.
- 7 Click **Explain formula**. The assistant generates an explanation of what the formula does.

The following video shows the entire process.

You're done with the quickstart! You've successfully dipped your toe in GPT for Sheets. 

What's next

G Sheets

- Learn more about [GPT for Sheets](#).
- Get going with [bulk AI tools](#).
- Get going with [GPT functions](#).
- Try out different [AI models](#).
- Try out example use cases for different [business applications](#) and [product capabilities](#).

Quickstart for documents

GPT for Work turns generative AIs into your personal writing assistants available directly in **Microsoft Word** and **Google Docs**. Think of it as ChatGPT inside Word and Docs. Use your favorite AI to edit, rewrite, correct, review, translate, summarize, draft, write, and more.

GPT for Work contains two document add-ons: **GPT for Word** and **GPT for Docs**.

This guide gives you a quick walkthrough of the add-ons from installation to trying out one of their key features.

Install the add-on

To use GPT for Work in Word or Docs, install the appropriate add-on:



Install GPT for Sheets and Docs



Install GPT for Excel and Word

For detailed installation instructions, see [Install GPT for Work add-ons](#).



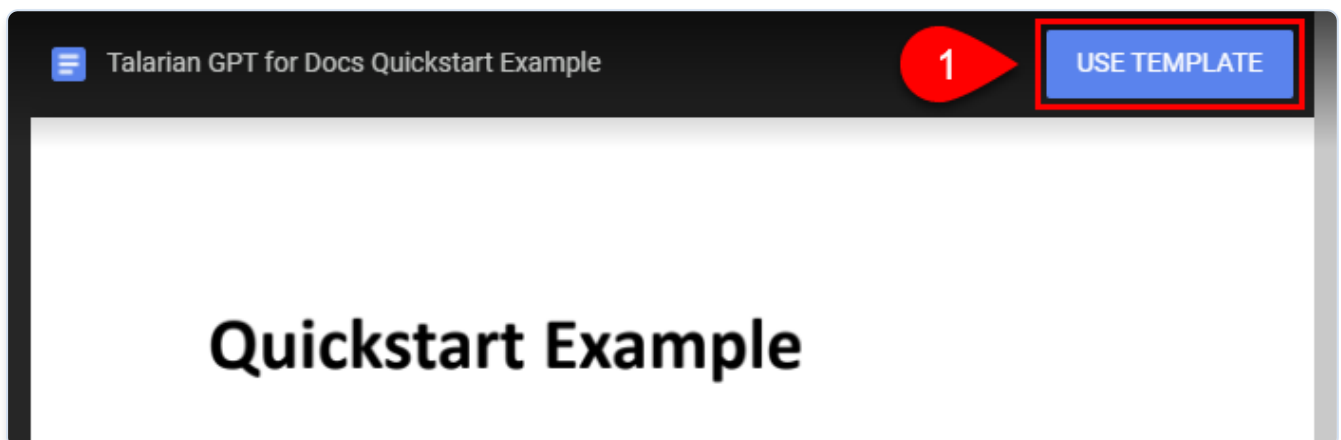
USE AN API KEY

To get more AI models, more control, and more privacy, use an API key. For more information, see [Select a model](#).

Open the add-on

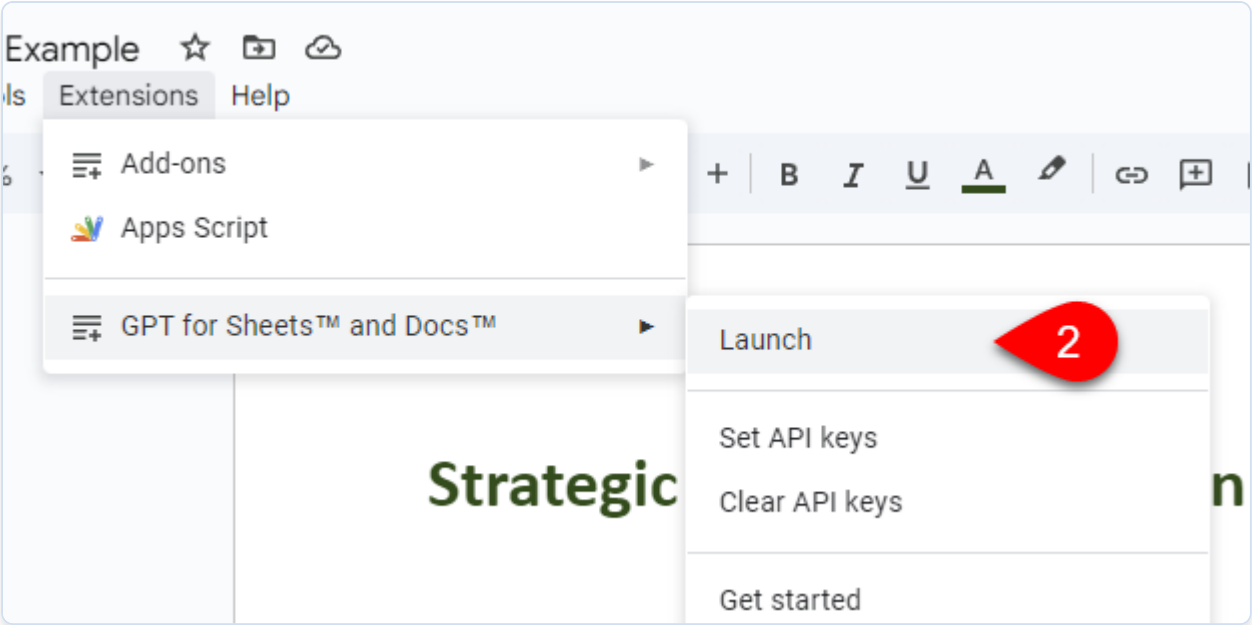
G Docs

- 1 Open our [quickstart example document](#), and click **Use template**.

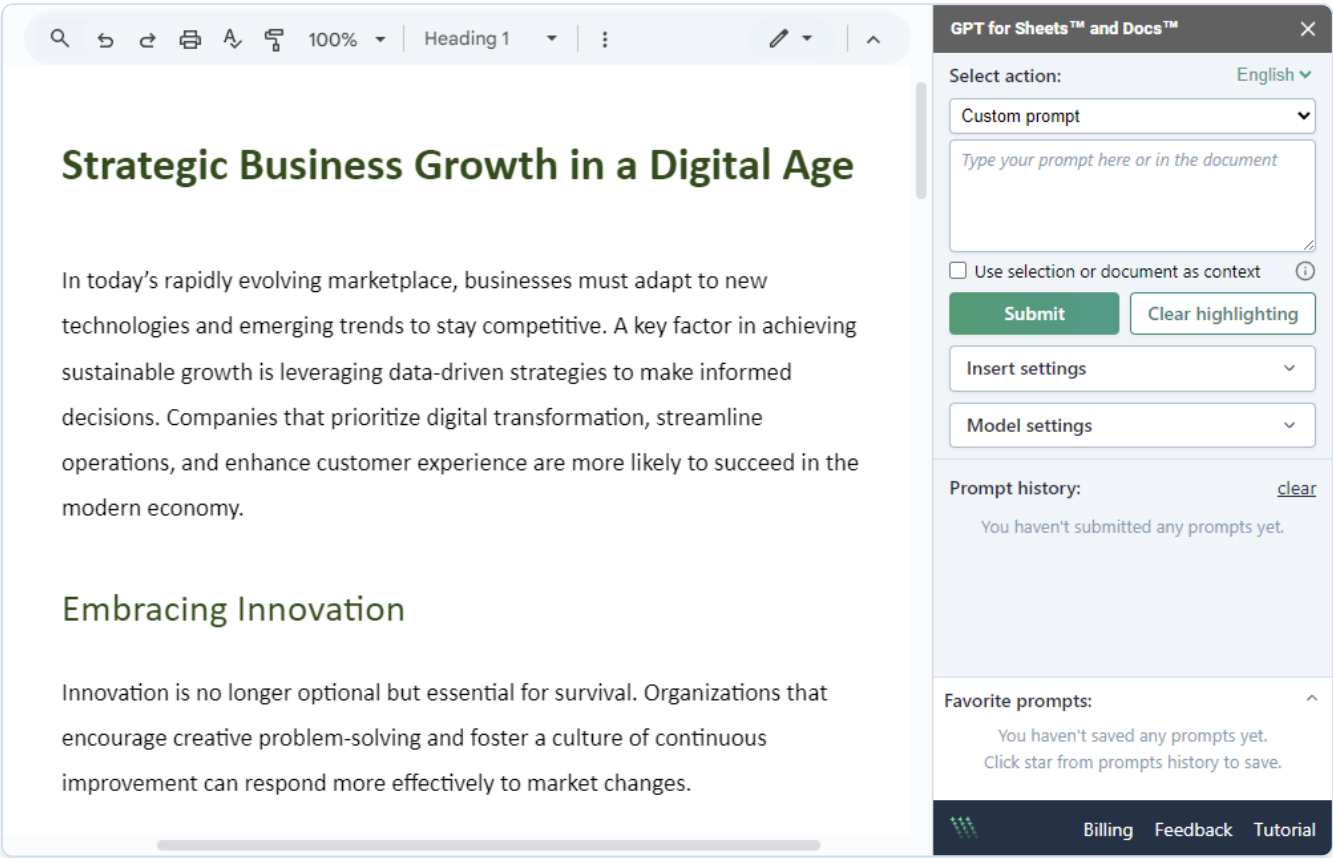


Google Docs creates a copy of the document in your Google drive and opens the document for editing.

- 2 In the menu bar, select **Extensions > GPT for Sheets and Docs > Launch**.



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



Try out the add-on

G Docs

GPT for Docs allows you to prompt an AI as you would in ChatGPT or another AI chatbot, but from inside Docs. You can then use the AI responses directly in your document, without needing to copy-paste anything between the document and an external chatbot.

Let's translate some text and replace the original with the translation:

- 1 In the document, select some text to translate. For example, select the first paragraph.
- 2 In the sidebar, in **Select action**, select **Translate to**.
- 3 In the text field, enter "French".
- 4 Expand **Insert settings**, and make sure **Insert at cursor / below selection** is selected.
- 5 Click **Submit**. GPT for Docs generates a translation of the selected text and adds the translation after the selection.

The following video shows the entire process.

You're done with the quickstart! You've successfully dipped your toe in GPT for Docs. ❤️

What's next

G Docs

- Learn more about [GPT for Docs](#).
- Start [editing and creating text](#).
- Try out different [AI models](#).

AI providers & models supported by GPT for Work

GPT for Work supports models from [Anthropic](#), [Azure](#), [DeepSeek](#), [Google](#), [Mistral](#), [OpenAI](#), [OpenRouter](#), [Perplexity](#), and [xAI](#). GPT for Work also supports open-source models through [Ollama](#) and [any OpenAI-compatible API endpoint](#). The tables below show which models you can use with and without an API key, in which GPT for Work add-ons, and at what price.

 **INFO**

Space admins can control model availability (Microsoft accounts only). [Learn more.](#)

Models you can use without an API key

You can use models from [OpenAI](#), [Google](#), [Anthropic](#), and [Perplexity](#).

 **INFO**

Reasoning models, vision models, and web search models typically cost much more than regular, text-only models. [Learn more.](#)

[SEE THE CURRENTLY SUPPORTED MODELS](#)

Models that support prompt caching get a 75% discount on cached input tokens.

Models you can use with an API key

You can use models from [OpenAI](#), [Perplexity](#), [Google](#), [Anthropic](#), [OpenRouter](#), [DeepSeek](#), [Mistral](#), [Azure](#), [xAI](#), and open-source models through [Ollama](#) and [any OpenAI-compatible API endpoint](#).

 **INFO**

Reasoning models, vision models, and web search models typically cost much more than regular, text-only models. [Learn more.](#)

[SEE THE CURRENTLY SUPPORTED MODELS](#)

You pay the API cost directly to the AI provider.

Models available through dedicated API endpoints (Azure, Ollama, other local servers and cloud-based platforms) do not consume credits, but require a positive balance or a valid subscription.

Notes

Reasoning models

Reasoning models are trained to think before they answer, producing an internal chain of thought before responding to a prompt. Reasoning models generate two types of [tokens](#):

- **Completion tokens** make up the model's response.
- **Reasoning tokens** make up the model's internal chain of thought.

You are billed for both types of tokens.

Vision models

Vision models can process images as input. The following features support vision models:

- **Custom prompt** bulk AI tool
- **Prompt images (Vision)** bulk AI tool
- **GPT_VISION** function

Image inputs are measured and charged in [tokens](#), just like text inputs. How images are converted to text tokens depends on the model. You can find more information about the conversion in the [OpenAI documentation](#) and [Anthropic documentation](#).

Web search models

Web search models can gather the latest information from the web and use it as **context** when generating responses. 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.

How web search model pricing works:

- **Cost without an API key:** Token cost + search cost
- **Cost with an API key:** Token cost

For more information about token cost and search cost, see [Models you can use without an API key](#) and [Models you can use with an API key](#). The search cost varies by AI provider and context size.

API endpoints

You can use any OpenAI-compatible API endpoint with GPT for Work. 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](#), [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.

What's next

- [AI models](#)
- [Cost estimator](#)
- [Price evolution](#)



TIP

The tables on this page were created with [Awesome Table Apps](#).

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:



Sign in to GPT for Sheets and Docs

B

 bob@gptforwork.com ▾

By continuing, Google will share your name, email address, language preference, and profile picture with GPT for Sheets and Docs. See GPT for Sheets and Docs's [Privacy Policy](#) and [Terms of Service](#).

You can manage Sign in with Google in your [Google Account](#).

Cancel

Continue



GPT for Sheets and Docs

wants to access your Google Account

 bob@gptforwork.com

This will allow **GPT for Sheets and Docs** to:

- View and manage documents that this application has been installed in 
- View and manage spreadsheets that this application has been installed in 
-  Connect to an external service 
-  Display and run third-party web content in prompts and sidebars inside Google applications 

Make sure you trust GPT for Sheets and Docs

You may be sharing sensitive info with this site or app. Learn about how GPT for Sheets and Docs will handle your data by reviewing its [terms of service](#) and [privacy policies](#). You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

Cancel

Allow

 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.
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.

Authorization scopes	Why does GPT for Work need it
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:



GPT for Sheets and Docs wants additional access to your Google Account

 bob@gptforwork.com

When you allow this access, **GPT for Sheets and Docs** will be able to

- See, edit, create, and delete all your Google Sheets spreadsheets. [Learn more](#)

 GPT for Sheets and Docs already has some access

See the [3 services](#) that GPT for Sheets and Docs has some access to.

Make sure you trust GPT for Sheets and Docs

You may be sharing sensitive info with this site or app. Learn about how GPT for Sheets and Docs will handle your data by reviewing its [terms of service](#) and [privacy policies](#). You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

Cancel

Continue

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:



bob@gptforwork.com



Let this app access your info? (1 of 1 apps)

TALARIAN S. à r.l. 

GPT for Excel Word needs your permission to:



View your email address

GPT for Excel Word will be able to read your primary email address.



View your basic profile

GPT for Excel Word will be able to see your basic profile (name, picture, user name).



Maintain access to data you have given GPT for Excel Word access to

Allows GPT for Excel Word to see and update the data you gave it access to, even when you are not currently using the app. This does not give GPT for Excel Word any additional permissions.

Accepting these permissions means that you allow this app to use your data as specified in their [terms of service](#) and [privacy statement](#). You can change these permissions at <https://microsoft.com/consent>. [Show details](#)

Cancel

Accept

 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)	

Authorization scopes	Why does GPT for Work need it
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 AI 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 AI 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/help/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.

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 and optionally shared API keys.

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.](#)

Google

- 1 Open the [GPT for Work dashboard](#).
- 2 Click **Sign in with Google**.
- 3 Choose the Google account you want to associate with the GPT for Work account.
- 4 Click **Continue** to sign in with your Google 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.](#)
- [Control whether users can set up their own API endpoints.](#)
- [Set up the model switcher, and set a default model.](#)

Invite users to your space

▼ Prerequisites

You are the owner or an admin of the space.

Google

- 1 Sign in to the [GPT for Work dashboard](#) with your [Google 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**.

Email	Role	Status	
owner@example.com	Owner	Active	
admin@example.com	Admin	Active	...
member@example.com	Member	Pending	...

Resend invitation

Cancel invitation

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.
- [Manage users in your team](#).

Manage available models for your team

As a space owner or admin, you can centralize AI model access and billing for your team by setting API keys, configuring API endpoints, and enabling and disabling individual models for your space. This allows you to create a curated set of models available to your team.

Manage API keys

Manage space API keys and control whether users can set their own API keys from the GPT for Work dashboard.

Manage API endpoints

Manage space API endpoints and control whether users can set their own API endpoints from the GPT for Work dashboard.

Manage models

Configure which AI models are available to users in your team space from the GPT for Work dashboard.

Manage API keys for your space

As a space owner or admin, you can manage [API keys](#) for your team by setting shared space keys and controlling whether users can set their own keys. This allows users to access [models](#) without providing their own keys, gives you control over which models are available, and centralizes billing.

Set space API keys

Set a space API key to give users access to additional models without extra cost to them. Users can still use their own keys to access models, unless you [disallow this](#).

▼ Prerequisites

You are the owner or an admin of the space.

Google

- 1 Create an API key, or request an API key from your AI provider platform admin. [Learn more](#).

INFO

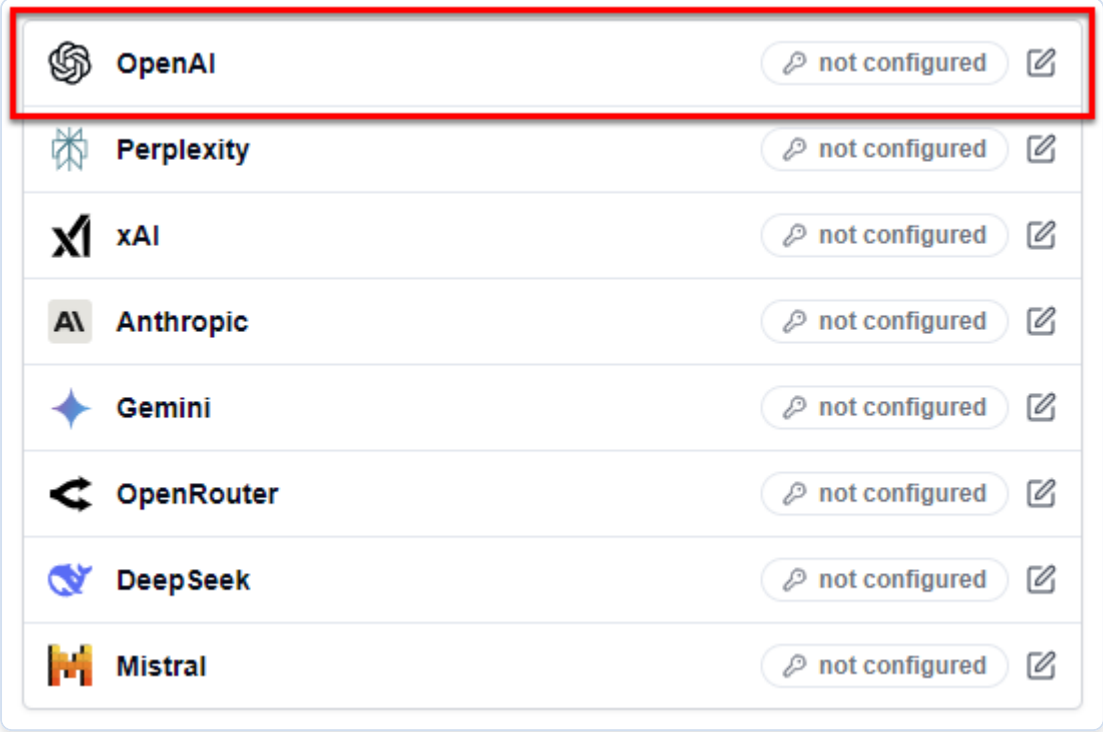
Make sure your keys belong to an organization or project with the following rate limits:

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

The actual limits required depend on your team's workload requirements.

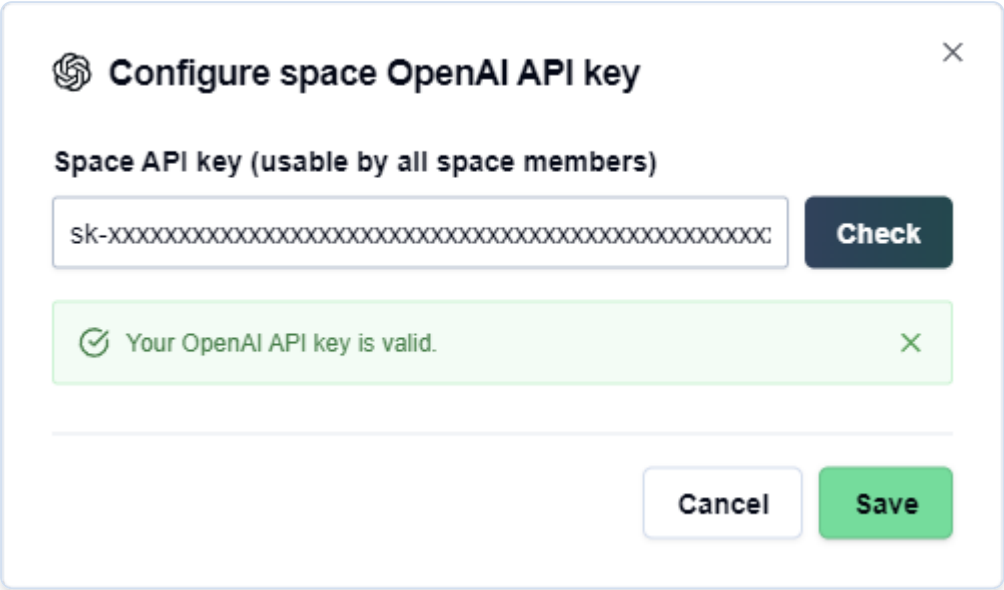
- 2 Sign in to the [GPT for Work dashboard](#) with your [Google account](#).
- 3 In the sidebar, select **API keys**.
- 4 Select **Configure space API keys**.

5 Click the AI provider whose API key you want to set.



6 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**.



You have set a space API key. All space users can now use any model available with the key in GPT for Sheets or GPT for Docs.

Control whether users can set API keys

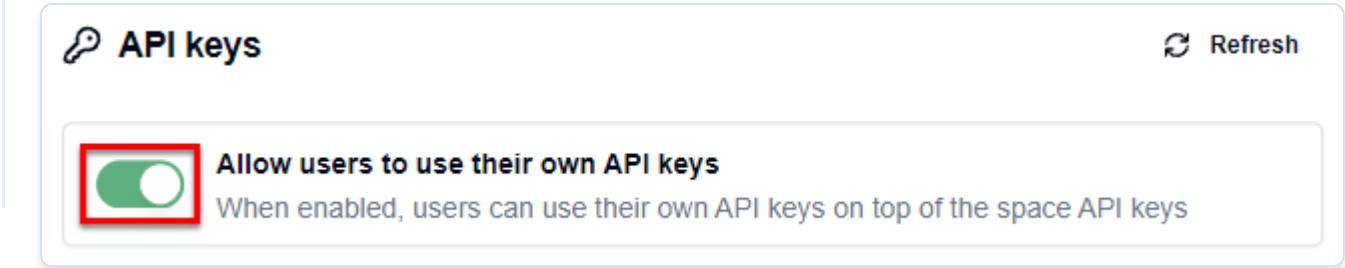
Choose whether space users can set their own API keys. If you enable this option, users can override a space key with their own key for any AI provider. If you disable this option, users can only use [models that do not require API keys](#) or [models available through space API keys](#).

▼ Prerequisites

You are the owner or an admin of the space.

Google

- 1 Sign in to the [GPT for Work dashboard](#) with your [Google account](#).
- 2 In the sidebar, select **API keys**.
- 3 Use the toggle to allow or disallow space users to use their own API keys.



What's next

Google

- [Invite users to your space.](#)
- [Manage users in your team.](#)

Manage users in your team

Once you have created a team by inviting users to your space, you can perform several operations to manage your team. You can add new users or remove existing ones, grant admin privileges to trusted team members to help with space management, and transfer ownership to another user when needed.

Add / Remove users

Add or remove users from your GPT for Work space to ensure only the right people have access to your space's shared billing and API keys.

Promote users to admins

Promote a user to admin in a team space in GPT for Work to give them access to all the dashboard features.

Transfer ownership

Transfer the ownership of your team space to another user in GPT for Work.

Add / Remove users

As your team grows and changes, you can add or remove users from your GPT for Work space to ensure only the right people have access to your space's shared billing and API keys.

▼ 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](#) in GPT for Work.

Google

- 1

Sign in to the [GPT for Work dashboard](#) with your [Google 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**.

Email	Role	Status	
owner@example.com	Owner	Active	
admin@example.com	Admin	Active	...
member@example.com	Member	Pending	...

Resend invitation

Cancel invitation

Remove users from your team

You can remove users from your team at any time by removing them from your [space](#) in GPT for Work.

When you remove a user from a GPT for Work team space, they can still use the add-ons. However, they are no longer able to use the space balance or subscription, or the space API keys.

 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.

Google

- 1 Sign in to the [GPT for Work dashboard](#) with your [account](#).
- 2 In the sidebar, select **Users**.
- 3 Click the three horizontal dots (...) next to the user you want to remove, then select **Remove user**, or **Cancel invitation** if the user hasn't accepted the invitation to the space.

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 admin](#).
- [Transfer the ownership of a team space](#).

Promote users to admins

You can promote a user to admin in a team space in GPT for Work to give them access to all the dashboard features. Admin users can do everything the owner can do, except transfer the ownership of a space.

▼ Prerequisites

You are the owner or an admin of the space.



- 1 Sign in to the [GPT for Work dashboard](#) with your [Google account](#).
- 2 In the sidebar, select **Users**.
- 3 Click the three horizontal dots (...) next to the user you want to promote, then 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, then selecting **Remove admin role**.

What's next

- [Remove a user from your team space.](#)
- [Transfer the ownership of your team space.](#)

Transfer the ownership of your team space

As the space owner, you can transfer the ownership of your team space in GPT for Work to any other user in the team. After the transfer, the new owner takes full control of the space, and you remain in the space as an admin.

▼ Prerequisites

You are the owner of the space.

Google

- 1 Sign in to the [GPT for Work dashboard](#) with your [Google 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.

Install GPT for Work add-ons

 Install GPT for Sheets and Docs

 Install GPT for Excel and Word

For detailed installation instructions, see below.

Google

To use GPT for Work in Google Sheets or Google Docs, you need to install the **GPT for Sheets and Docs** add-on. **One installation covers both applications.**

▼ Prerequisites

If you use multiple Google accounts, it is recommended that you create a browser profile for each account on [Google Chrome](#), [Microsoft Edge](#), or [Apple Safari](#).

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



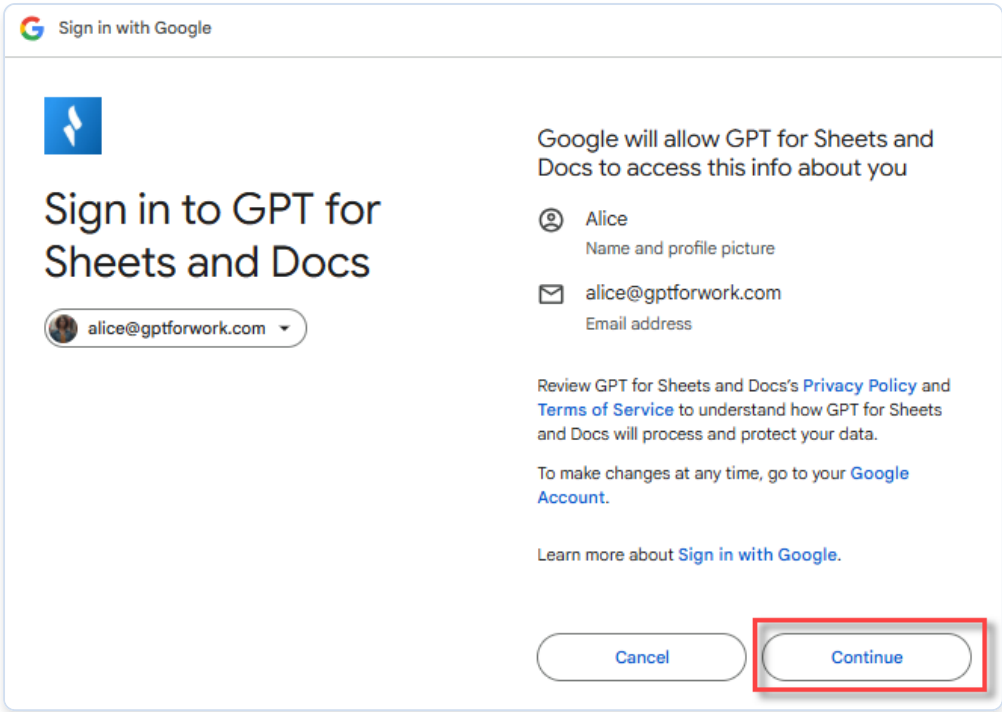
GPT for Sheets™ and ...

Make ChatGPT and other AIs work in bulk directly in Google Sheets™.

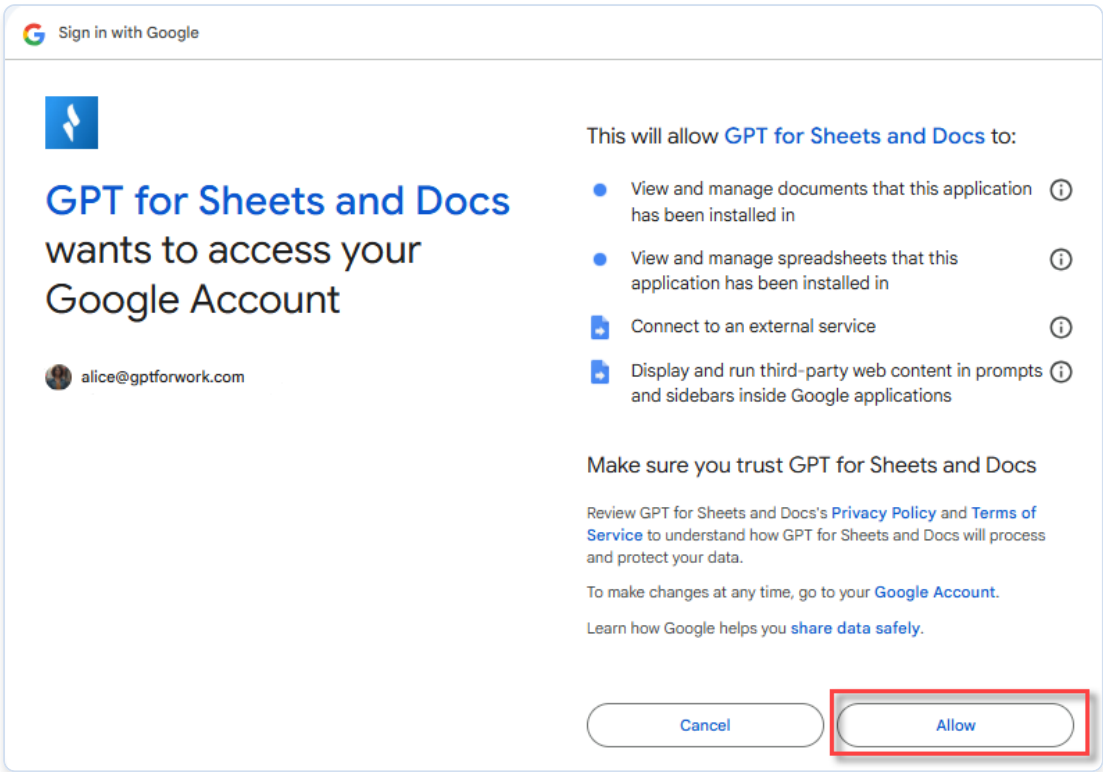
Install

- 3 Click **Continue** in the confirmation box.
A Sign in with Google window opens.
- 4 Select for which Google account you want to install GPT for Sheets and Docs.

5 Click Continue to sign in with your Google account.



6 Click **Allow** to grant GPT for Sheets and Docs the required permissions.



A pop-up window indicates that GPT for Sheets and Docs has been installed. The add-on is available in your Google spreadsheets from **Extensions > GPT for Sheets and Docs > Open**, and in your Google documents from **Extensions > GPT for Sheets and Docs > Launch**.

What's next

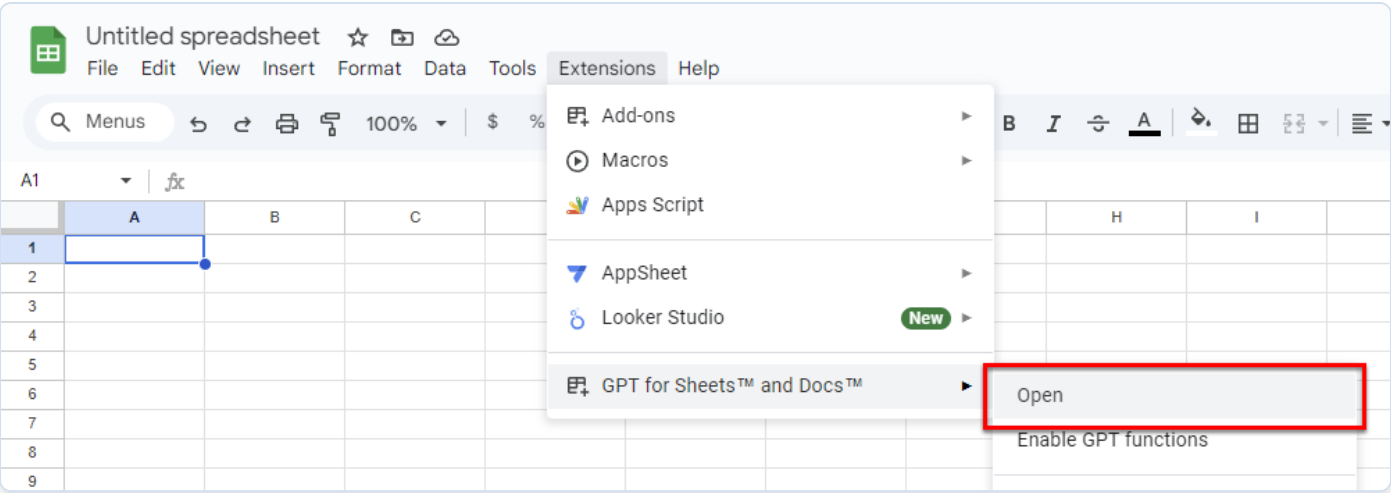
Google

- Open [GPT for Sheets](#) / [GPT for Docs](#).
- Learn about [GPT for Sheets](#) / [GPT for Docs](#).
- Select a model in [GPT for Sheets](#) / [GPT for Docs](#).
- Start using [bulk AI tools](#) and [GPT functions](#) in GPT for Sheets.
- Start [authoring text](#) with GPT for Docs.

Open GPT for Work add-ons

G Sheets

In the menu bar, select **Extensions > GPT for Sheets and Docs > Open**.

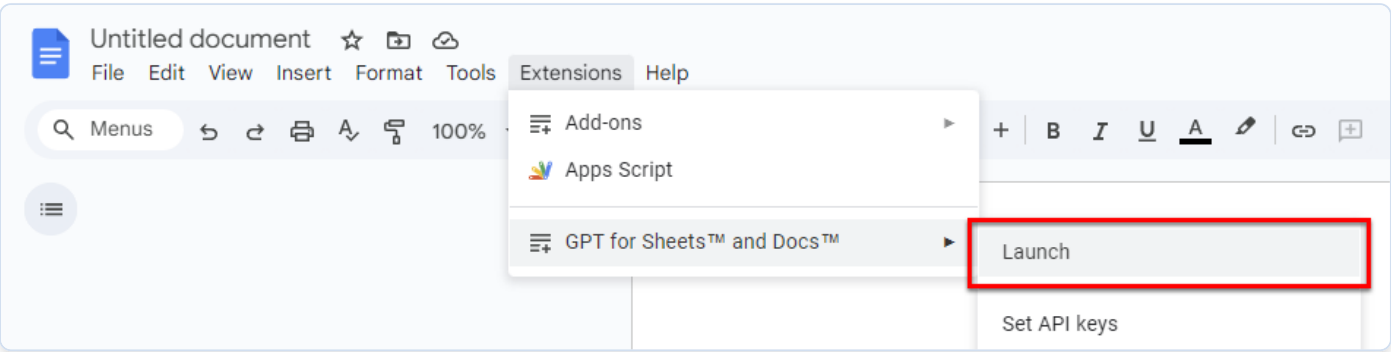


What's next

- [Sign in with Google.](#)
- If you run into issues, see our [troubleshooting guide](#).

G Docs

In the menu bar, select **Extensions > GPT for Sheets and Docs > Launch**.



What's next

- [Sign in with Google.](#)
- If you run into issues, see our [troubleshooting guide](#).

Sign in to GPT for Work

Whether you're using Google Sheets or Docs, or Microsoft Excel or Word, this section explains how GPT for Work authenticates your user account, how to check which account you're using, and how to switch between accounts or sign out if needed.

Sign in with Google or Microsoft

How to sign in to GPT for Work via Google and Microsoft authentication systems.

Check which account you are using

How to check which Google or Microsoft account GPT for Work is using.

Switch to another account

Use a different Google or Microsoft account with GPT for Work.

Sign out from GPT for Excel and Word

How to sign out from GPT for Work when using Microsoft Excel and Word.

Sign in with Google or Microsoft

- You need a Google account to use [GPT for Sheets and Docs](#).
- You need a Microsoft account to use [GPT for Excel and Word](#).

Google

When you launch the GPT for Sheets and Docs add-on:

- The add-on works with the Google account you are currently using.
- In GPT for Sheets, you need to sign in again when you first use the [bulk AI tools](#). This is to grant a required additional permission.

If you have multiple Google 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 Work.

What's next

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

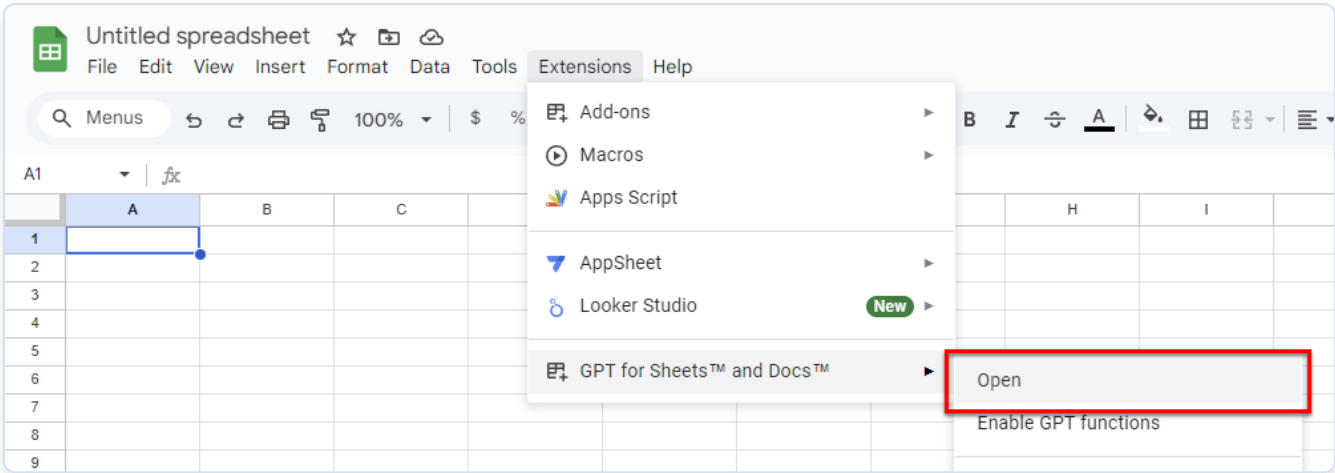
Check which account you are using

To check which Google or Microsoft account you are using in GPT for Work:

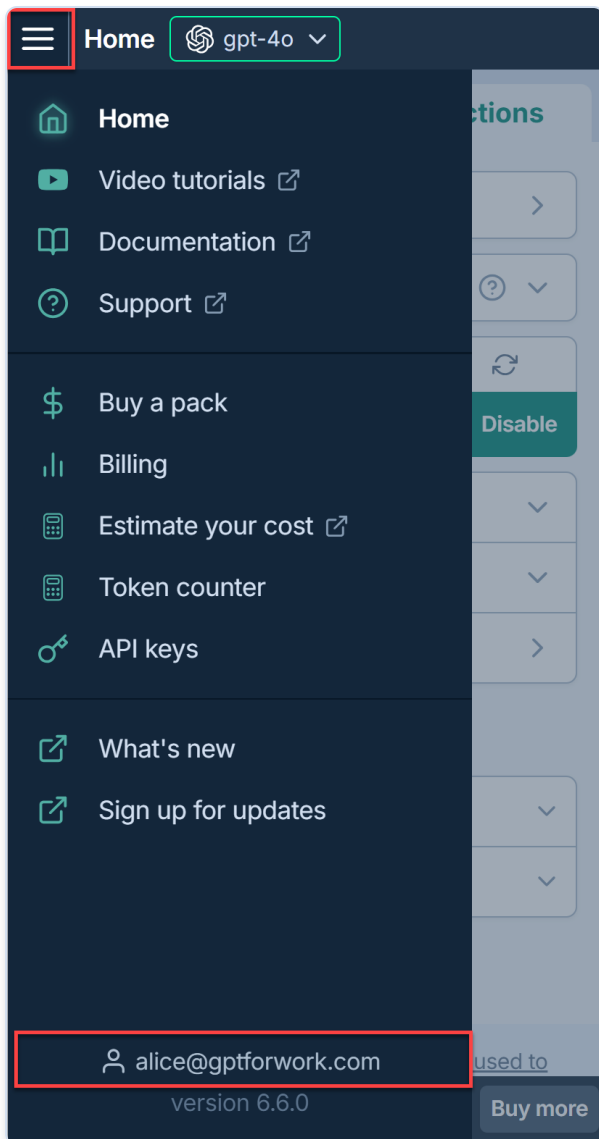
Google

 **NOTE**
You cannot check the account used by GPT for Docs.

- 1 Open a Google spreadsheet.
- 2 In the menu bar, select **Extensions > GPT for Sheets and Docs > Open**.



- 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 account

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

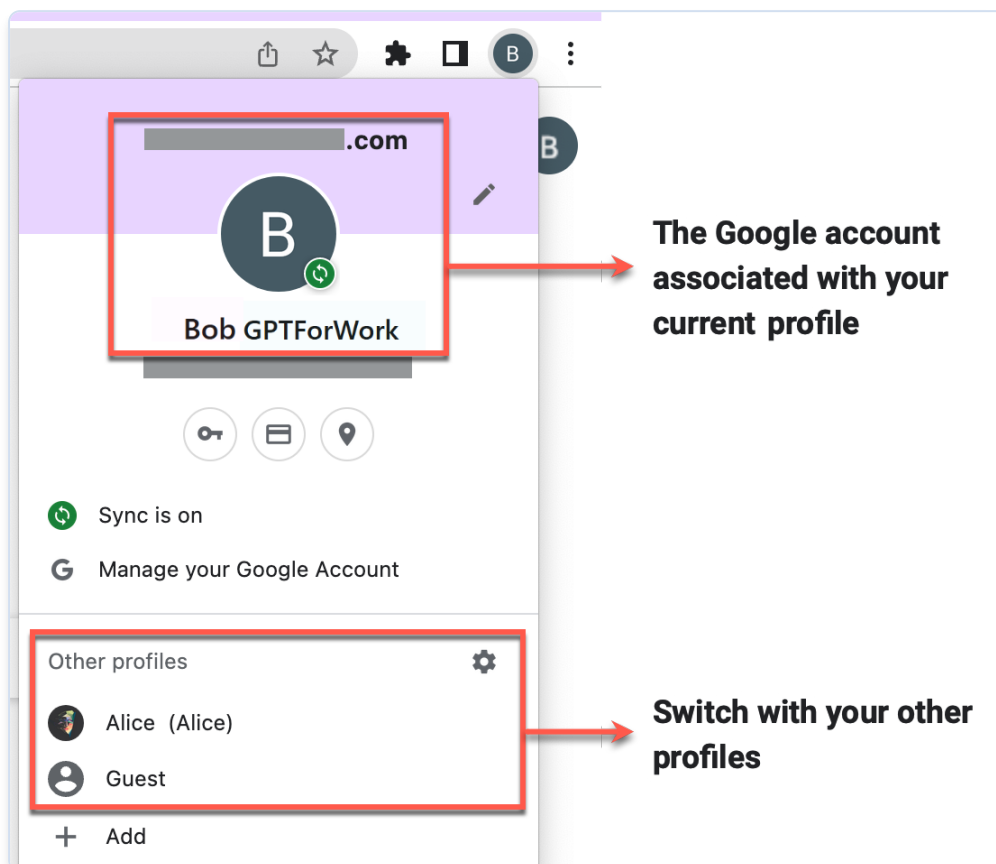
Google

▼ Prerequisites

You have created a profile for each Google account in your web browser:

- [Google Chrome](#)
- [Microsoft Edge](#)
- [Apple Safari](#)

- 1 Open your web browser.
- 2 In the upper-right corner of the browser, click the profile icon.
- 3 Select the profile you want to use.



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

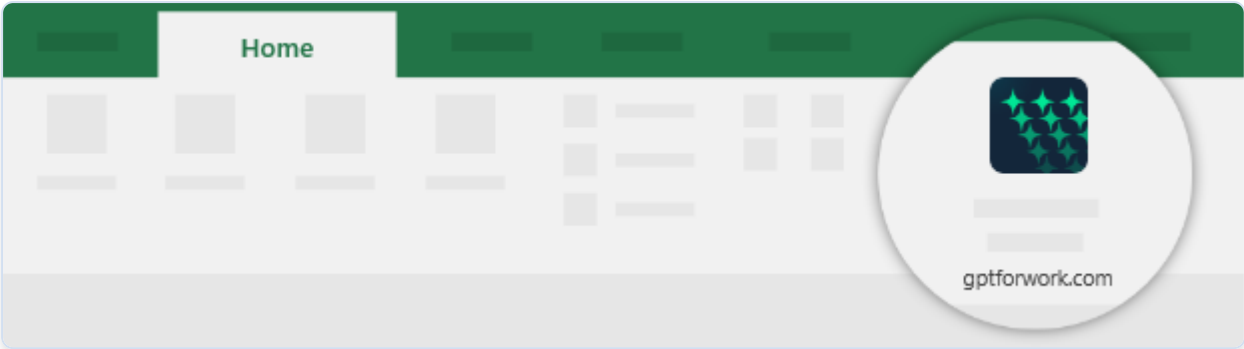
 TIP

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

Sign out from GPT for Excel and Word

To sign out from GPT for Excel and Word:

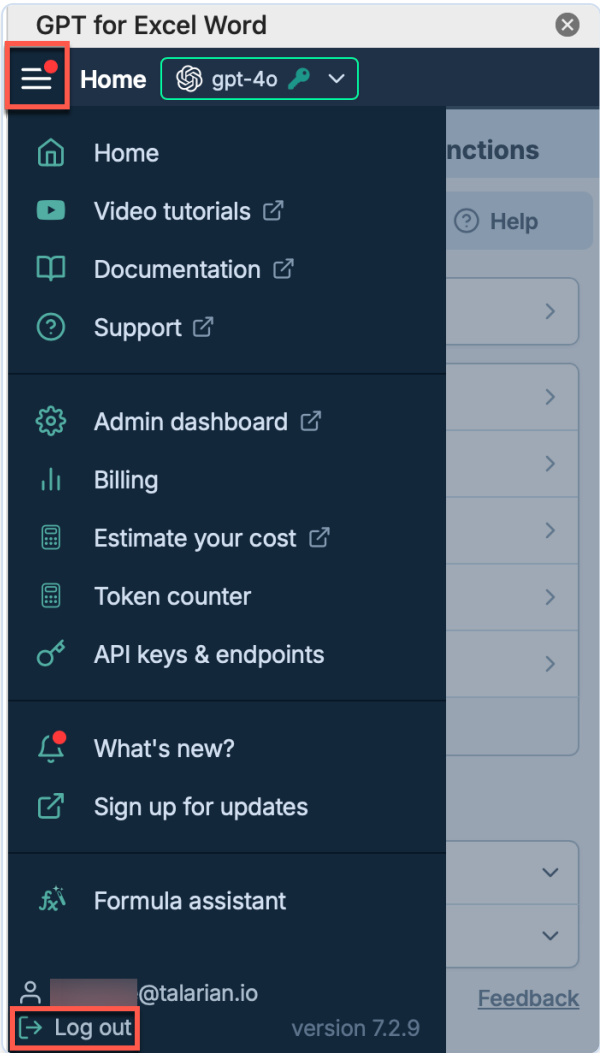
- 1 Open a Microsoft Excel workbook or Word document.
- 2 In the **Home** tab, click **GPT for Excel Word**.



INFO

You can also select **Home > Add-ins > My Add-ins > GPT for Excel Word**.

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



 NOTE

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

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

What's next

[Sign in with Google or Microsoft](#)

AI models

[Models](#) are the engines that power [GPT for Work](#). Which model is the right one depends on your specific needs in terms of response quality, speed, privacy, and cost. GPT for Work supports models from [Anthropic](#), [Azure](#), [DeepSeek](#), [Google](#), [Mistral](#), [OpenAI](#), [OpenRouter](#), [Perplexity](#), and [xAI](#). GPT for Work also supports open-source models through [Ollama](#) and [any OpenAI-compatible API endpoint](#).

 **NOTE**

As a space owner or admin (Microsoft accounts only), you can control which models are available to users in your space through the [Models section](#) of the dashboard.

The following table summarizes the different kinds of models available in GPT for Work from zero set up to more advanced options:

Use	Setup	When	Available for
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	Excel, Sheets, Word, Docs

Use	Setup	When	Available for
Models with an API key 	AI provider models: Set an API key for an AI provider.	- 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	Excel, Sheets, Word, Docs
	OpenRouter models: Set an API key for OpenRouter.	- You want to access models from different providers without managing multiple API keys. - You want to use models that are only available through OpenRouter.  Available models	Excel, Sheets, Word
	OpenAI Assistants: Create an OpenAI Assistant and set an OpenAI API key.	- You need to add custom capabilities to a model. - You want to upload your own files as knowledge for the AI.	Excel, Sheets
Models from cloud endpoints	Azure OpenAI models: Set up an Azure OpenAI endpoint.	- 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.  Available models	Excel, Word
	OpenAI-compatible models: Set up an OpenAI-compatible platform endpoint.	- 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.	Excel, Word

Use	Setup	When	Available for
Local models	OpenAI-compatible models: Set up an OpenAI-compatible server endpoint.	- You want to use models available on a local LLM server such as LM Studio. - 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.	Excel, Word
	Ollama models: Set up an Ollama endpoint.	- You want to use models available through 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.  Available models	Excel, Word

What's next

Get started with the option that works best for you:

- [Select a model.](#)
- [Set and manage your API keys.](#)
- [Use OpenRouter models.](#)
- [Use OpenAI Assistants.](#)
- [Use OpenAI-compatible models through API endpoints.](#)
- [Use Ollama models.](#)

Select a model

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

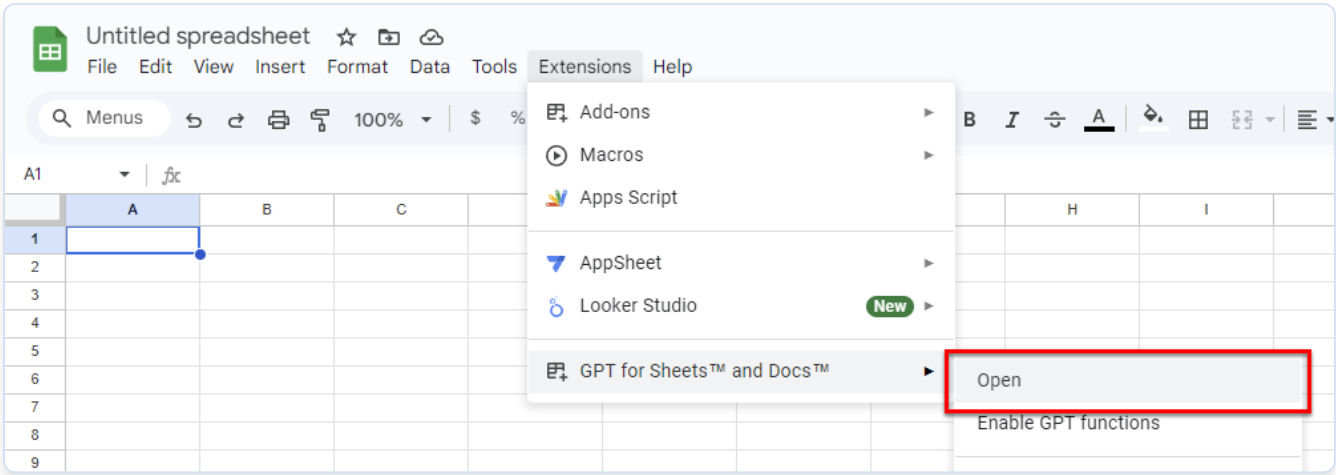
The available models depend on:

- **The GPT for Work add-on you're using.** For a list of supported models by add-on, see [AI providers & models](#).
- **The API keys you've set, if any.** Each add-on gives you access to a default set of models available without an API key. To access additional models, [set an API key for one or more AI providers](#).
- **Your space admin's model settings (Microsoft accounts only).** If you're using GPT for Work as part of a Microsoft team space, your space admin can control which models are available in the add-ins. [Learn more](#).

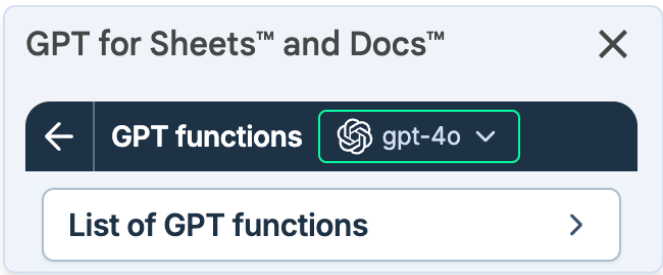
Select a model without an API key

G Sheets

- 1 Open a Google spreadsheet.
- 2 In the menu bar, select **Extensions > GPT for Sheets and Docs > Open**.



- 3 Expand the model switcher.



4 Select a model.

Models that are available without any setup are listed under **No API key needed**.

GPT for Sheets™ and Docs™

← GPT functions gpt-4o ^

Search models...

No API key needed

 gpt-4o  Recommended	\$\$\$ 
 gpt-4o-mini	\$ 
 gpt-5	\$\$\$\$ 
 gpt-5-mini	\$ 
 gpt-5-nano	\$ 
 gpt-5-chat	\$\$\$ 
 gpt-4.1	\$\$ 
 gpt-4.1-mini	\$ 
 gpt-4.1-nano	\$ 
 o1	\$\$\$\$ 
 o3	\$\$ 
 o4-mini	\$\$ 
 gpt-3.5-turbo	\$ 
 sonar (perplexity)	 \$\$ 
 sonar-reasoning (perplexity)	 \$\$ 
 gemini-2.5-flash	 \$ 

All models can make mistakes.
Consider checking important information.

GPT for Sheets uses the selected model to generate all responses.

 INFO

- When [cache](#) is enabled, existing GPT formulas will not automatically update to the new model when you re-execute them.

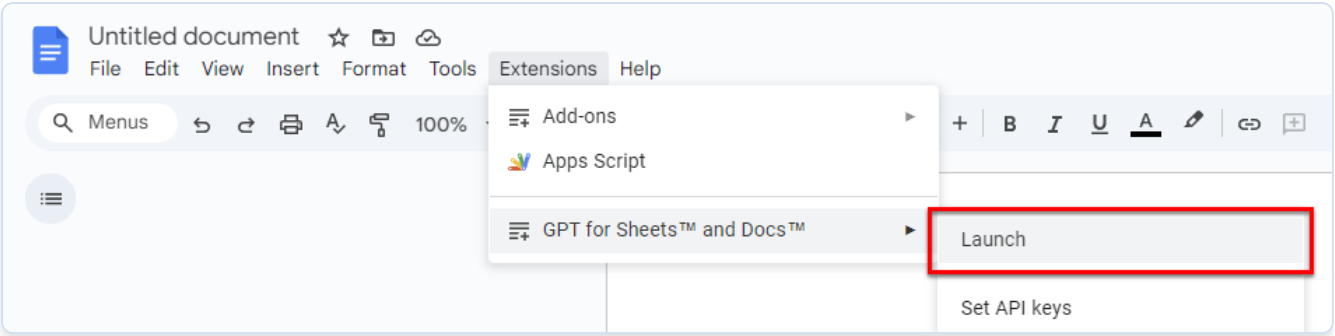
To re-execute an existing formula with the new model:

- [Set the model as a parameter in the formula.](#)
- Press Enter to re-execute the formula.

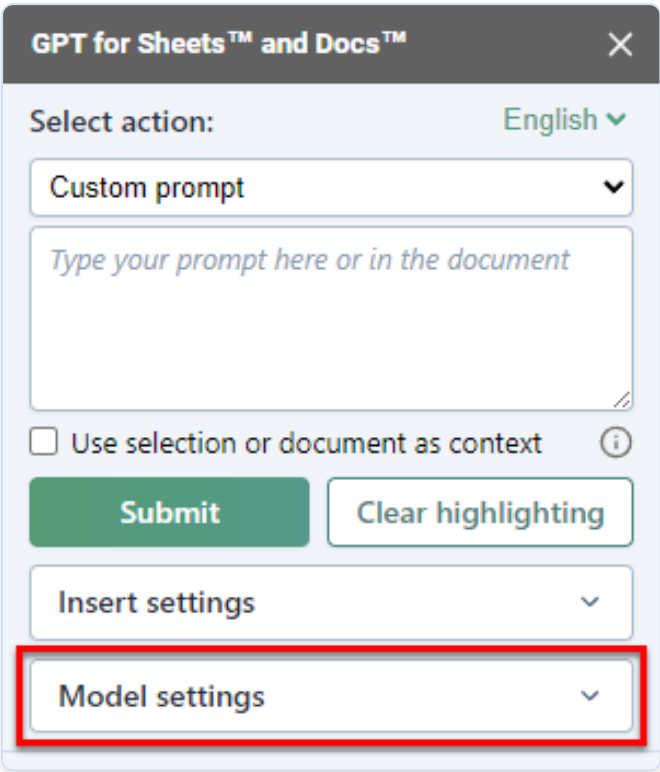
- The [GPT_MATCH](#) function uses `text-embedding-ada-002`, not the model you select.

G Docs

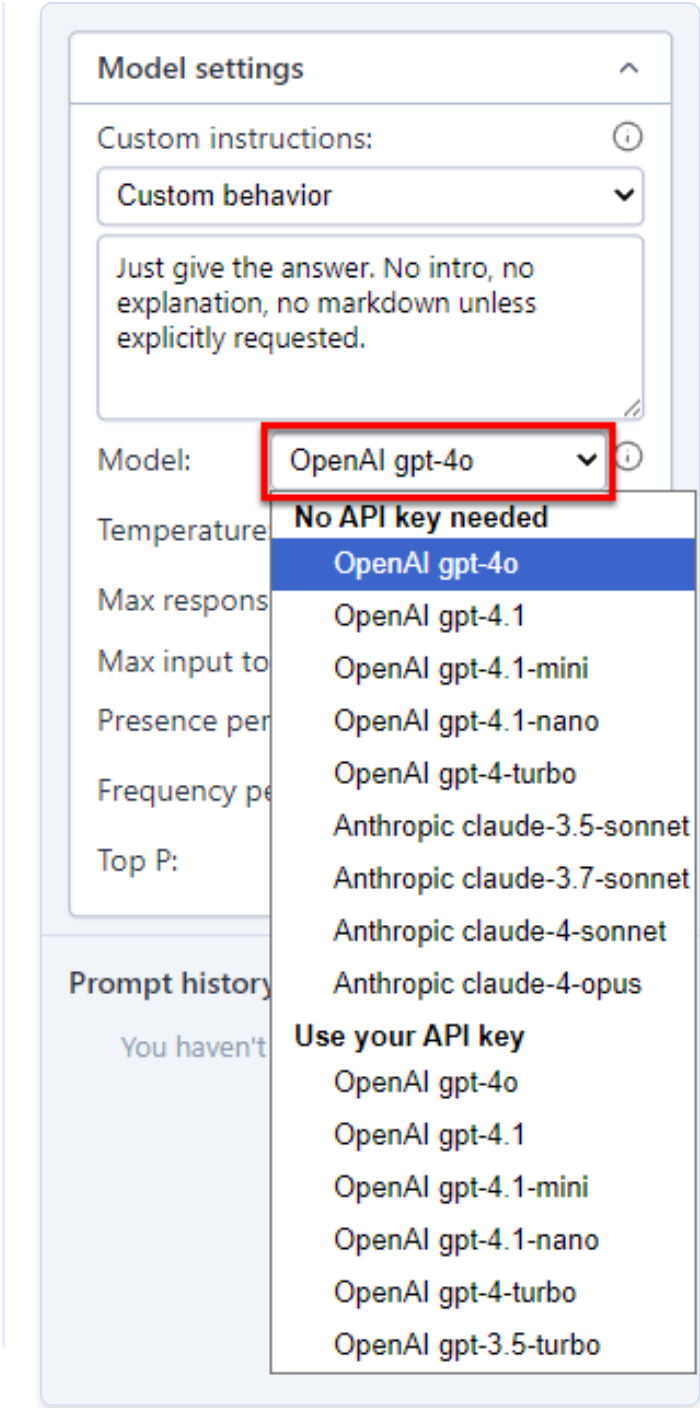
- 1 Open a Google document.
- 2 In the menu bar, select **Extensions > GPT for Sheets and Docs > Launch**.



- 3 Expand the model settings.



- 4 Select a model.
Models that are available without any setup are listed under **No API key needed**.



GPT for Docs uses the selected model to generate all responses.

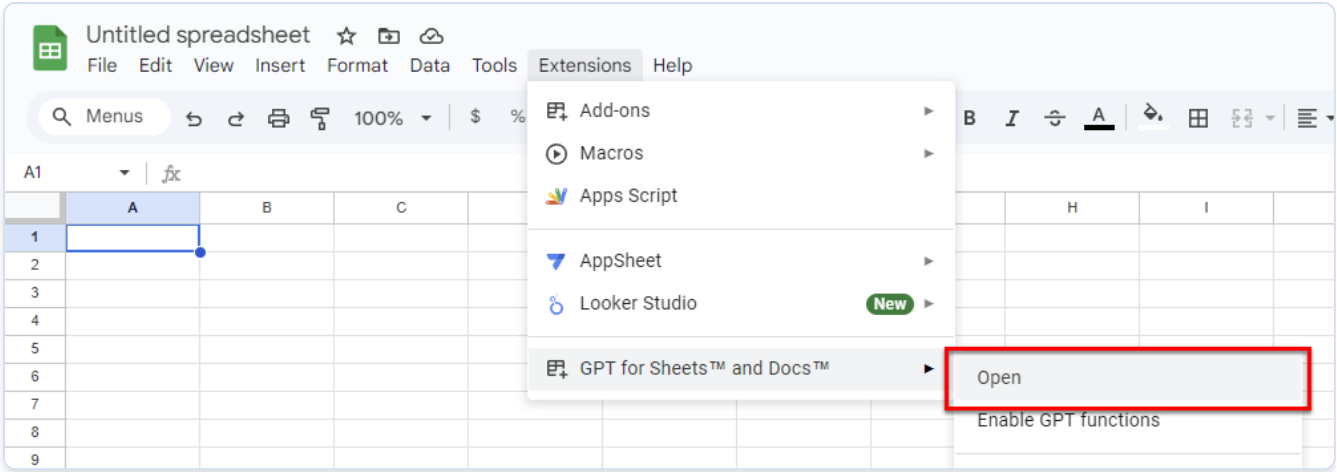
Select a model with an API key

▼ Prerequisites

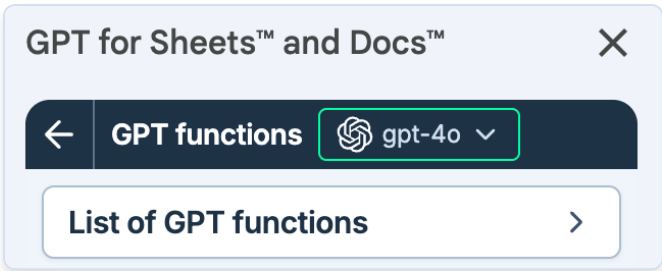
- You have [set an API key](#) for the AI provider whose model you want to use.
- In Excel and Word, if you want to use an Azure model or an OpenAI-compatible model from an API endpoint, you have set up the [correct endpoint](#).

G Sheets

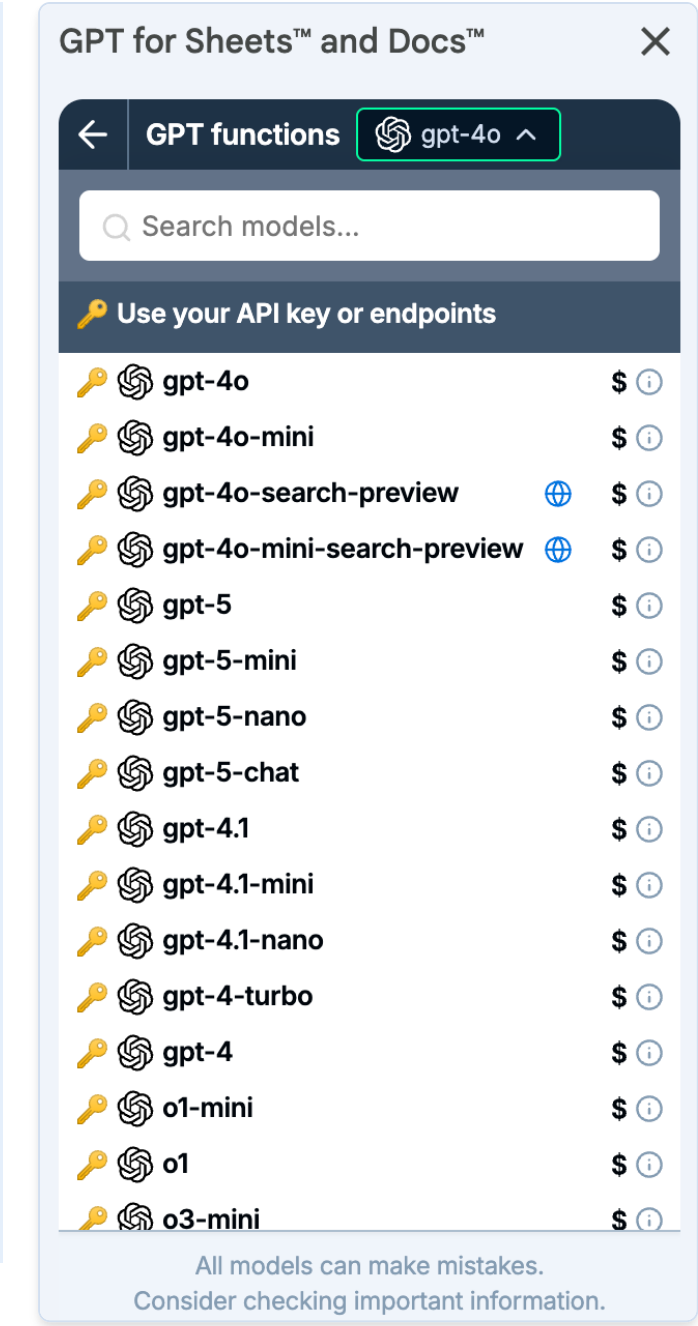
- 1 Open a Google spreadsheet.
- 2 In the menu bar, select **Extensions > GPT for Sheets and Docs > Open**.



- 3 Expand the model switcher.



- 4 Select a model with a key icon.
Models that are available with an API key are listed under **Use your API key or endpoints** and have a key icon in front of their name.



GPT for Sheets uses the selected model to generate all responses.

i
INFO

- When [cache](#) is enabled, existing GPT formulas will not automatically update to the new model when you re-execute them.

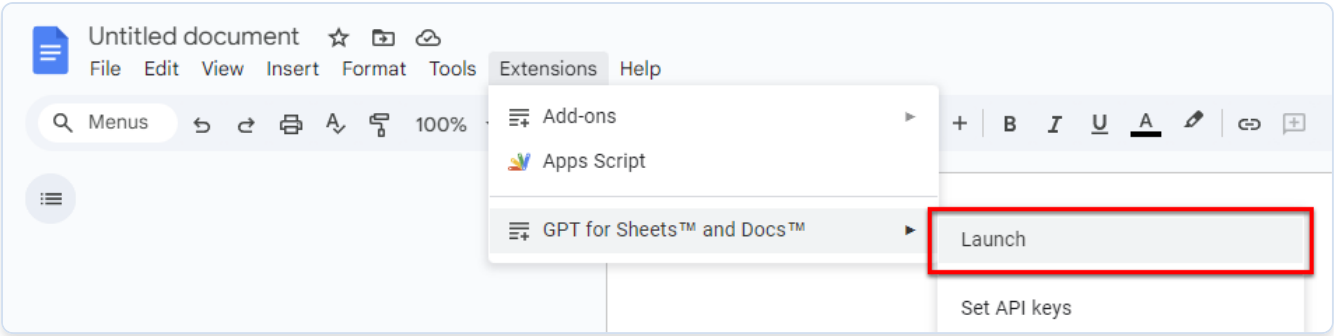
To re-execute an existing formula with the new model:

- [Set the model as a parameter in the formula.](#)
- Press Enter to re-execute the formula.

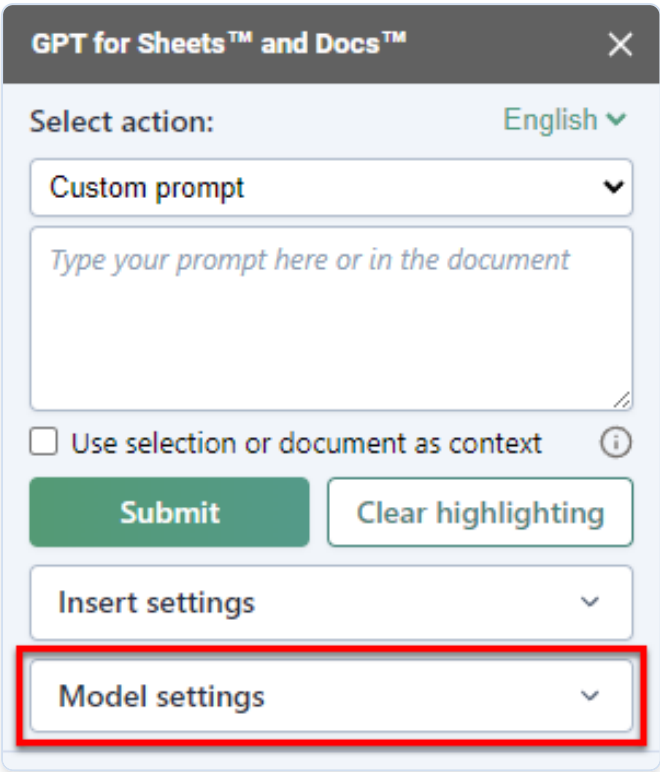
- The [GPT_MATCH](#) function uses `text-embedding-ada-002` , not the model you select.

G Docs

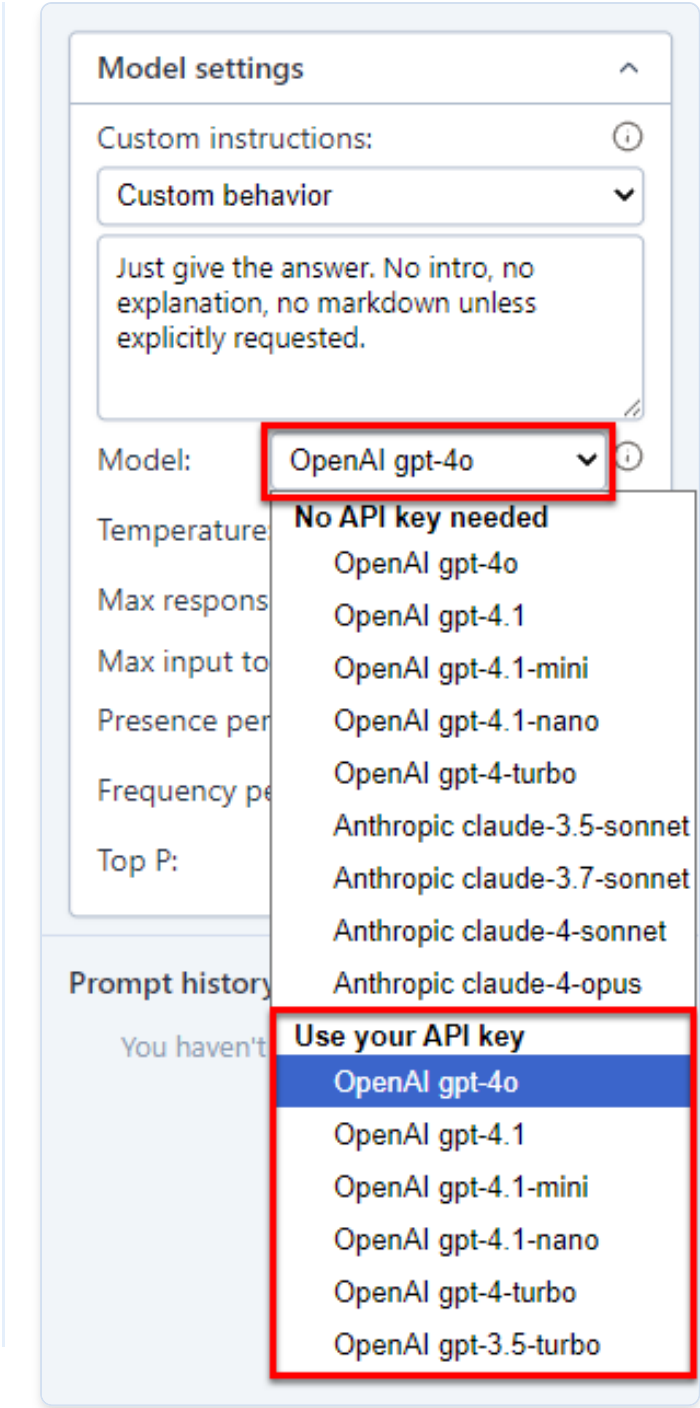
- 1 Open a Google document.
- 2 In the menu bar, select **Extensions > GPT for Sheets and Docs > Launch**.



- 3 Expand the model settings.



- 4 Select a model.
Models that are available with an API key are listed under **Use your API key**.



GPT for Docs uses the selected model to generate all responses.

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. For more information about which add-on supports which models, see [AI providers & models](#).

Model	Provider	Description
gpt-4o	OpenAI	Best overall balance of easy prompting, speed, quality, reliability, and cost. Recommended for most use cases.
gpt-4.1-mini	OpenAI	Fast, cost-effective model with strong reasoning and language capabilities. Follows instructions closely.
gpt-5-mini	OpenAI	Fast, cost-effective reasoning (with low or medium reasoning effort). Great for analysis tasks.
gpt-4.1	OpenAI	Exceptionally strong at image understanding. Learn more about vision models.
claude-4-sonnet	Anthropic	Great at content creation, summarization, and nuanced reasoning across a wide range of tasks. Recommended with GPT for Word.
gemini-2.5-flash	Google	Cost-effective model ideal for lightweight tasks and rapid responses. Supports reasoning, web search, and web scraping (enabled from the model settings).
sonar	Perplexity	Cost-effective search model optimized for simple queries. Grounded in recent web search data.
sonar-reasoning	Perplexity	Advanced search model designed for complex queries. Grounded in recent web search data with enhanced reasoning for more accurate answers.

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

Home gpt-4o

Search models...

No API key needed

gpt-4o

Recommended

\$\$\$ ⓘ

Provider

Uses web search

Quality

Follows instructions

Speed

Multi-lingual

Reasoning

Token cost

Input size limit

Training data

Version

OpenAI

No

★★★★★

★★★★★

★★★★★

★★★★★

★★★★★

\$20 / 1M tokens

128K tokens

Up to Oct 2023

2024-08-06

OpenAI cost included.

sonar-pro (perplexity)

\$\$\$ ⓘ

gemini-2.5-flash

\$\$\$ ⓘ

AI claude-3.5-sonnet

\$\$\$ ⓘ

What's next

Learn more about models:

- [List of supported models](#)
- [LiveBench \(a good model benchmark\)](#)

Put your selected model to use:

G Sheets

- Use [bulk AI tools](#) to run prompts on entire spreadsheet columns at once without writing any formulas.
- Use [GPT functions](#) to run prompts from inside spreadsheet cells.

G Docs

- [Author text with AI.](#)

65 / 341

Set and manage API keys

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

- **More models.** Access a [wider range of models from a bigger pool of AI providers](#) than what is available without API keys.
- **More control.** Monitor and manage your 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.

API key levels

API keys in GPT for Work can be set at two different levels:

- **For a specific user:** When you set API keys for your own use, they work only for you. Only *you* have access to models associated with the keys, and only *you* can set and manage the keys.
- **For all space users:** When you set API keys for your [space](#), they work for all users in the space. Space users automatically have access to models associated with the keys, but only the space owner and admins can set and manage the keys. Billing for a space key reflects its usage by all space users. [Learn more](#).

If keys are set at both levels for the same AI provider, the specific user key overrides the space 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, fine-tuned models, and OpenAI Assistants
- [Anthropic Console](#) for Claude models
- [DeepSeek Platform](#) for DeepSeek models
- [Google AI Studio](#) for Gemini models
- [Mistral AI](#) for Mistral models
- [OpenRouter](#) for access to various models from different AI providers using a single API key
- [Perplexity](#) for Perplexity models
- [xAI Cloud Console](#) for xAI models

Set your own API keys

NOTE

You can set your own API keys only if your space [allows it](#).

TIP

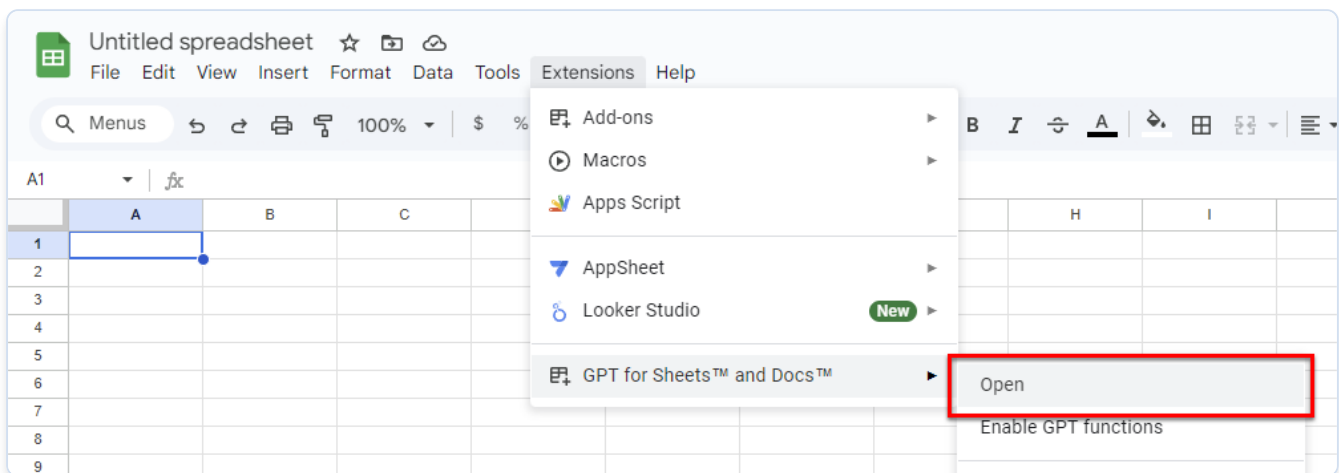
If you want to share an API key with your space users, [set it at space level](#).

G Sheets

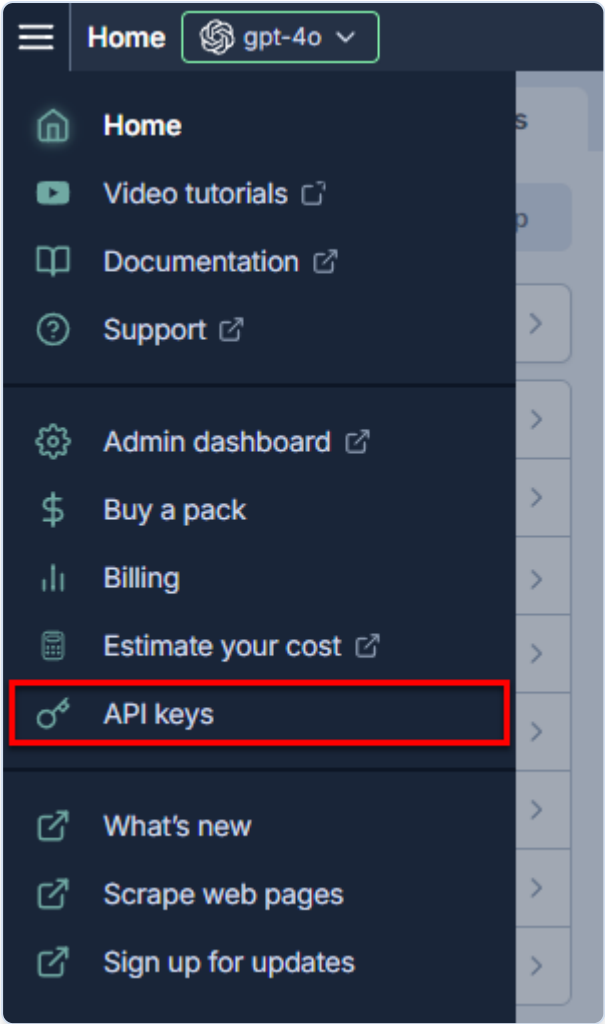
NOTE

You must be the Creator, Editor, or Owner of the spreadsheet to set the API key.

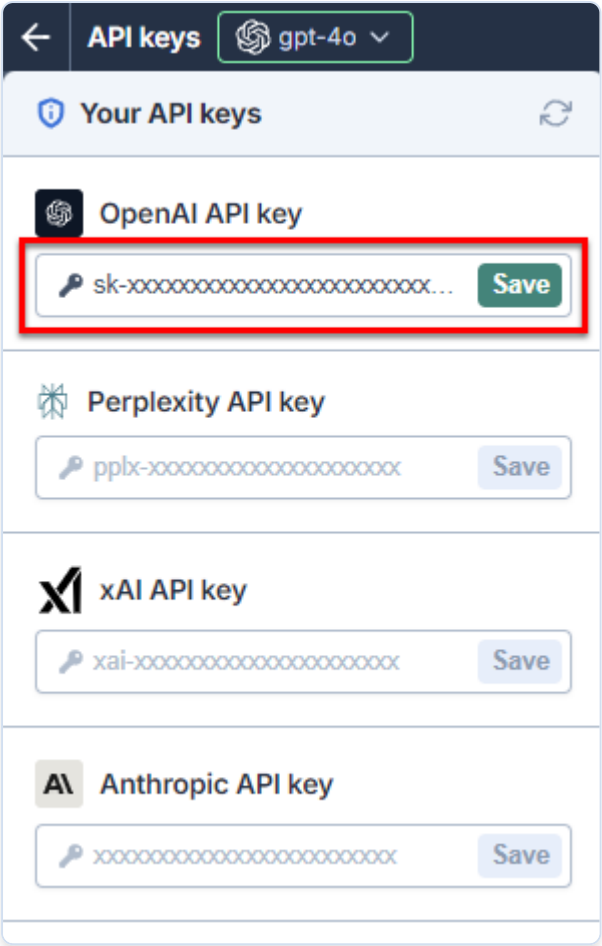
- 1 Open a Google spreadsheet.
- 2 In the menu bar, select **Extensions > GPT for Sheets and Docs > Open**.



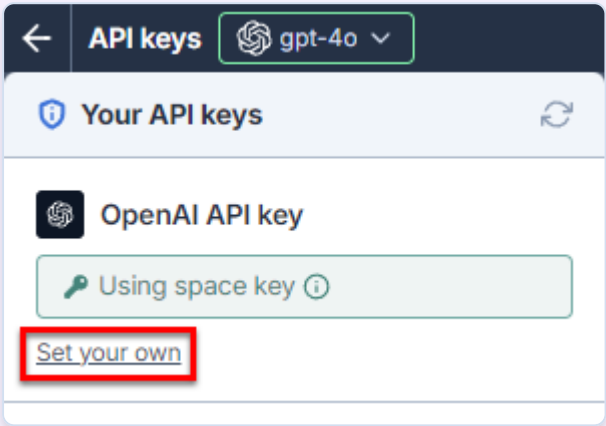
3 In the sidebar menu, select **API keys**.



4 Enter your API key in the appropriate field and click **Save**.



NOTE
If the AI provider already has a space API key set, you can override the key with your own API key by clicking **Set your own** and entering and saving your key.



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

NOTE

- 1 Open a Google document.
- 2 In the menu bar, select **Extensions > GPT for Sheets and Docs > Set API keys.**



NOTE

[illegible]

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

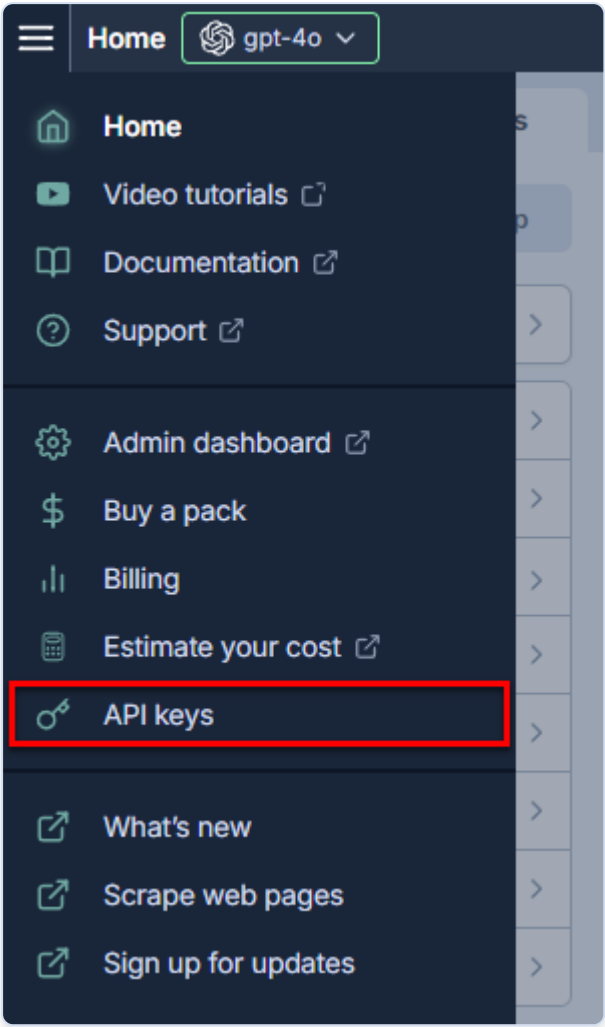
Manage API keys

Check which level of API key you're using

You can check whether you're using your own API key or a space API key for a specific AI provider.

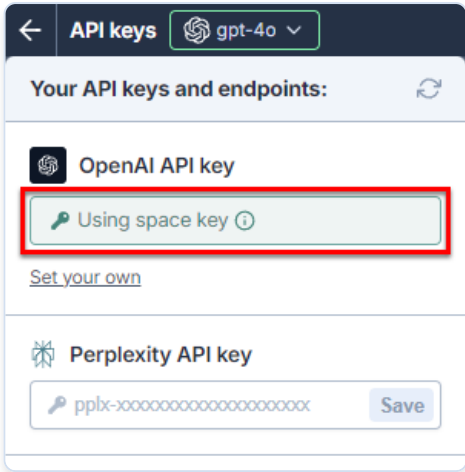
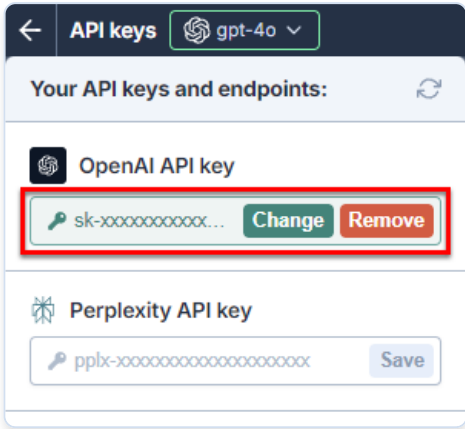
G Sheets

- 1 In the sidebar menu, select **API keys**.



2

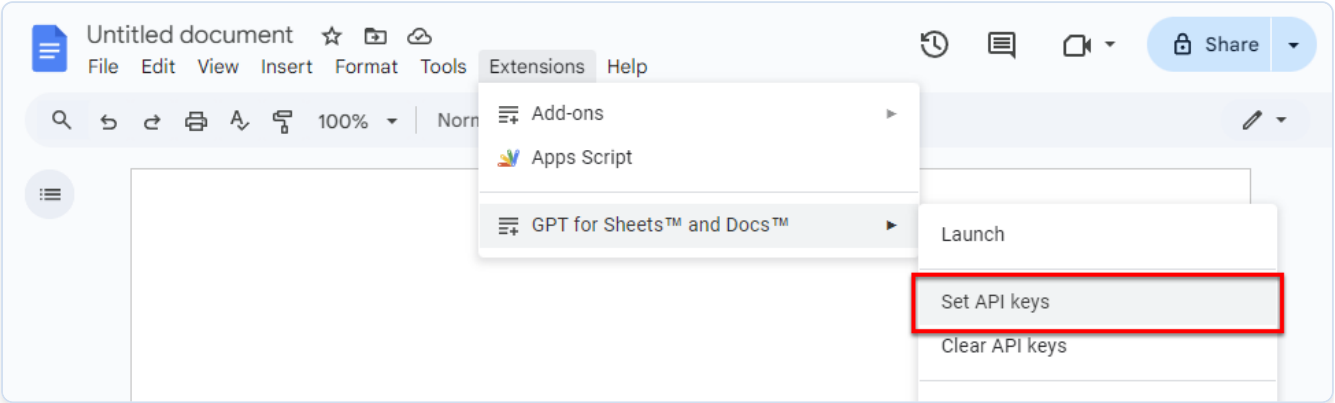
Check the text in the AI provider's API key field:

Field text	What it means	Example
Using space key	You're using the space API key for the AI provider.	
xxxxxx...	You're using your own API key for the AI provider.	

G Docs

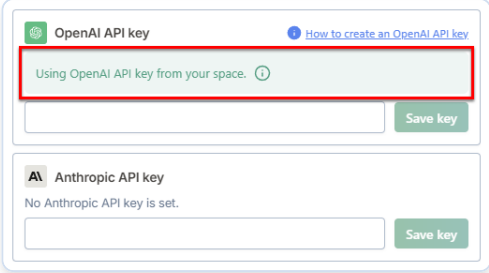
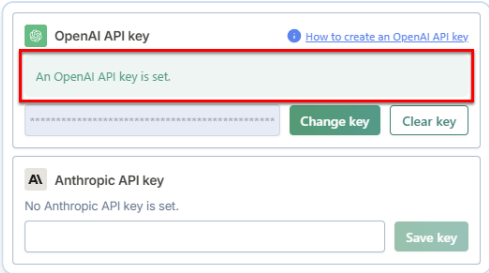
1

Select **Extensions** > **GPT for Sheets and Docs** > **Set API keys**.



2

Check the note above the AI provider's API key field.

Note	What it means	Example
Using <AI provider> API key from your space.	You're using the space API key for the AI provider.	
An <AI provider> API key is set.	You're using your own API key for the AI provider.	

Switch to a space API key

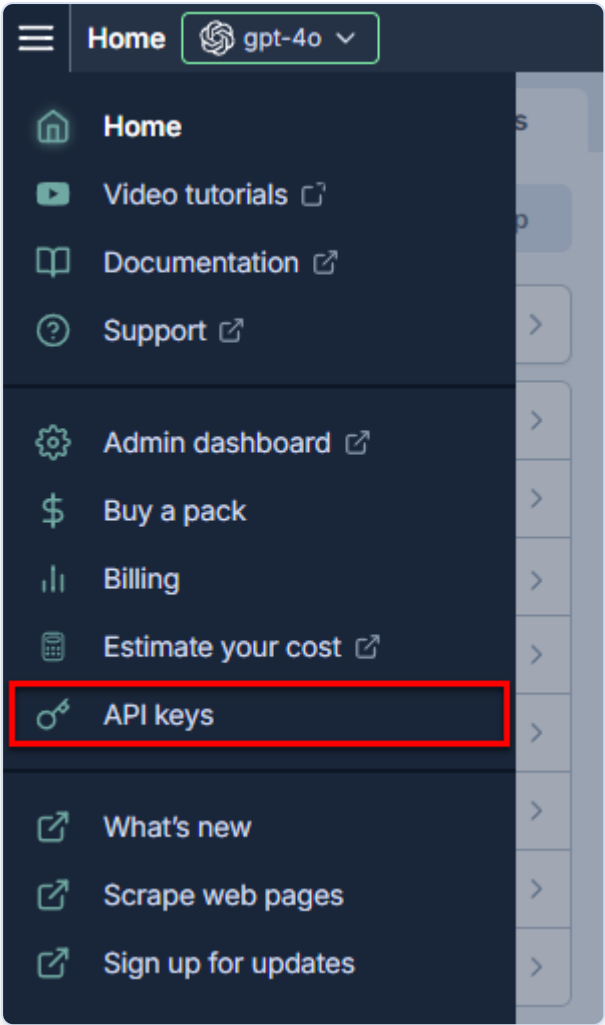
▼ Prerequisites

The space owner has [set the space API key](#).

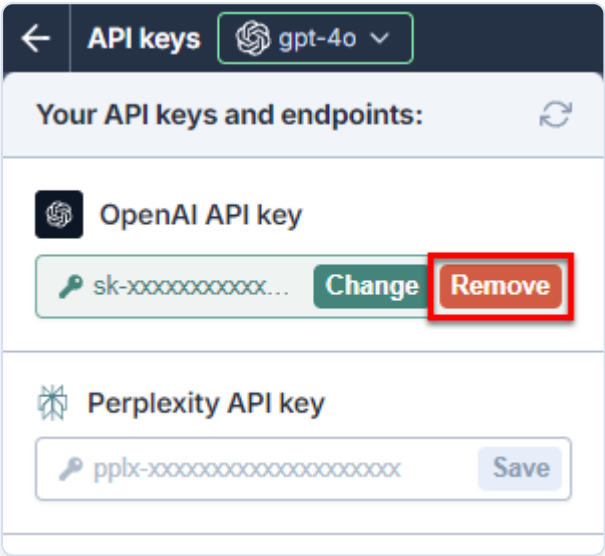
If you're currently using your own API key for an AI provider but want to switch to using the space API key for the same provider, delete the your own key from GPT for Work.

G Sheets

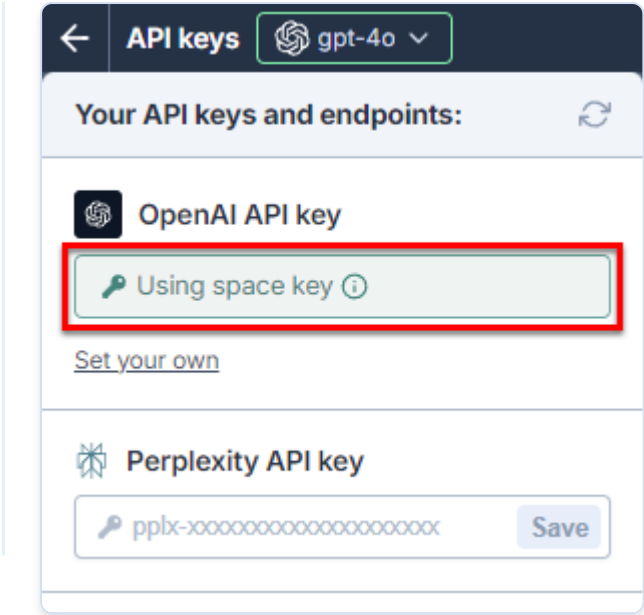
1 In the sidebar menu, select **API keys**.



2 Click **Remove** for the API key you want to delete.



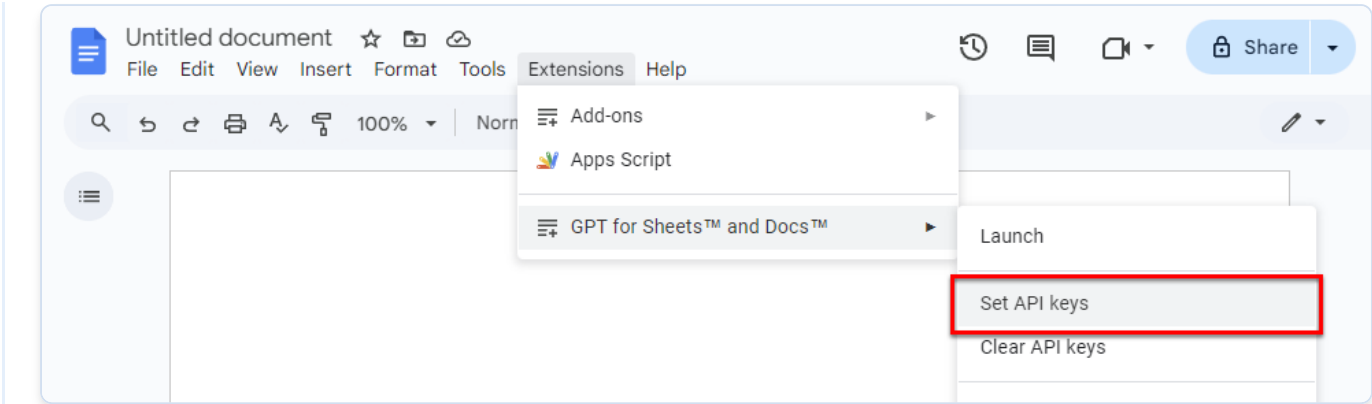
3 Click **Remove API key** to verify.
The API key defaults to the space API key.



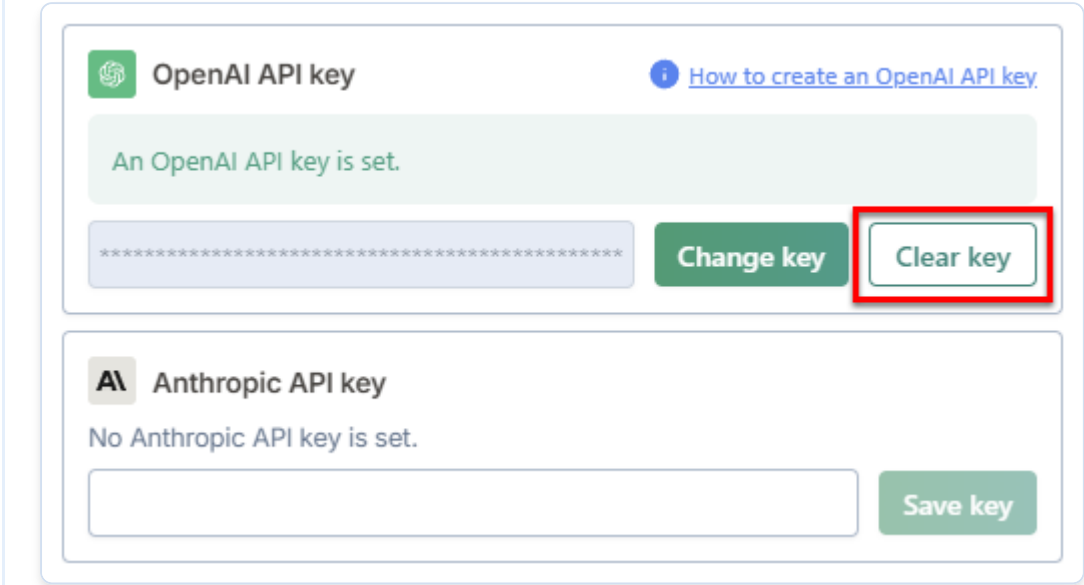
You're now using the space API key for the AI provider.

G Docs

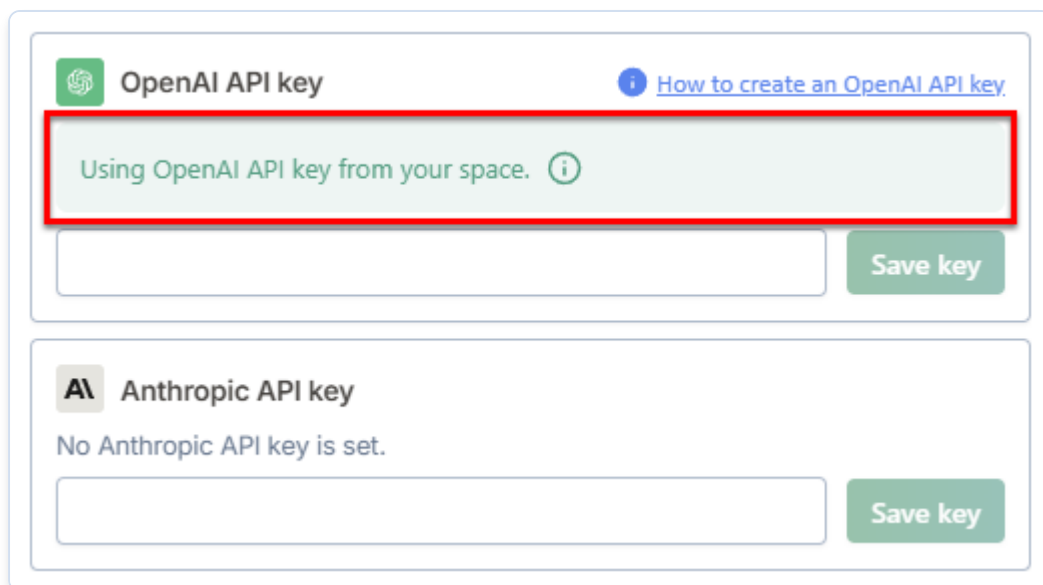
- 1 Select **Extensions > GPT for Sheets and Docs > Set API keys.**



- 2 Click **Clear key** for the API key you want to delete.



The API key defaults to the space API key.



The screenshot shows a settings panel with two sections. The top section is titled 'OpenAI API key' and features a green status bar with the text 'Using OpenAI API key from your space.' and an information icon. Below this is an empty text input field and a green 'Save key' button. A red rectangle highlights the status bar. The bottom section is titled 'Anthropic API key' and shows the text 'No Anthropic API key is set.' with an empty text input field and a green 'Save key' button.

You're now using the space API key for the AI provider.

Switch to your own API key

If you're currently using the space API key for an AI provider but want to switch to using your own API key for the same provider, simply [set the your own key in GPT for Work](#). A user key always overrides a space key.

Troubleshoot OpenAI API keys

You can use our API key checker to verify that your OpenAI API key is working.

- 1 Open the [OpenAI API key checker](#) and click **Use template**.

Google Sheets creates a copy of the spreadsheet in your Google drive and opens the spreadsheet for editing.

- 2 Enter your OpenAI API key in cell **B12**.

The results show the status of your OpenAI API key and the [models](#) and [Assistants](#) available through the key.

	A	B	C
11	API KEY CHECKER		
12	API KEY	sk-proj-nyRnc1vNsi5FW3xsyzYxrQtFOPrg9yGtBg	
13	ORG (optional)	org-xxx	
14	RESULT	Status:	VALID
15		HTTP code:	200
16		OpenAI response:	{
17	Models	Assistants	"id": "chatcmpl-AKlh0cueRvb97vt6Yb0XLMGJtfv7n".
18	gpt-4-turbo	Talarian Security Oracle	
19	gpt-4-turbo-2024-04-09	YAMM Oracle	
20	tts-1		
21	tts-1-1106		
22	chatgpt-4o-latest		
23	dall-e-2		
24	whisper-1		
25	gpt-4-turbo-preview		
26	gpt-4o-audio-preview		
27	gpt-4o-2024-08-06		

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

Permission	Description
Models	List available models.
Model capabilities	Use model capabilities, such as chat completion.
Assistants	Connect OpenAI Assistants to Google Sheets or Microsoft Excel.
Fine-tuning	Connect OpenAI fine-tuned models to Google Sheets or Microsoft Excel.
Files	Use OpenAI Assistants with file search .

What's next

- [Check which models you can use with an API key.](#)
- [Select a model with an API key.](#)
- Need to use your own LLM service endpoint for models?
 - [Connect to an OpenAI-compatible endpoint.](#)
 - [Connect to an Ollama server.](#)

Connect to OpenRouter from Excel, Sheets, and Word

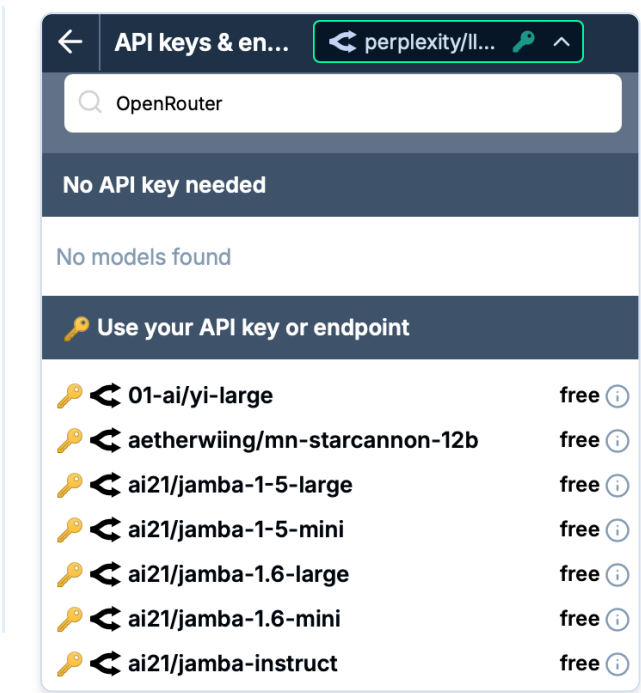
Connecting GPT for Excel, GPT for Sheets, or GPT for Word to [OpenRouter](#) allows you to access a wide range of AI models without having to manage multiple API keys from different providers.

Create your OpenRouter API key

- 1 Sign in to your [OpenRouter](#) account.
- 2 Open the [API Keys](#) page.
- 3 Click **Create Key**.
- 4 Enter a key name and click **Create**.
- 5 Copy and save the key.

Use an OpenRouter model in GPT for Work

- 1 [Set your OpenRouter API key in GPT for Excel, GPT for Sheets, or GPT for Word.](#)
- 2 Select the OpenRouter model in the model switcher.



The GPT for Work add-on now uses OpenRouter for executing bulk tools and GPT functions. You can access a wide range of AI models from different providers through your OpenRouter account.

 TIP

Visit the [OpenRouter playground](#) to test different models and compare their capabilities before using them in your spreadsheets.

Connect to OpenAI Assistants from Excel and Sheets

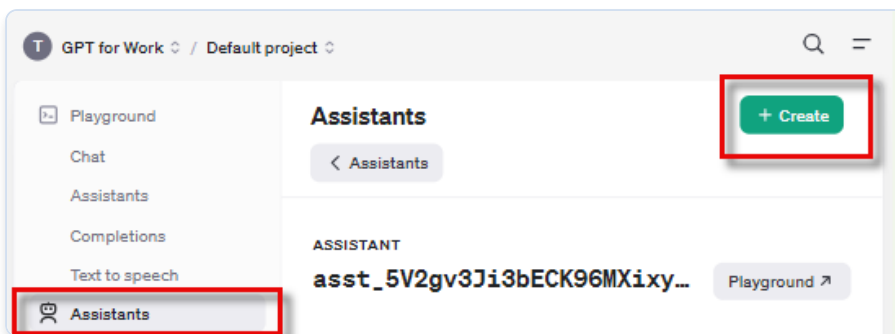
[OpenAI Assistants](#) provide a powerful way to customize OpenAI models for specific tasks.

This guide shows how to create an Assistant if you don't have one yet, and how to use it in GPT for Excel or GPT for Sheets.

Create an OpenAI Assistant

The following steps show how to create an Assistant from scratch. If you already have an Assistant, you can skip to [Use an Assistant in GPT for Work](#).

- 1 Go to the [OpenAI platform](#) and click **Create**.



- 2 Configure your Assistant:

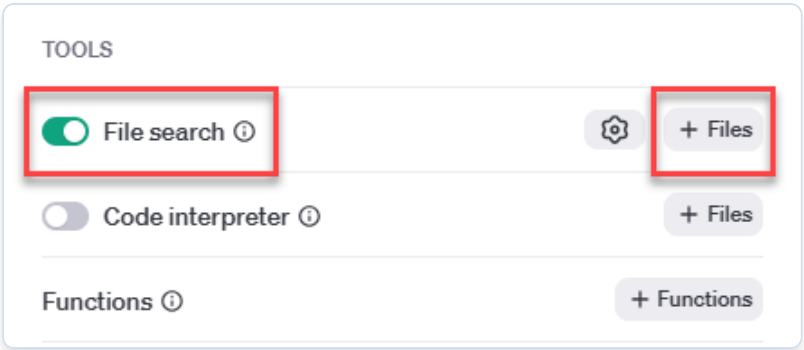
- **Name:** Give your Assistant a name that describes its purpose.
- **Instructions:** Provide detailed instructions for the Assistant's behavior and capabilities.
- **Model:** Choose an appropriate model, typically `gpt-4o`. [Learn more.](#)

A screenshot of the OpenAI Assistant configuration form. The form has three main sections: 'Name', 'Instructions', and 'Model'. The 'Name' section has a text input field containing 'Product Description Writer' and a generated ID 'asst_9w1MBvxrHj9WmgerHHL3JB1a'. The 'Instructions' section has a text area containing 'Write product descriptions based on internal marketing briefs and customer reviews, which are provided in your knowledge. Find information about each product using its ID.' The 'Model' section has a dropdown menu set to 'gpt-4o'.

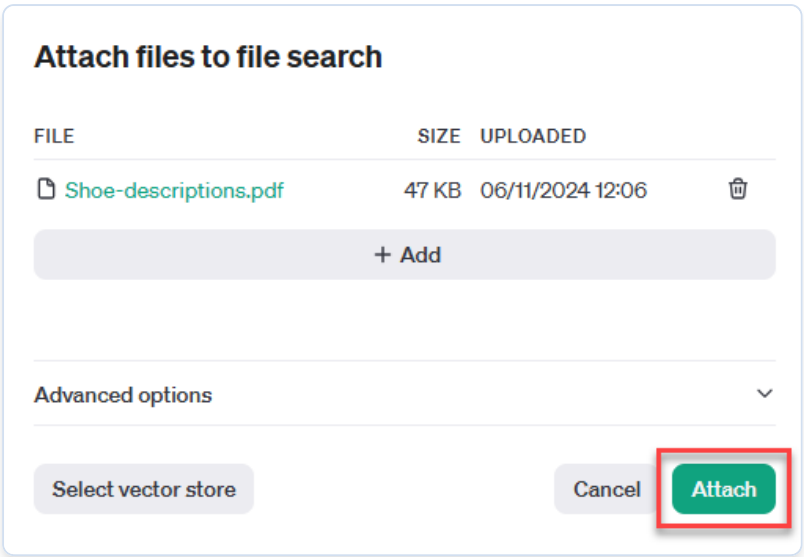
- 3 If you want your Assistant to use specific files for reference, use the **File search** feature to

attach them:

- 1 Enable **File search** and click **Files**.



- 2 In the file attachment screen, select the files and click **Attach**.



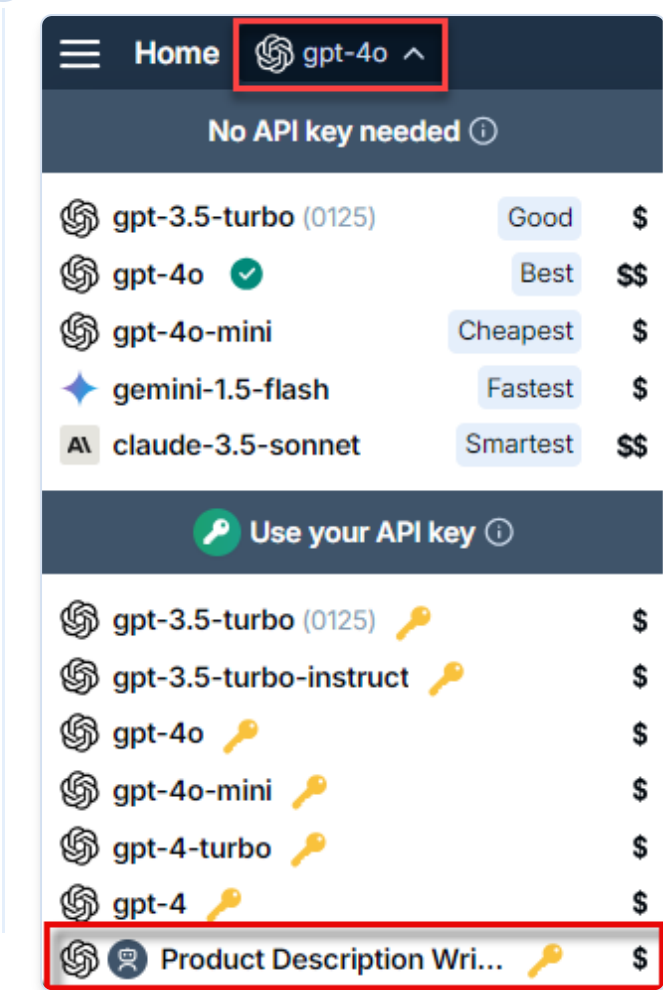
You have created an Assistant. You can now use the Assistant in GPT for Work.

Use an OpenAI Assistant in GPT for Work

After you've created your Assistant, you can use it in GPT for Work.

- 1 [Set your OpenAI API key in GPT for Excel or GPT for Sheets.](#)

2 Select the Assistant in the model switcher.



The GPT for Work add-on now uses your Assistant for executing bulk tools and GPT functions. The **Instructions** as well as **Temperature** and **Top P** settings defined during the Assistant creation are taken into account in GPT for Work.

What's next

[Train GPT for Work on your files.](#)

Connect to custom GPTs from Sheets and Excel

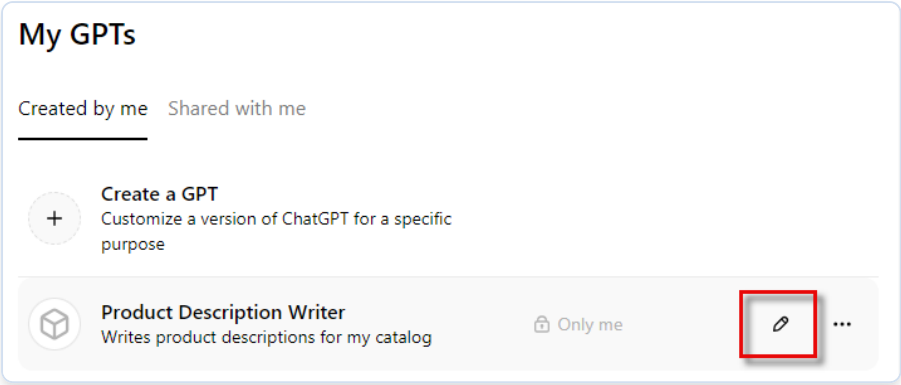
While [custom GPTs](#) are only available inside ChatGPT, you can easily replicate a custom GPT as an [OpenAI Assistant](#), which you can then use outside ChatGPT. The only difference between custom GPTs and Assistants is that Assistants cannot search the web.

This guide shows you how to create an Assistant that replicates your custom GPT, and use it in GPT for Excel or GPT for Sheets.

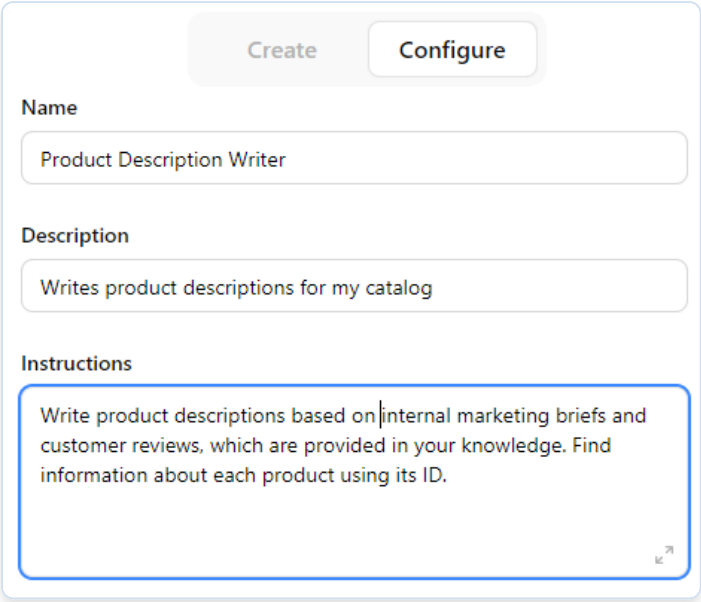
Create an Assistant based on a custom GPT

To use a custom GPT configuration in GPT for Work, you need to recreate it as an Assistant.

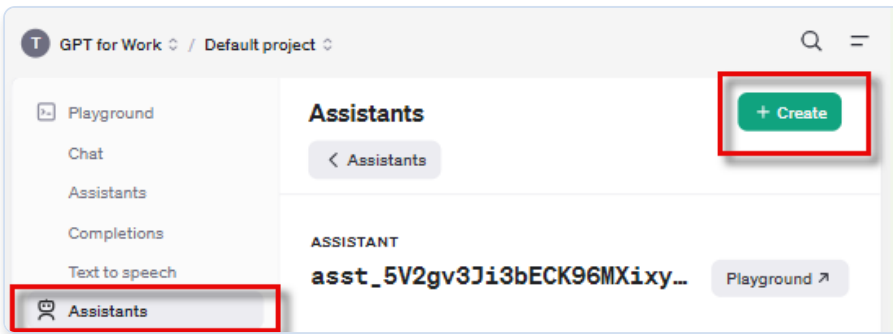
- 1 Edit your custom GPT in [ChatGPT](#).



- 2 Copy the instructions from your custom GPT.



- 3 Go to the [OpenAI platform](#) and create a new Assistant.



- 4 Configure the Assistant:

- **Name:** Enter your custom GPT name.
- **Instructions:** Enter your custom GPT instructions.
- **Model:** Select `gpt-4o`, which is the model used by all custom GPTs.

- 5 If your custom GPT uses knowledge files, upload the same files for the Assistant:

- 1 Enable **File search** and click **Files**.

2 In the file attachment screen, select the files and click **Attach**.

Attach files to file search

FILE	SIZE	UPLOADED	
 Shoe-descriptions.pdf	47 KB	06/11/2024 12:06	

+ Add

Advanced options

Select vector store

Cancel

Attach

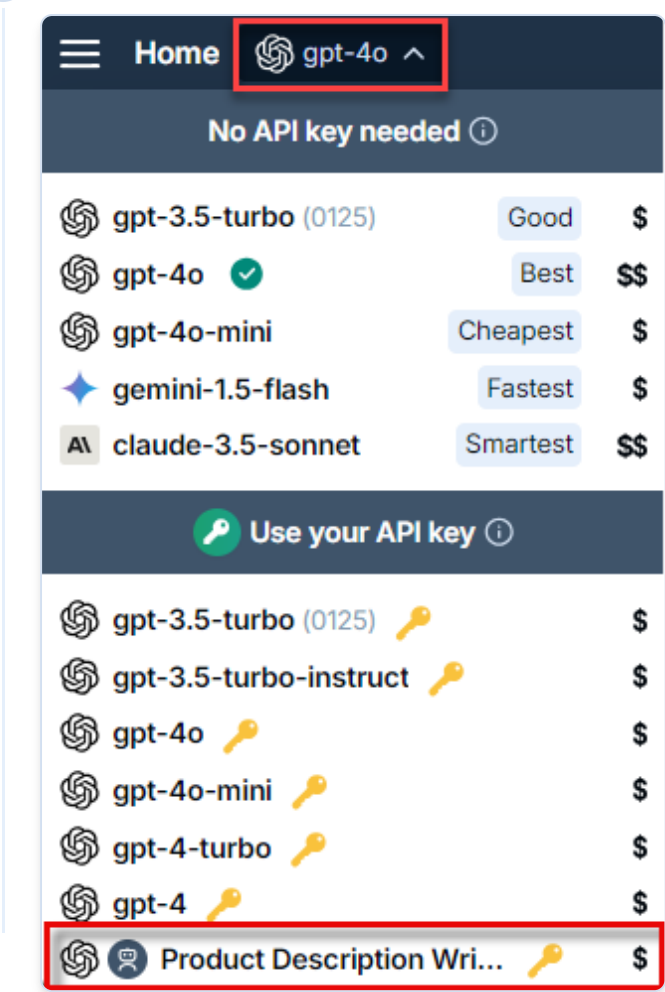
You have created an Assistant that replicates your custom GPT configuration. You can now use the Assistant in GPT for Work.

Use an Assistant in GPT for Work

After you've created your Assistant, you can use it in GPT for Work.

1 [Set your OpenAI API key in GPT for Excel or GPT for Sheets.](#)

- 2 Select the Assistant in the model switcher.



The GPT for Work extension now uses your Assistant for executing bulk tools and GPT functions, with the same instructions and knowledge as your original custom GPT.

What's next

[Train GPT for Work on your files.](#)

Set up LM Studio on macOS

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

This guide assumes that you use GPT for Work 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)

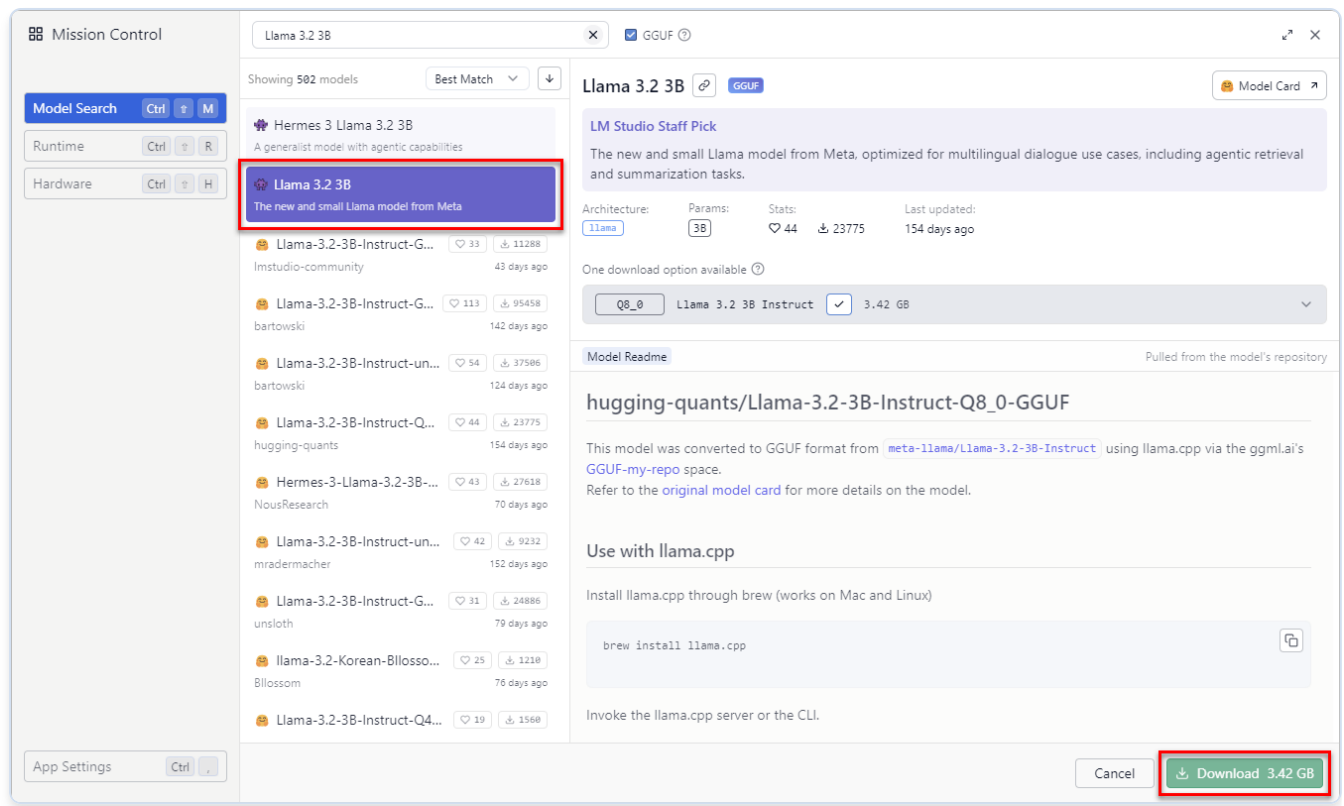
To set up LM Studio on macOS:

- 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 onboarding**.
- 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](#).

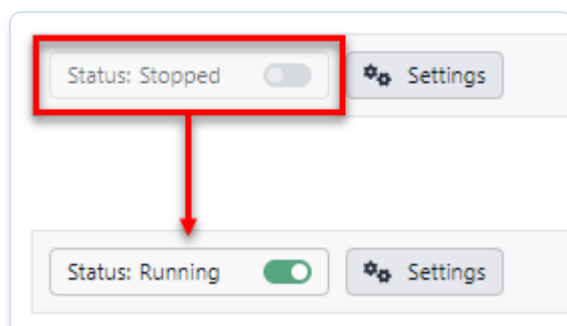


After the download completes, the model is available for prompting in LM Studio.

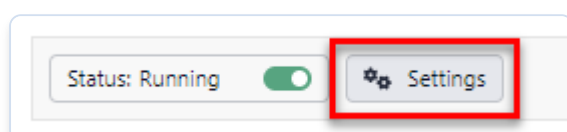
You have installed LM Studio and downloaded your first model. For more information about working with models, see the [LM Studio documentation](#).

Start and configure the LM Studio server

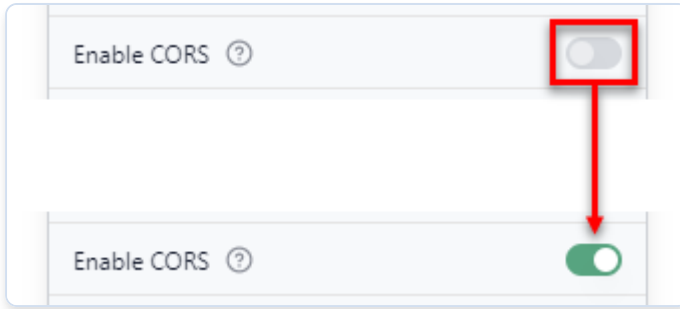
- 1 In LM Studio, in the sidebar, select **Developer**.
- 2 Click the **Status** toggle to change the status from **Stopped** to **Running**. You have started the LM Studio server.



- 3 Click **Settings**.



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

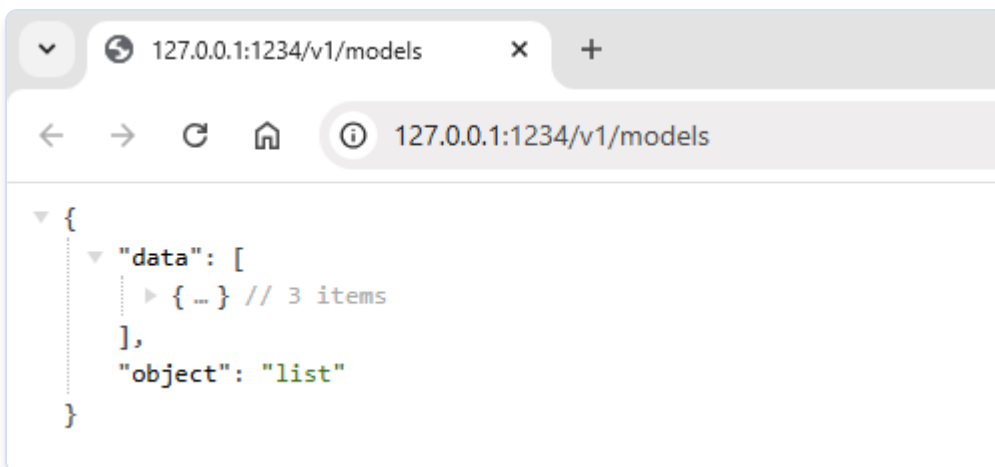


NOTE

By default, the LM Studio server only accepts [same-origin requests](#). Since GPT for Work 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 Work 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 Work on the same machine. You can now set `http://127.0.0.1:1234` as the [endpoint URL in GPT for Work](#) provided the add-in is not running on Safari or on Microsoft Excel or Word.

If you use GPT for Work on Safari, or on Microsoft Excel or Word, [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 Work runs on HTTPS. By default, therefore, any request from GPT for Work 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 Work from:

- Excel Online or Word Online on Safari
- Excel for Mac (uses 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\n[extensions]\nsubjectAltName=dn,ip.127.0.0.1\n")
```

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 Work 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 Work on the same machine. You can now set `https://127.0.0.1:1235` as the [endpoint URL in GPT for Work](#), including when the add-in is running on Safari or on Microsoft Excel or Word.

Set up LM Studio on Windows

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

This guide assumes that you use GPT for Work 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](#)

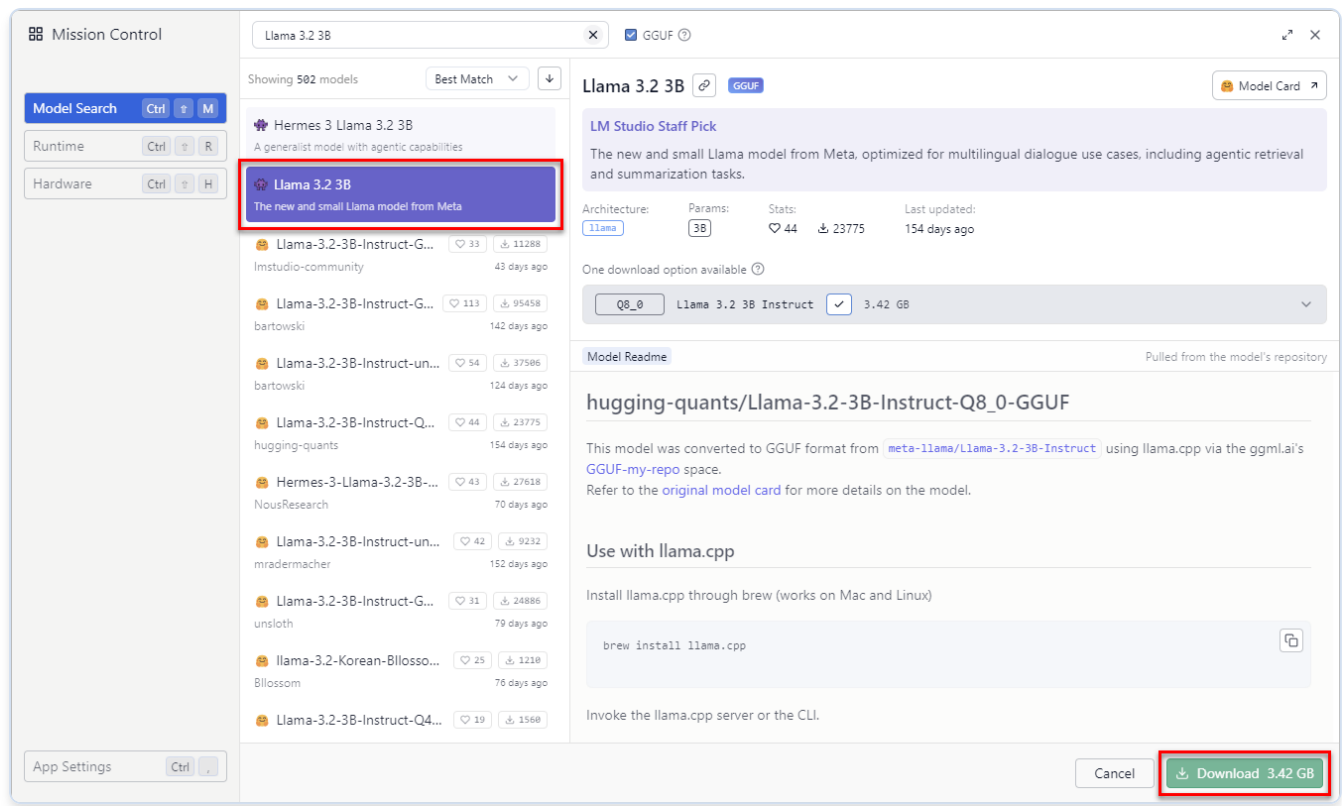
To set up LM Studio on Windows:

- 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 onboarding**.
- 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](#).

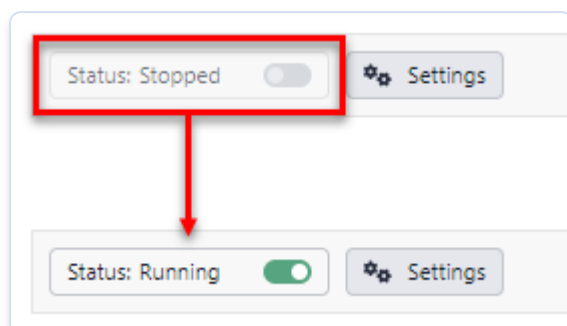


After the download completes, the model is available for prompting in LM Studio.

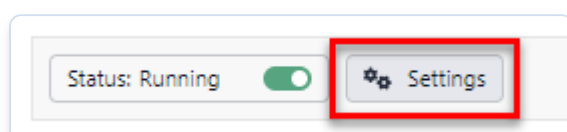
You have installed LM Studio and downloaded your first model. For more information about working with models, see the [LM Studio documentation](#).

Start and configure the LM Studio server

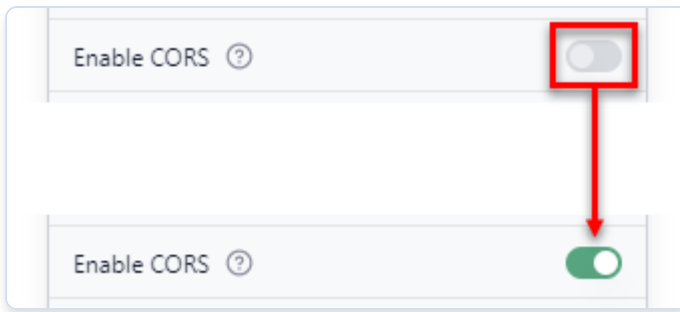
- 1 In LM Studio, in the sidebar, select **Developer**.
- 2 Click the **Status** toggle to change the status from **Stopped** to **Running**. You have started the LM Studio server.



- 3 Click **Settings**.



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

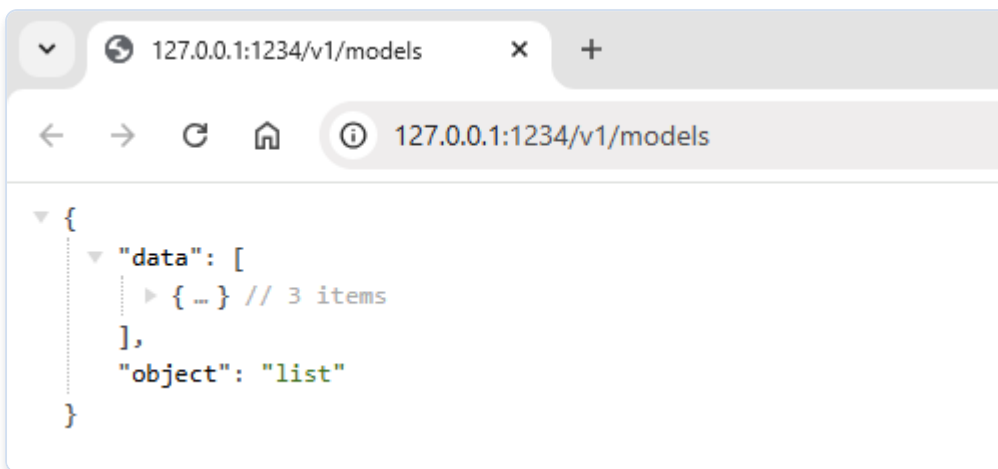


NOTE

By default, the LM Studio server only accepts [same-origin requests](#). Since GPT for Work 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 Work 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 Work on the same machine. You can now set `http://127.0.0.1:1234` as the [endpoint URL in GPT for Work](#).

Set up Ollama on macOS

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

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

▼ Prerequisites

- Local machine with enough processing power and memory to run LLMs (see the [Ollama documentation](#) for recommendations)
- macOS 11 Big Sur or newer
- Mac user account with administrator (sudo) privileges
- Installed software:
 - [curl](#) (ships with macOS)
 - [Homebrew](#)
 - [OpenSSL](#) (ships with macOS)

To set up the 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 the 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.

Install a model

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

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

For example, to install the [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 Work 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:

- Allow any origin to make requests to the server:

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

- Allow only GPT for Work 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 Work 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 Work on the same machine. You can now set `http://localhost:11434` as the [Ollama server URL in GPT for Work](#) provided the add-in is not running on Safari or on Microsoft Excel or Word.

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

Enable HTTPS for the Ollama server

The Ollama server uses HTTP to serve models, while GPT for Work runs on HTTPS. By default, therefore, any request from GPT for Work 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 Work from:

- Excel Online or Word Online on Safari
- Excel for Mac (uses 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\n[extensions]\nsubjectAltName=")
```

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 Work 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 Work on the same machine. You can now set `https://localhost:11435` as the [Ollama server URL in GPT for Work](#), including when the add-in is running on Safari or on Microsoft Excel or Word.

Set up Ollama on Windows

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

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

▼ Prerequisites

- Local machine with enough processing power and memory to run LLMs (see the [Ollama documentation](#) for recommendations)
- Windows 10 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 the Ollama server on Windows:

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

Install the 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

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

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

For example, to install the [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 Work 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 Work to make requests to the server:

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

NOTE

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 Start the server from the Windows Start menu.
- 3 Verify that the [/api/tags](#) endpoint of the server works:

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

GPT for Work 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 Work on the same machine. You can now set `http://localhost:11434` as the [Ollama server URL in GPT for Work](#).

Train GPT for Work on your files

 **INFO**

Currently, only GPT for Excel and GPT for Sheets support this method.

[OpenAI Assistants](#) can be used as [models](#) in GPT for Work to tailor your results based on specific instructions and data.

This guide shows how to generate product descriptions using customer reviews and marketing briefs uploaded to an Assistant.

Create and set up an Assistant

To create and set up an Assistant to use your files as context for generating responses:

- 1
- On the [OpenAI platform](#), click **Create** to create an Assistant.

+ Create

ASSISTANT

asst_0y9HZLt11F1wH6R58H...

Playground ↗

Name

Product Description Writer

asst_0y9HZLt11F1wH6R58HMtxyuC

Instructions

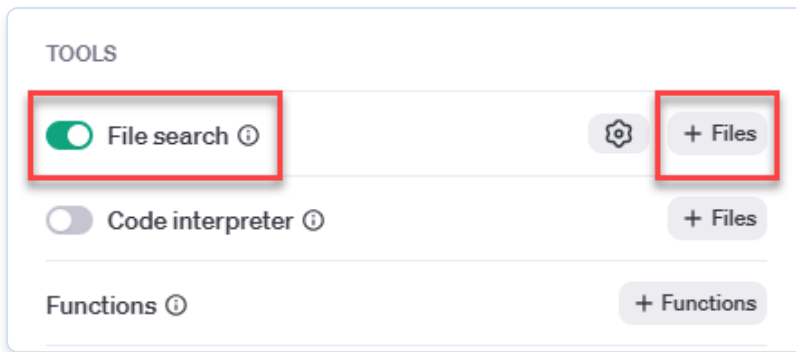
You are a copywriter working for a shoe retailer.
Use the knowledge from the files to create relevant product descriptions for each product based on their ID.

Model

gpt-4o

2 Upload the files that you want the Assistant to use as context when generating responses:

1 Enable **File search** and click **Files**.



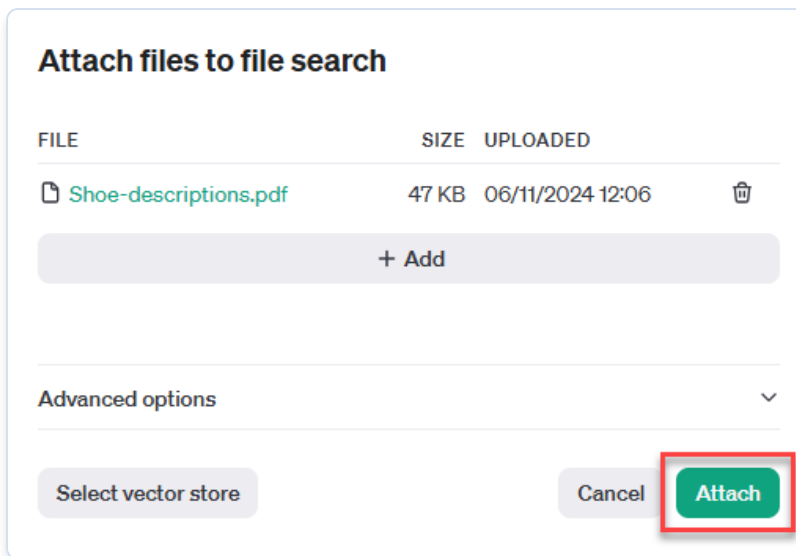
TOOLS

☒ File search ⓘ + Files

☐ Code interpreter ⓘ + Files

Functions ⓘ + Functions

2 In the file attachment screen, select the files and click **Attach**.



Attach files to file search

FILE	SIZE	UPLOADED	
Shoe-descriptions.pdf	47 KB	06/11/2024 12:06	

+ Add

Advanced options ▼

Select vector store Cancel Attach

You have created an Assistant and set it up to use your files as context for generating responses.

📘 INFO

We recommend trying executions in the [OpenAI Playground](#) to understand the cost before using it massively.

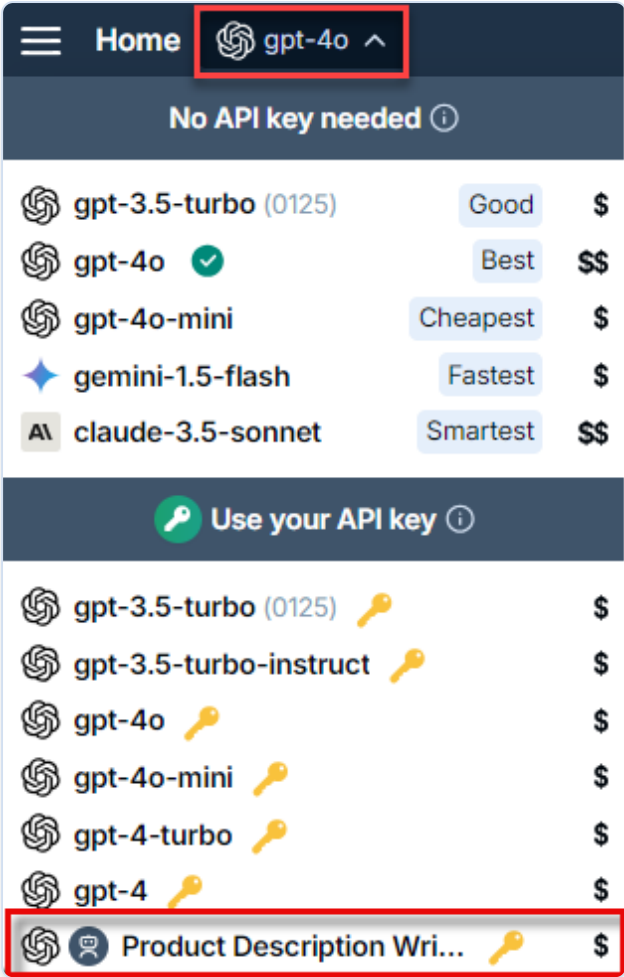
Prompt an Assistant from GPT for Work

▼ Prerequisites

You have [set your OpenAI API key](#) in GPT for Excel or GPT for Sheets.

To prompt an Assistant from GPT for Work:

- 1
- In GPT for Excel or GPT for Sheets, select the Assistant in the model switcher.

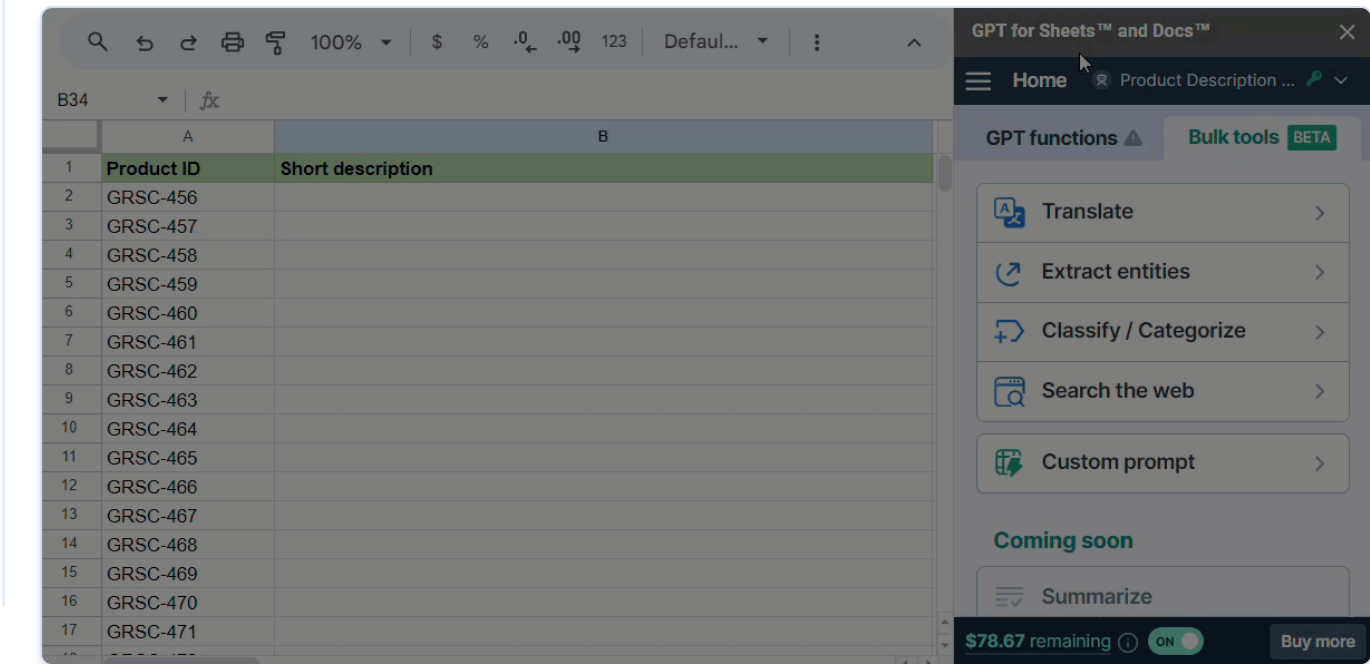


- 2
- Select **Bulk AI tools**, and click **Custom prompt**.
- 3
- Enter the following prompt:

Write a description for this product: {{A}}

- 4
- In **Put results in column**, select B.

5 Click **Run rows**.



The Assistant searches for information in the files uploaded and uses it to generate content in the selected column. The **Instructions** as well as **Temperature** and **Top P** settings defined during the Assistant creation are taken into account in GPT for Work.

GPT for Sheets

Use GPT for Sheets to integrate the power and intelligence of generative AIs directly into Google Sheets.

To get started with GPT for Sheets, see [Quickstart for spreadsheets](#).

Overview

GPT for Sheets is a Google Sheets add-on that integrates the power and intelligence of generative AIs directly into the Sheets user interface.

Agent

Describe your task in plain language, and the Agent analyzes your spreadsheet data and executes the task.

Bulk AI tools

Run any operation on a whole column at once, or on a specific section of your data.

GPT functions

Use GPT functions to prompt AI from inside spreadsheet cells in Google Sheets.

Configuration

Save GPT for Sheets parameters along with your spreadsheet.

Search the web

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

Scrape the web

Retrieve information from specific web pages.

Use images in prompts

Include images in prompts using bulk AI tools or GPT functions in Google Sheets.

Shared spreadsheets

Who can use GPT for Sheets features in shared spreadsheets and who pays for them.

Troubleshooting

Troubleshoot common issues in GPT for Sheets.

FAQ

Where can I find the list of available GPT functions? ...and other questions.

Remove Google account access

Remove Google account access from the GPT for Sheets and Docs add-on.

Uninstall

Remove the GPT for Sheets add-on from Google Sheets.

Overview of GPT for Sheets



Install GPT for Sheets and Docs

GPT for Sheets is a Google Sheets add-on that integrates the power and intelligence of generative AIs directly into the Sheets user interface. Use your favorite AI to generate, rewrite, translate, categorize, extract, and otherwise process text in bulk – at machine-powered scale and speed.

GPT for Sheets can execute up to 360 prompts per minute and reliably process up to 200,000 rows in one go.

Bicycle catalog - made with gptforwork.com

Manufacturer	Model name	English description	French description
Trek	Domane	The Trek Domane is a top-of-the-line road bike available for €2,500, designed for both competitive racing and leisurely rides. Weighing	Le Trek Domane est un vélo de route ultra-performant à 2 500 €, parfait pour les courses comme pour les sorties détente. Avec
Brompton	M6L	Elevate your urban commute with the Brompton M6L Folding Bike. At just 11.26 kg, this lightweight marvel is priced at €1,500 and boasts	Améliorez votre trajet en ville avec le vélo pliant Brompton M6L. Avec un poids de seulement 11,26 kg, cette merveille légère est proposée à 1
Canyon	Grail CF SL	Discover the Canyon Grail CF SL, a premium gravel bike designed for adventure and performance. Priced at €2,500, this lightweight	Découvrez le Canyon Grail CF SL, un vélo de gravel premium pensé pour l'aventure et la performance. Affiché à 2 500 €, ce vélo léger
Giant	Anthem	Conquer any trail with the Giant Anthem, a premium mountain bike priced at €2,500. Weighing only 12.5 kg, its ALUXX SL-grade	Dominez chaque piste avec le Giant Anthem, un vélo de montagne premium au prix de 2 500 €. Pesant à peine 12,5 kg, son cadre en aluminium
Raleigh	Redux	The Raleigh Redux hybrid bike redefines urban cycling with its 24.5 lbs aluminum frame, offering a perfect blend of strength and lightness. Ideal	Le vélo hybride Raleigh Redux transforme le cyclisme en ville grâce à son cadre en aluminium de 11 kg, combinant force et légèreté. Il fait
Cannondale	SuperSix EVO	The Cannondale SuperSix EVO Road Bike is a high-performance machine priced at €3,500. Weighing just 7.3 kg, this lightweight bike	Le Cannondale SuperSix EVO est un vélo de route ultra-performant, vendu au prix de 3 500 €. Avec un p
VanMoof	Electrified S2	Discover the VanMoof Electrified S2, a state-of-the-art electric bike designed for urban commuters. Priced at €2,500, this sleek e-bike	Découvrez l'électrique urbain. A
Cube	Aerium	Dominate your next time trial with the Cube Aerium Time Trial Bike. At just €2,500.00 and weighing 9.4 kg, it boasts a cutting-edge carbon	Prenez l'avantage lors de votre prochain contre-la-montre avec le vélo Cube Aerium. Pour seulement 2 500,00 € et affichant un poids de
Scott	Addict RC	Experience unmatched performance with the Scott Addict RC Road Bike. Priced at €3,500, this lightweight 7.8 kg marvel features a	Profitez de performances sans pareil avec le Scott Addict RC Vélo de Route. À 3 500 €, ce vélo léger de 7,8 kg possède un cadre en fibre

1 Pick a column to translate

2 Type your instructions once, apply it to thousands of rows

3 Sit back and watch the AI fill your spreadsheet

GPT for Sheets™ and Docs™

Translate gpt-4o

Translate each cell in column:
C: English description

From: (optional) To:
Detect language French

Put results in column:
D: French description

Get 2 variants per row

Add translation instructions

First row: Auto Custom

3 rows All rows

Run all rows

Use cases

Here are a few common use cases that you can easily handle with GPT for Sheets:

- **Analyze** customer sentiment by categorizing reviews and support requests based on criteria relevant to you.
- **Clean up** your customer relationship management (CRM) data with deduplication, recategorization, and reformatting.
- **Generate** SEO-optimized product descriptions from product specifications.
- **Grade, score, and qualify** sales leads in a consolidated prospecting spreadsheet.
- **Rewrite** website copy to conform to copywriting best practices.

- **Translate** product descriptions to multiple target languages while observing appropriate localization conventions.
- **Write and understand** spreadsheet formulas like a pro.

Features

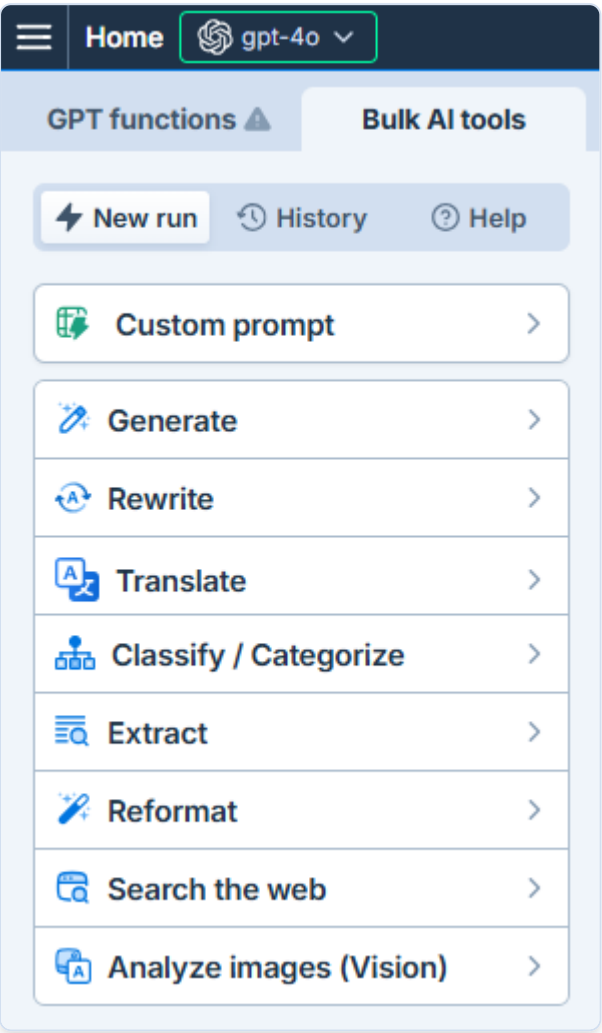
GPT for Sheets provides the following main features for using AI in spreadsheets:

- [Bulk AI tools](#)
- [GPT functions](#)
- [Formula assistant](#)

Bulk AI tools

Bulk AI tools allow you to run prompts on an entire spreadsheet column at once without writing any formulas. You configure and run bulk tools from the add-on sidebar.

GPT for Sheets provides dedicated bulk tools for selected use cases, such as classification, generation, and translation, as well as a generic bulk tool for custom prompts.



Use bulk AI tools if:

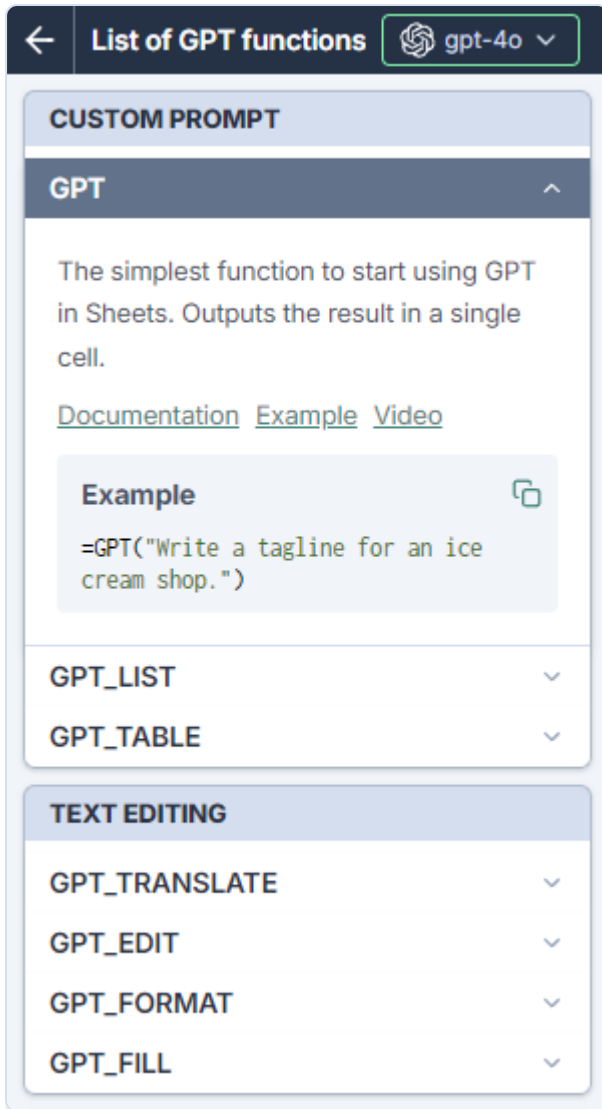
- You need to process over a thousand cells at once.
- Your formulas regularly [time-out](#) (especially with slow AI providers) or [become stuck in the Loading state](#).
- You want AI responses saved as plain text in cells.
- You want better tracking information about the progress of AI requests.
- You do not want to write formulas.

The following video shows you how to translate text with the **Translate** bulk tool. You simply select the column you want to translate, enter the target language, and select the column where you want to place the translations. 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 Sheets provides dedicated GPT functions for selected use cases, such as classification, summarization, translation, 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.



Use GPT functions if:

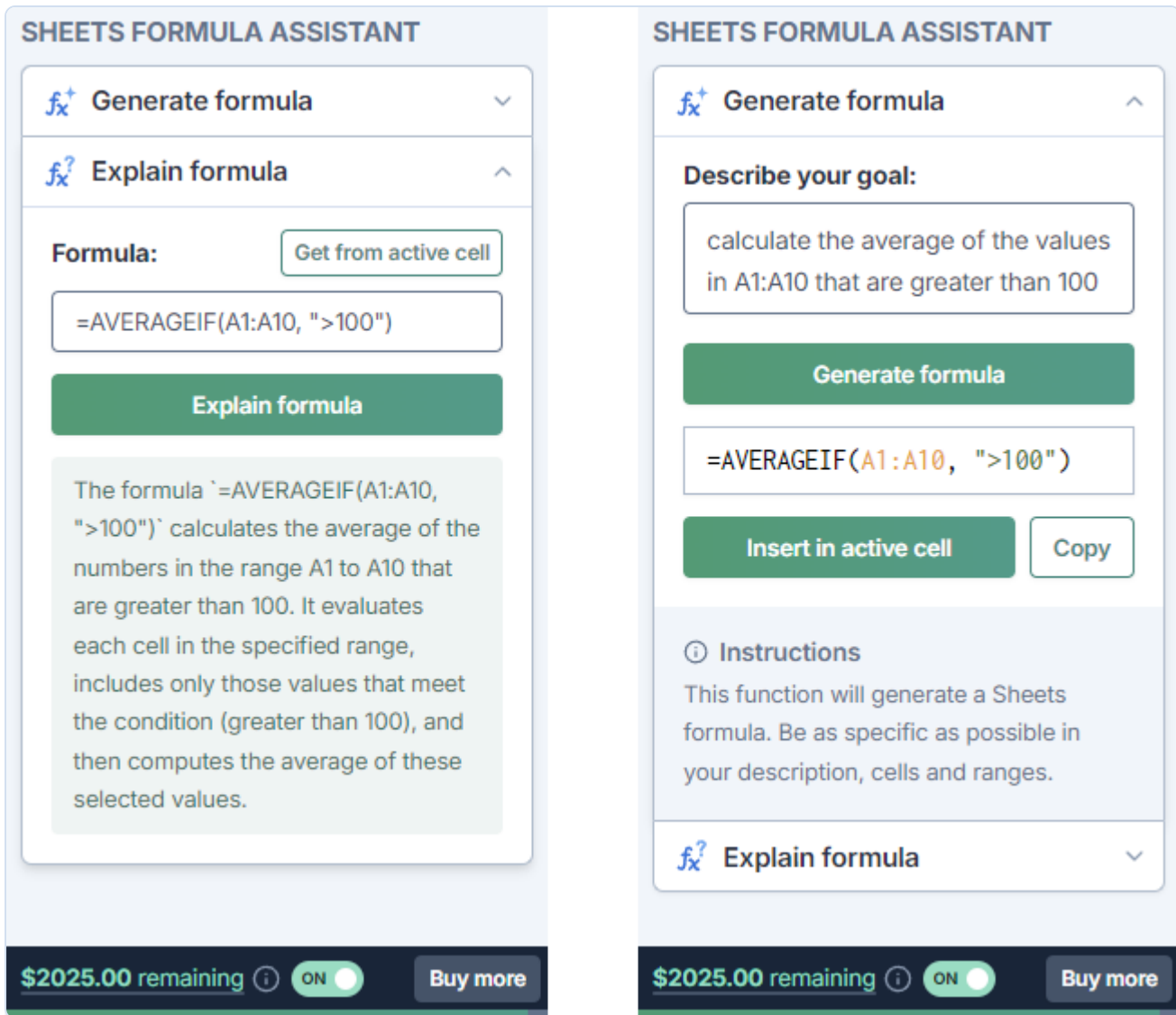
- You're comfortable using spreadsheet formulas and functions.
- You're experimenting and exploring what you can do with GPT for Sheets.
- You're working with up to a few hundred cells.
- You need the precise control provided by the GPT function parameters.
- You need the flexibility of nested formulas or of combining GPT functions with native functions.

The following video shows you how to translate text in bulk with the **GPT_TRANSLATE** function.

Formula assistant

The [formula assistant](#) allows you to **generate** spreadsheet formulas based on plain-language descriptions of what you want to achieve. You can also use the formula assistant to **explain** existing formulas (in English).

The formula assistant is available in the add-on sidebar, both under **Bulk AI tools** and **GPT functions**.



Use the formula assistant if:

- You need help with creating formulas.
- You want to understand what an existing formula does.

Benefits

- **Prompt AIs directly from inside your spreadsheets.** No more copy-pasting between Sheets and AI chatbots like ChatGPT.
- **Run prompts in bulk, at scale, and at lightning speed.** Execute up to 360 prompts per minute and reliably process up to 200,000 rows in one bulk operation.
- **Apply ready-made tools to specific use cases.** Translate, classify, extract, reformat, and more.
- **Choose from a large selection of AI models.** Use models from OpenAI, Anthropic, DeepSeek, Google, Mistral, xAI and Perplexity. You can also use your own OpenAI Assistants as well as access a wide range of models through OpenRouter.

- **Bring an API key to get more features at reduced cost.** You do not need an API key to use GPT for Sheets, 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 Sheets](#) if you have not already.
- [Select an AI model that best meets your needs.](#)
- Get going with [bulk AI tools](#).
- Get going with [GPT functions](#).
- Try out example use cases for different [business applications](#) and [product capabilities](#).

Agent in GPT for Sheets

The **Agent** is an AI-powered chat interface that helps you accomplish spreadsheet tasks at scale. Just describe what you need in plain language, and the Agent analyzes your spreadsheet data and executes the task automatically.

You can use the Agent to perform **bulk tasks** like:

- [Translate to multiple languages](#)
- [Search the web](#)
- [Generate and autofill formulas](#)

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

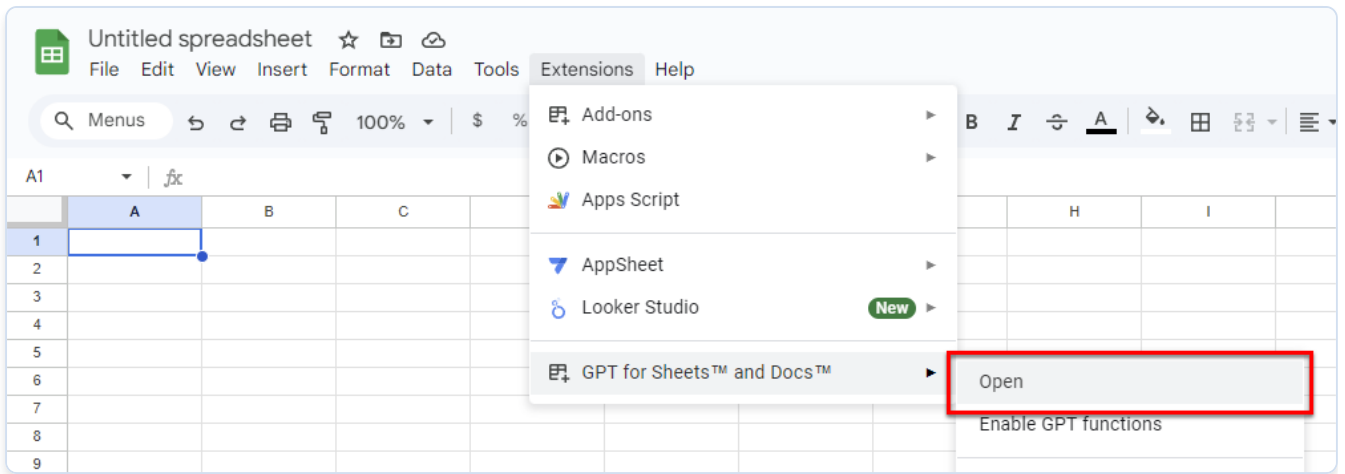
Agent in Google Sheets Demo



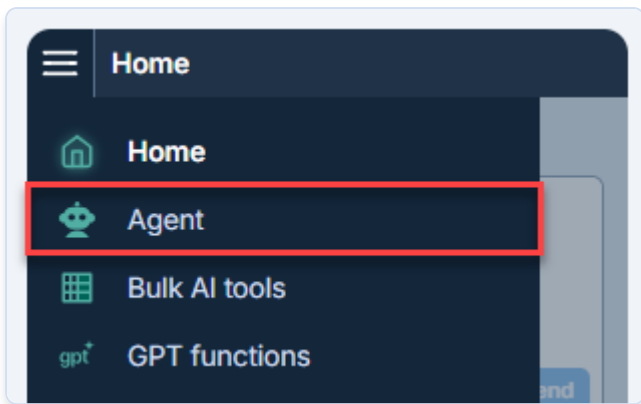
How to use the Agent

To use the Agent in GPT for Sheets:

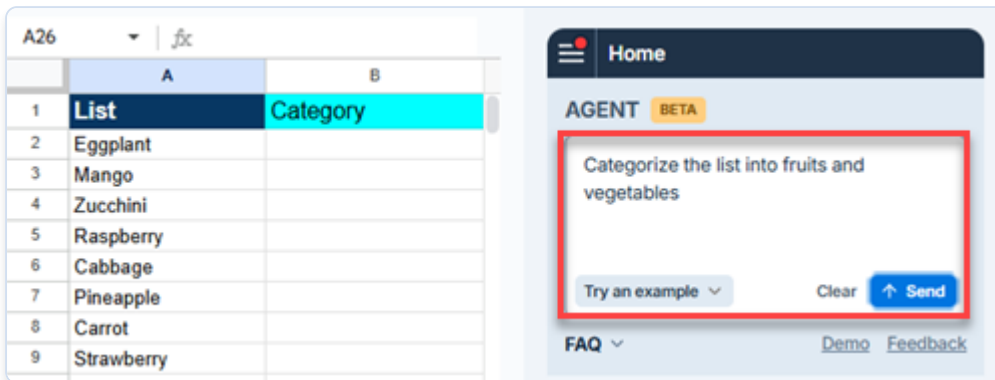
- 1 In the menu bar, select **Extensions > GPT for Sheets and Docs > Open**.



- 2 In the sidebar menu, select **Agent**, if not already selected.



- 3 Type your prompt and click **Send**.



Next, the Agent:

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

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 BETA

+ New chat

Ask for a list (keywords, leads)

Try an example ▾

Clear

↑ Send

Translate to multiple languages

Translate spreadsheet content to multiple languages in bulk.

Translate the descriptions in column B to the languages provided in row 1

A1

☞ Coffee Name

	A	B	C	D
1	Coffee Name	Description	German	French
	Timor-Leste Maubesse	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, der aus dem Herzen seiner jeweiligen Region stammt. Angebaut in großen Höhenlagen, entwickelt er ein unverwechselbares Aromenprofil: aromatisch und lebendig, mit einer exquisiten Balance aus Zitrus und Schokolade. 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 mit größter Sorgfalt verarbeitet, verkörpert dieser Kaffee die Traditionen und das Fachwissen der lokalen Bauern und bietet mit jedem Schluck ein authentisches Erlebnis.	Le Timor-Leste Maubesse est un café d'exception, pur origine, issu du cœur de sa région respective. Cultivé en haute altitude, il développe un profil aromatique distinctif, lumineux et parfumé, offrant un équilibre exquis entre des notes d'agrumes et de chocolat. Son corps équilibré et sa complexité raffinée en font un choix remarquable tant pour les amateurs de café filtre que d'espresso. Cueilli à la main avec soin et traité méticuleusement, ce café incarne les traditions et le savoir-faire des producteurs locaux, offrant une expérience authentique à chaque gorgée.
2	Rwandan Bourbon	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. Angebaut in großen Höhenlagen, entwickelt er ein unverwechselbares Geschmacksprofil: cremig und ausgewogen, mit Noten von Nougat und warmen Gewürzen. Sein	Le Bourbon du Rwanda est un café d'exception, issu d'une seule origine et récolté au cœur de sa région d'origine. Cultivé en altitude, il développe un profil aromatique distinctif, crémeux et harmonieux, offrant des notes de nougat et d'épices chaleureuses. Son corps équilibré et sa complexité raffinée en

←

Agent BETA

+ New chat

✔ Column H done  gpt-4.1

19 rows to process

19 successful executions

Updated: H2:H20 ⌚ 00:09:94 ▾

All coffee descriptions in column B have been translated into German, French, Japanese, Dutch, Korean, and Spanish, and the results have been filled into columns C through H respectively. Each translation matches the language indicated in the header row, and all data rows have been processed.

If you need further translations or additional languages, just let me know!

ID: 2df4525a-458c-4db8-9019-3ca7253bbb8c

Type your prompt here

Clear

↑ Send

FAQ ▾

Demo

Feedback

 **TIP**

The Agent can also use a glossary to stick to your brand's language and conventions.

Translate into French, using the following glossary: "Macchiato: Macchiato (Café noisette), Espresso: Espresso, Latte: Café crème (Latte)"

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

B37

fxc

	A	B	C	D	E	F
1	Company Name	Website	CEO Name	Headquarters	2024 Revenue	2024 Revenue Bucket
2	Apple	https://www.apple.co	Timothy Donald Cook	Cupertino, California	Apple's revenue	\$100B+
3	Microsoft	https://www.microsoft.com	Satya Narayana Nadella	Redmond, Washington	Microsoft's most	\$100B+
4	Amazon	https://www.amazon.com	Andrew R. Jassy	Seattle, United States	\$638 billion	\$100B+
5	Meta	https://www.meta.com	Mark Elliot Zuckerberg	Menlo Park, California	\$164.5 billion	\$100B+
6	Tesla	https://www.tesla.com	Elon Musk	Austin, Texas, United States	97.7 billion USD	\$50-100B
7	JPMorgan Chase	https://www.jpmorgan.com	James Dimon	New York City, United States		\$100B+
8	Johnson & Johnson	https://www.jnj.com	Joaquin Duato	New Brunswick, New Jersey	\$88.8 billion to \$	\$50-100B
9	Coca-Cola	www.coca-colacompany.com	James Robert B. Quincey	Atlanta, Georgia, United States	\$47.1 billion	\$10-50B
10	LVMH	www.lvmh.com	Bernard Jean Étienne Arnault	Paris, France	LVMH's 2024 revenue	\$50-100B
11	TotalEnergies	https://www.totalenergies.com	Patrick Pouyanné	Paris, France	\$195.61 billion USD	\$100B+
12	Airbus	https://www.airbus.com	Guillaume Faury	Leiden, Netherlands	€69.2 billion	\$50-100B
13	Sanofi	https://www.sanofi.com	Paul Hudson	Paris, France	€41.081 billion (2023)	\$10-50B
14	Renault	https://www.renault.com	François Provost	Boulogne-Billancourt, France	Renault Group's 2023 revenue	\$50-100B
15	Danone	https://www.danone.com	Antoine de Saint-Affrique	Paris, France	€27.38 billion (2023)	\$10-50B
16	Orange	https://www.orange.com	Christel Heydemann	Issy-les-Moulineaux, France	40.26 billion euros	\$10-50B
17	BNP Paribas	https://group.bnpparibas.com	Jean-Laurent Bonnafe	Paris, France	€48.831 billion (2023)	\$50-100B
18	Carrefour	https://www.carrefour.com	Alexandre Bompard	Massy, France	Carrefour's revenue	\$50-100B
19	Volkswagen	https://www.vw.com	Oliver Ingo Blume	Wolfsburg, Germany	€324.7 billion (2023)	\$100B+
20	BMW	https://www.bmw.com	Oliver Zipse	Munich, Germany	€142.4 billion (2023)	\$100B+
21	Siemens	https://www.siemens.com	Roland Emil Busch	Munich, Germany	€75.9 billion (fiscal year 2023)	\$50-100B
22						
23						
24						

Agent BETA

New chat

Updated: C2:C21 00:00:00

Column D done

20 rows to process

20 successful executions

Updated: D2:D21 00:00:00

Column E done

20 rows to process

20 successful executions

Updated: E2:E21 00:27:48

Column F done

20 rows to process

20 successful executions

Updated: F2:F21 00:19:63

Type your prompt here

Clear Send

FAQ Demo Feedback

 TIP

The Agent can also scrape specific URLs, using [Gemini 2.5 models with URL context](#).

Generate and autofill formulas

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

Calculate the revenue for each row

Agent

BETA

+ New chat

This formula multiplies Units Sold by Unit Price if both are numbers; otherwise, it leaves the cell blank.

I'll now insert and autofill this formula down column E.

✓

Writing done

Range: E2:E18

 00:02:28

The revenue for each row is now calculated in column E using the formula Units Sold $\times$ Unit Price. The formula has been autofilled for all data rows, so your "Revenue" column is now complete. If you need any further calculations or summaries, just let me know!

ID: afb5b33a-a35f-4542-9cc3-8a55d538fd46

Type your prompt here

Clear

 Send

FAQ

Demo

Feedback

The Agent can also fix formulas and explain them.

Fix the formula in H2

The Agent excels at data processing and analysis tasks. You can use it to:

- The Agent cannot yet:

- Apply formatting (such as colors or text formatting).
- Create visual elements like charts, pivot tables, or dashboards.

- Modify spreadsheet structure (add/remove columns or rows).
- Take images or documents as input.

FAQ

How much does it cost?

On average, the Agent consumes **7 cents of your balance per message**, excluding the cost of the bulk tools used to perform the task.

What models does the Agent use?

By default, the Agent uses different models for different tasks. You can configure the model used for some tasks.

Task	Default model	Model configuration
Read and plan	<code>gpt-4.1</code> without an API key	To use <code>gpt-4.1</code> with an API key, contact support .
Apply the plan	<code>gpt-4o</code> without an API key	Set the default model in the GPT for Work dashboard.
Search the web	<code>sonar</code> without an API key	Set the default web search model in the GPT for Work dashboard.

Bulk AI tools

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

- Custom prompt**

Run high-volume prompts directly in Google Sheets
- Translate**

Translate an entire column based on your instructions and glossary.
- Classify / Categorize**

Classify all cells in a column according to the specified categories and instructions.
- Extract**

Extract multiple entities at once from each cell in a column.
- Reformat**

Convert text in a column into a consistent format.
- Prompt images**

Prompt images in Sheets using AI vision.
- Select which rows to process**

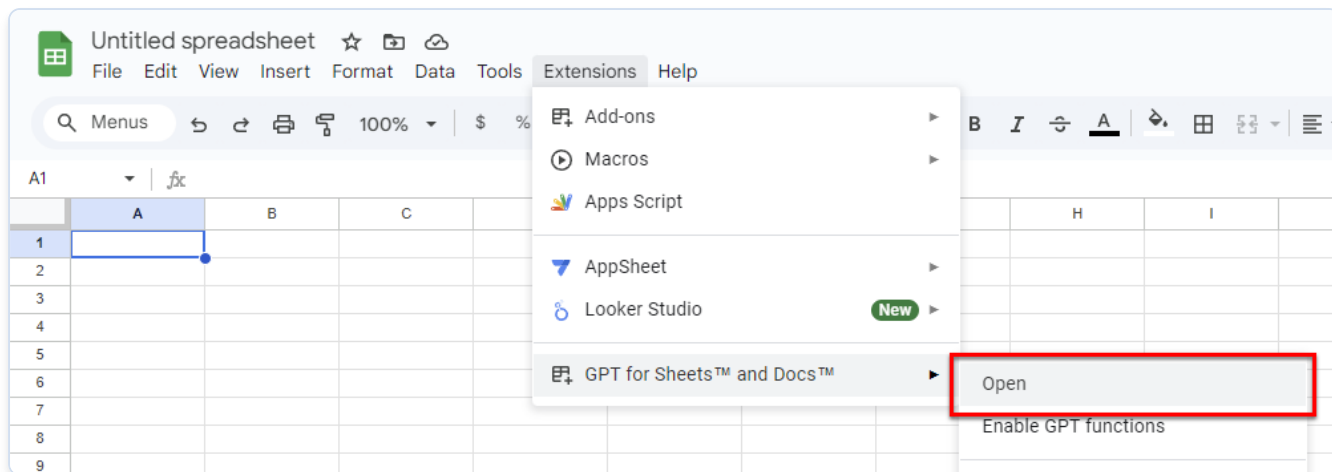
Let GPT for Sheets process only the relevant rows in your spreadsheet, or target a specific section of your data.

Custom prompt bulk AI tool in Sheets

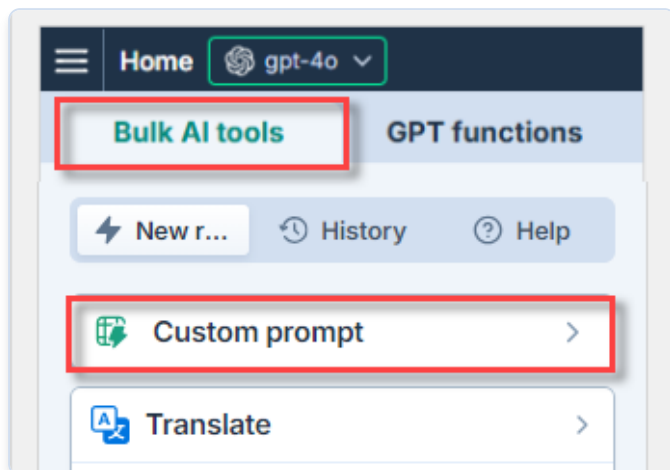
Use [GPT for Sheets](#) to perform high-volume prompting directly in Google Sheets. For example, if you have product specifications in one column, you can generate a unique product description for each row based on the specification column value for that row.

Run the bulk tool

- 1 In the menu bar, select **Extensions > GPT for Sheets and Docs > Open**.



- 2 In the sidebar, select **Bulk AI tools**, and click **Custom prompt**.



INFO

If you open the Bulk AI tools for the first time, you are prompted to grant additional permissions. These permissions are required for GPT for Sheets to write in your spreadsheets.

- 1 Click **Sign-in with Google**. A *Sign in with Google* window opens.
- 2 Select the Google account with which you have installed GPT for Sheets.
- 3 Click **Allow** to grant GPT for Sheets the required permissions.

3 Set up your bulk tool run.

1

2

3

4

5

6

7

8

Generating product descriptions	
Bike specifications	Description
Model: Specialized Allez, Price: 1200 €, Weight: 9.1 kg (20 lbs), Frame: E5 Premium Aluminum	
Model: Specialized Tarmac, Price: 3500 €, Weight: 6.8 kg (15 lbs), Frame: Carbon Fiber	
Model: Specialized Roubaix, Price: 2500 €, Weight: 7.8 kg, Frame: FACT 10r carbon	
Model: Specialized Diverge, Price: 2500 €, Weight: 9.5 kg, Frame: FACT carbon	
Model: Specialized Venge, Price: 3500 in €, Weight: 7.65 kg (16.9 lbs) for the S-Works Venge Di2 model, Frame: Carbon fiber	
Model: Trek Domane, Price: 2500 €, Weight: 8.3 kg, Frame: Carbon fiber	
Model: Trek Madone, Price: 3500 €, Weight: 7.6 kg, Frame: Carbon fiber	

Promptgpt-4o

HistoryHelp

Header row:2

Prompt to run for each row:

Insert variables: Bike spe... or A

Write an SEO-optimized description for a bike based on its specifications: {{Bike specifications}}

Put results in column:

B: Description

Start from row:AutoFixed

3

rows

All rows

Run 3 rows

\$78.11 remainingBuy more

	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	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: {{Bike specifications}}
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

4 Run the **Custom prompt** bulk tool starting from the first empty cell in the results columns:

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

2 Click **Run rows**.

First row:

AutoCustom

3

rows

All rows

Run 3 rows

INFO

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

Homegpt-4o

Bulk AI toolsGPT functions

New runHistoryHelp

Custom prompt: Write an SEO-optimized description for a bike based on its specification...
Just now

You have set up and run the **Custom prompt** bulk tool. If needed, try [improving the results](#).

	A	B
1	Generating product descriptions	
2	Bike specifications	Description
3	Model: Specialized Allez, Price: 1200 €, Weight: 9.1 kg (20 lbs), Frame: E5 Premium Aluminum	Introducing the Specialized Allez, the perfect choice for cycling enthusiasts seeking performance and value. Priced at an unbeatable 1200 €, this sleek road bike is crafted with an E5 Premium Aluminum frame, offering superior durability and a
4	Model: Specialized Tarmac, Price: 3500 €, Weight: 6.8 kg (15 lbs), Frame: Carbon Fiber	Introducing the Specialized Tarmac, a high-performance road bike designed for speed enthusiasts and competitive cyclists. With a lightweight carbon fiber frame weighing just 6.8 kg (15 lbs), this bike ensures an exceptional aerodynamic advantage
5	Model: Specialized Roubaix, Price: 2500 €, Weight: 7.8 kg, Frame: FACT 10r carbon	Discover the perfect blend of performance and comfort with the Specialized Roubaix, available for just 2500 €. This exceptional road bike is engineered for speed and endurance, featuring a lightweight design with a total weight of only 7.8 kg. Crafted from
6	Model: Specialized Diverge, Price: 2500 €, Weight: 9.5 kg, Frame: FACT carbon	Introducing the Specialized Diverge, the ultimate adventure companion for cycling enthusiasts seeking the perfect blend of performance, comfort, and versatility. Priced at an incredible 2500 €, this premium bike boasts a lightweight design with its
7	Model: Specialized Venge, Price: 3500 in €, Weight: 7.65 kg (16.9 lbs) for the S-Works Venge Di2 model, Frame: Carbon fiber	Introducing the Specialized Venge, a high-performance road bike designed for speed enthusiasts and professional cyclists. Priced competitively at €3500, the Specialized Venge stands out with its cutting-edge carbon fiber frame, ensuring both lightweight agility and unparalleled durability. Weighing just 7.65 kg (16.9
8	Model: Trek Domane, Price: 2500 €, Weight: 8.3 kg, Frame: Carbon fiber	Introducing the Trek Domane, the ultimate road bike for enthusiasts who demand performance and comfort. Priced at an attractive 2500 €, this high-end bicycle features a lightweight 8.3
9	Model: Trek Madone, Price: 3500 €, Weight: 7.6 kg, Frame: Carbon fiber	Discover the ultimate riding experience with the Trek Madone, a high-performance road bike designed for serious cyclists. Priced at just 3500 €, this sleek machine offers exceptional value for its
	Model: Trek Émenda, Price: 3500 €	Discover the ultimate cycling experience with the Trek Émenda

Done! (13/13)

13 successful executions

Close

Put results in column:

B: Description

Get 2 variants per row

Spreadsheet settings

Model: gpt-4o

Instructions: empty

Start from row: AutoFixed

1 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.

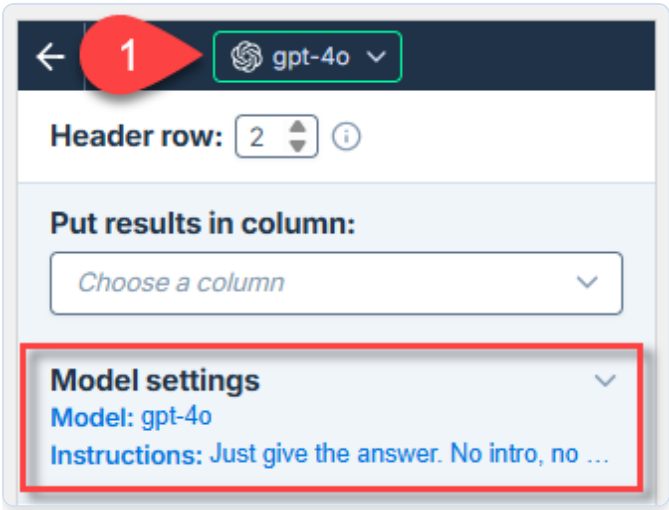
\$70.83 remaining

Buy more

Improve results

Try different models

Find out which models work best for different use cases in our [AI models overview](#). You can try different models by selecting them in the model switcher.

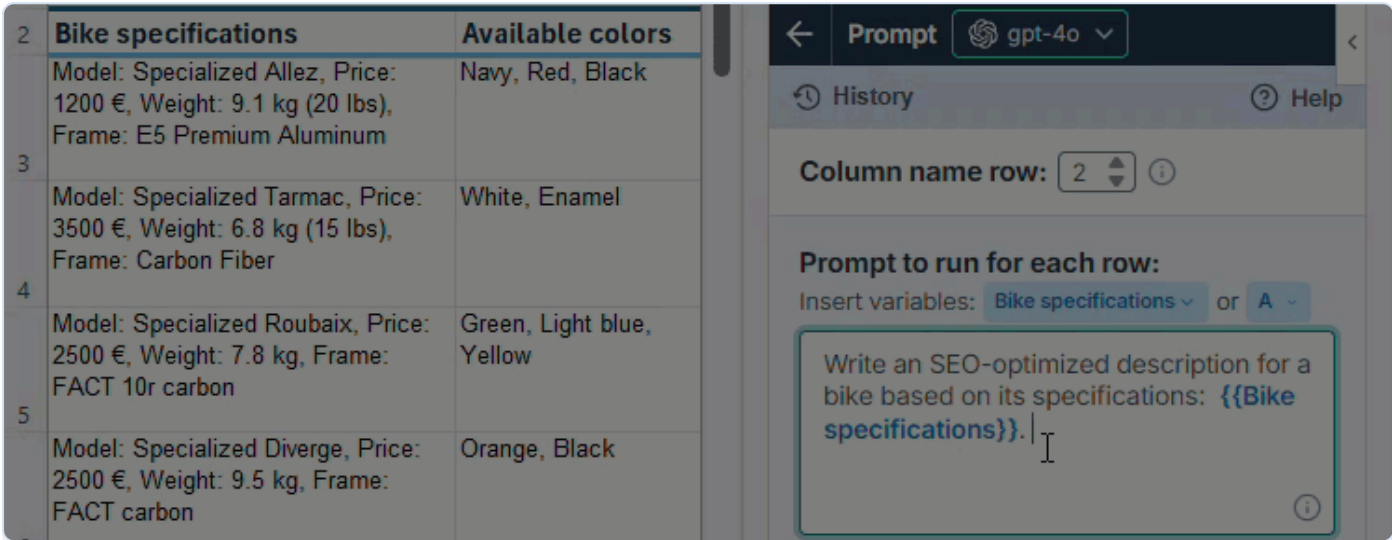


INFO

[The model selection](#) applies to all bulk tool runs and all GPT function executions in the current spreadsheet.

Use multiple variables

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



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

Variable	Description	Example
Column	Reference a column to include row-specific information from an adjacent column. Column variables work like relative references and are highlighted in blue. 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.	Write a product description for {{Product name}} that costs {{Price}} and is made by {{Manufacturer}}.
Cell or range from the current sheet	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.	Create a tagline for {{Company name}}. Follow these rules: {{A1}} Use 1 term from this list: {{A2:A100}}
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.	Translate {{Source text}} to Japanese. Use the glossary: {{Glossary!A1:B100}}

Provide additional instructions

Provide context and specific rules for the AI to follow. For example, you can add instructions to follow SEO best practices:

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

Model settings

OpenAI gpt-4o

Global instructions

Write custom instructions

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

[Reset custom instructions](#)

i

INFO

[Global instructions](#) apply to all bulk tool runs and all GPT function executions in the current spreadsheet.

Adjust the creativity level

Adjust the level of creativity (accuracy vs. freedom) the AI is allowed in generating results. Use a high level for a creative writing task.

Creativity (temperature)

0.8

[Reset parameters](#)

View advanced settings

i

INFO

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

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 your prompts

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

 Custom prompt  gpt-4.1 

 New run  History  Help

Header row: 2  

Prompt to run for each row:

Insert variables: Product name  or A 

Write an SEO-optimized description for a bike based on its specifications: {{Bike specifications}}

 Import from cell  

Configure image columns

Start from row: Auto Fixed

☒ 3 rows ☐ All rows

Run 3 rows

\$80.68 remaining 

Buy more

 Custom prompt  gpt-4.1 

Header row: 2  

 Import from cell  

Remove image columns

Columns containing image URLs:

C: Image URL 

 1 column selected

☐ A: Bike specifications ☐ B: Description ☒ C: Image URL

Model settings 

Start from row: Auto Fixed

☒ 3 rows ☐ All rows

Run 3 rows

\$80.68 remaining 

Buy more

What's next

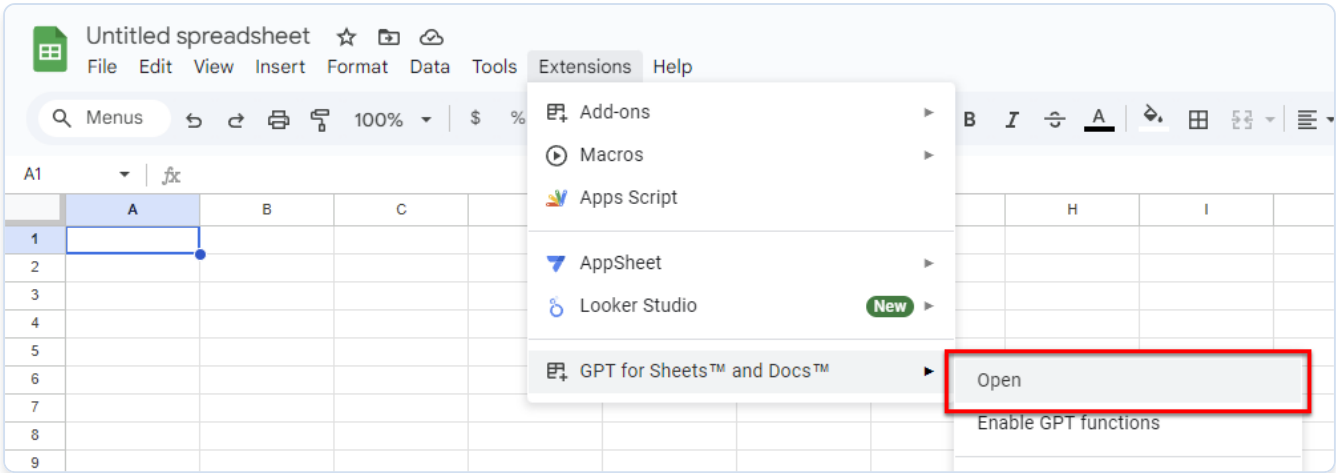
[Try another bulk AI tool.](#)

Translate in bulk in Sheets

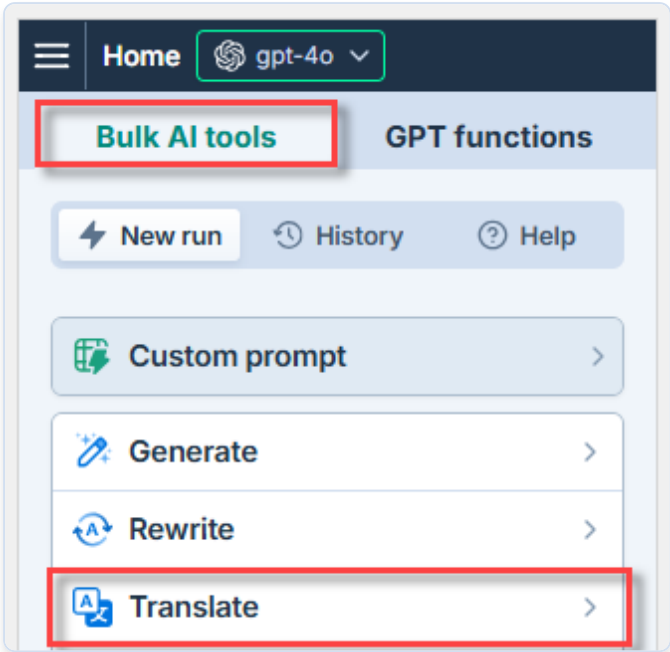
Use [GPT for Sheets](#) to translate product catalogs, website copy, customer reviews, or any other content directly in Google Sheets, and optimize your translations by adding specific instructions and a glossary to guide the AI in the process. For example, you can translate a list of product names for a shoe store into French.

Run the bulk tool

- 1 In the menu bar, select **Extensions > GPT for Sheets and Docs > Open**.



- 2 In the sidebar, select **Bulk AI tools**, and click **Translate**.

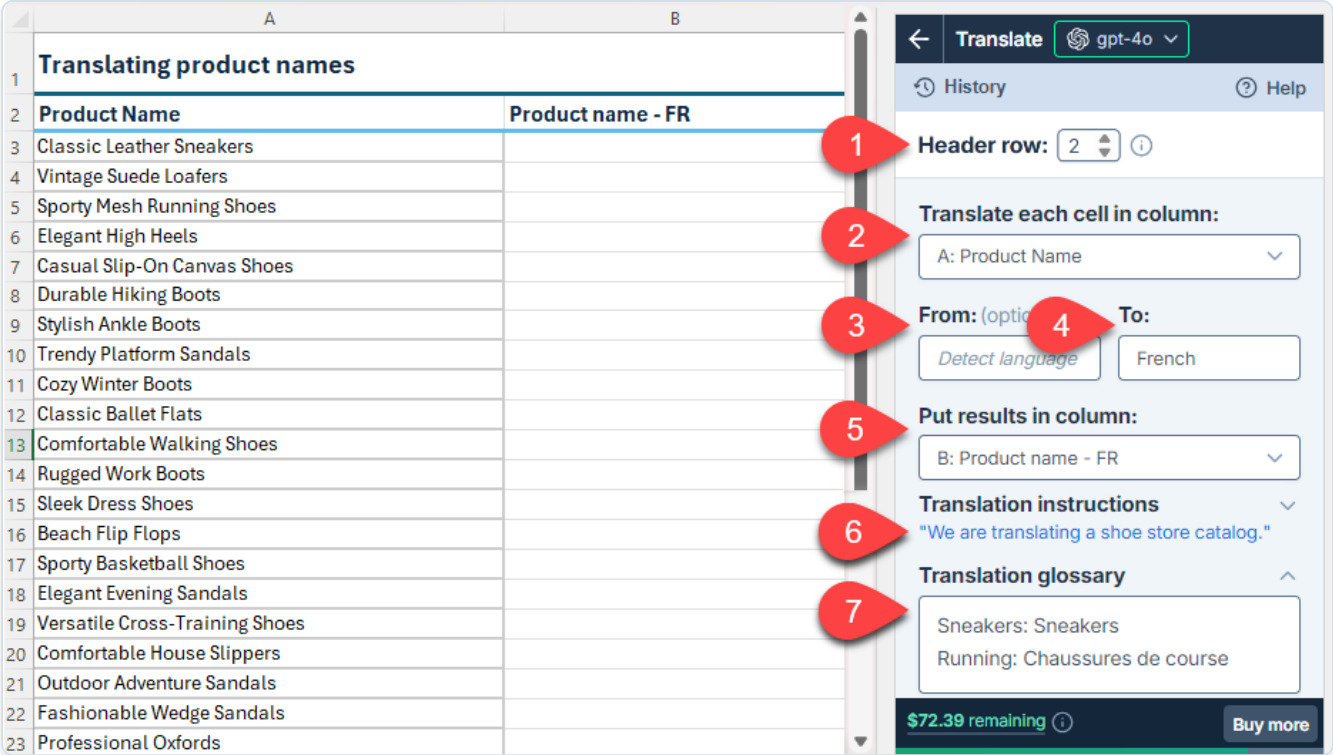


INFO

If you open the Bulk AI tools for the first time, you are prompted to grant additional permissions. These permissions are required for GPT for Sheets to write in your spreadsheets.

- 1 Click **Sign-in with Google**. A *Sign in with Google* window opens.
- 2 Select the Google account with which you have installed GPT for Sheets.
- 3 Click **Allow** to grant GPT for Sheets the required permissions.

3 Set up your bulk tool run.



	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

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

4 Run the **Translate** bulk tool starting from the first empty cell in the results column:

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

First row:

Auto

Custom

3

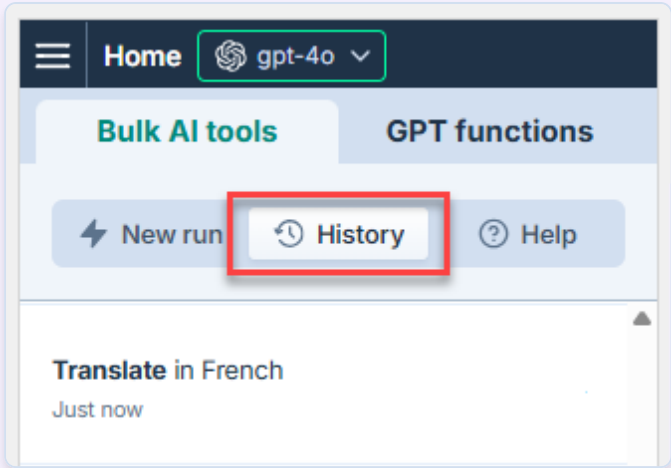
rows

All rows

Run 3 rows

INFO

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



You have set up and run the **Translate** bulk tool. If needed, try [improving the results](#).

	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'entraînement
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

Model: gpt-4o
Instructions: empty

Start from row: Auto Fixed

3 rows

All rows

Run all rows

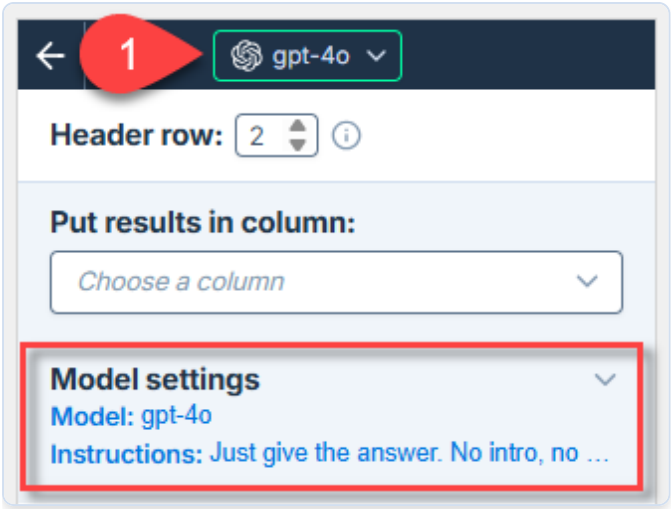
Tip: Try 1-3 rows before running many rows!
We will not overwrite existing data.
Empty rows will be skipped.

\$72.33 remaining Buy more

Improve results

Try different models

Find out which models work best for different use cases in our [AI models overview](#). You can try different models by selecting them in the model switcher.

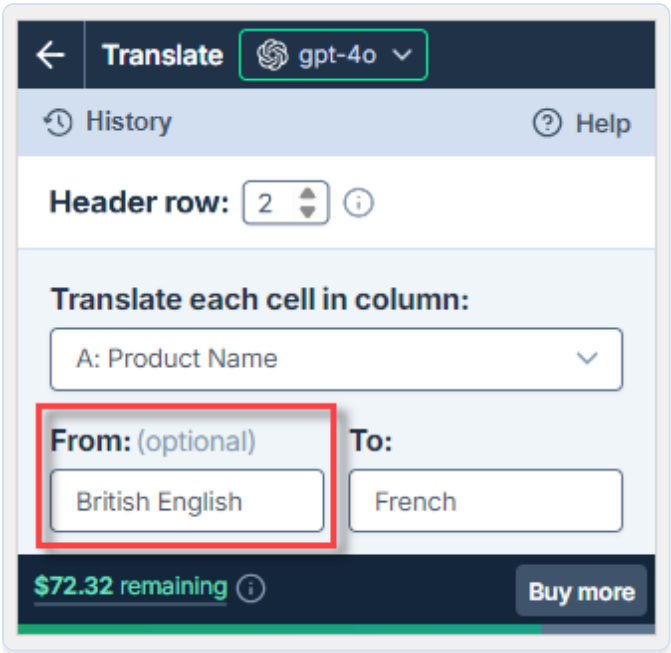


INFO

The [model selection](#) applies to all bulk tool runs and all GPT function executions in the current spreadsheet.

Set the source language

The AI can automatically detect the source language, 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".



Provide additional instructions

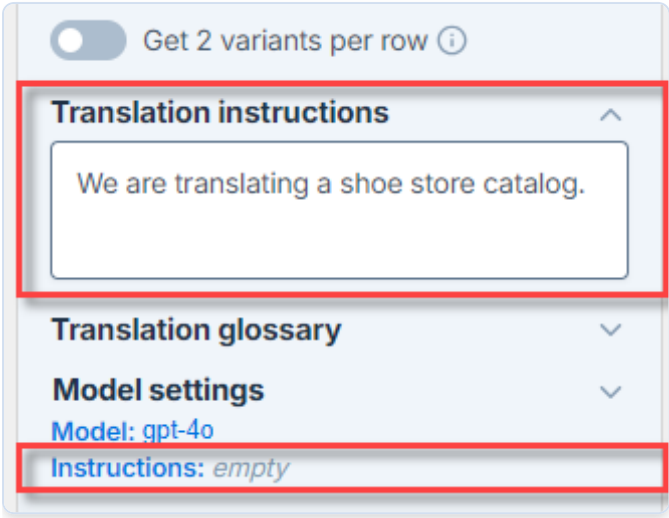
You can improve translation quality by providing specific instructions that help the AI more closely follow your requirements for tone, audience, and terminology.

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

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

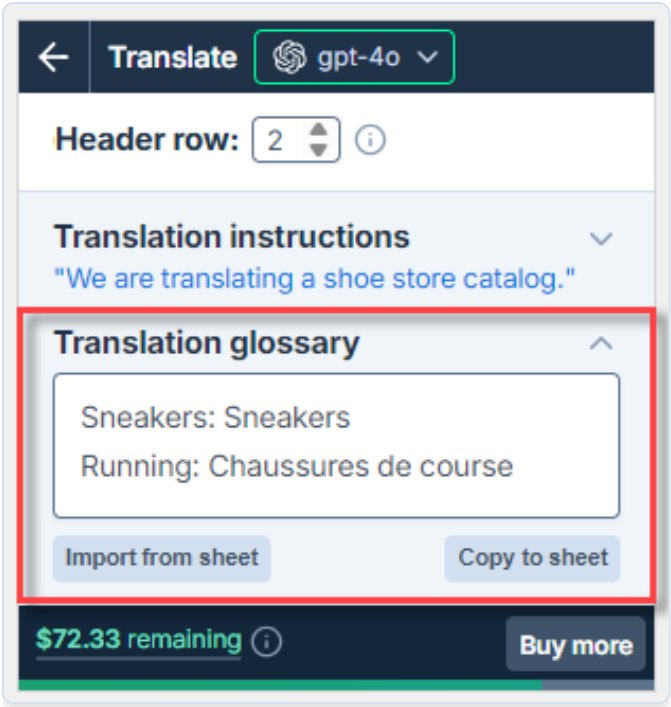
If both translation instructions and global instructions are defined, the AI uses both as a combined set of instructions. For consistent results, make sure both sets of instructions are aligned and do not contradict each other.

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



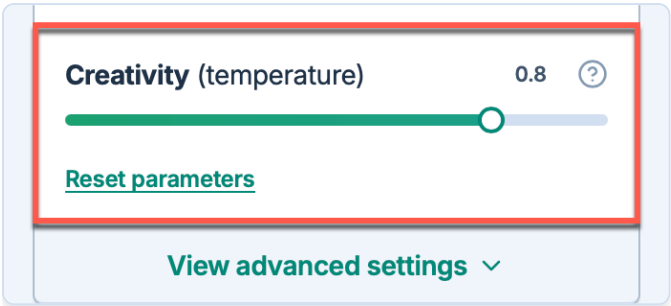
Create a glossary

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**.



Adjust the creativity level

Adjust the level of creativity (accuracy vs. freedom) the AI is allowed in translating text. For example, if you're translating marketing copy, set a high creativity level to generate more engaging and imaginative translations. If you're translating technical specifications, set a low creativity level to ensure the translations are precise and factual.



 **INFO**

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

What's next

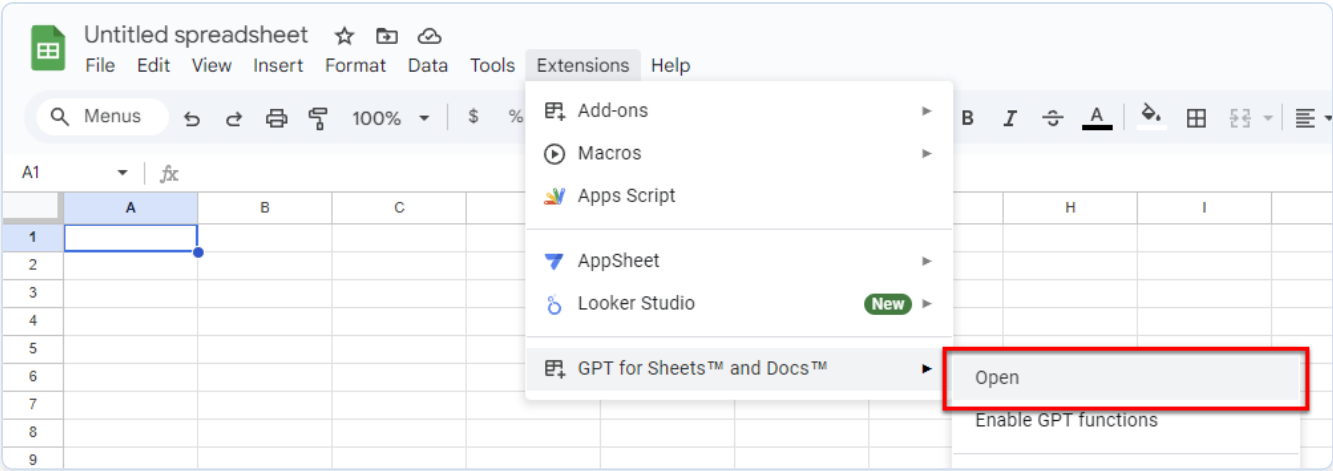
[Try another bulk AI tool.](#)

Classify / Categorize in bulk in Sheets

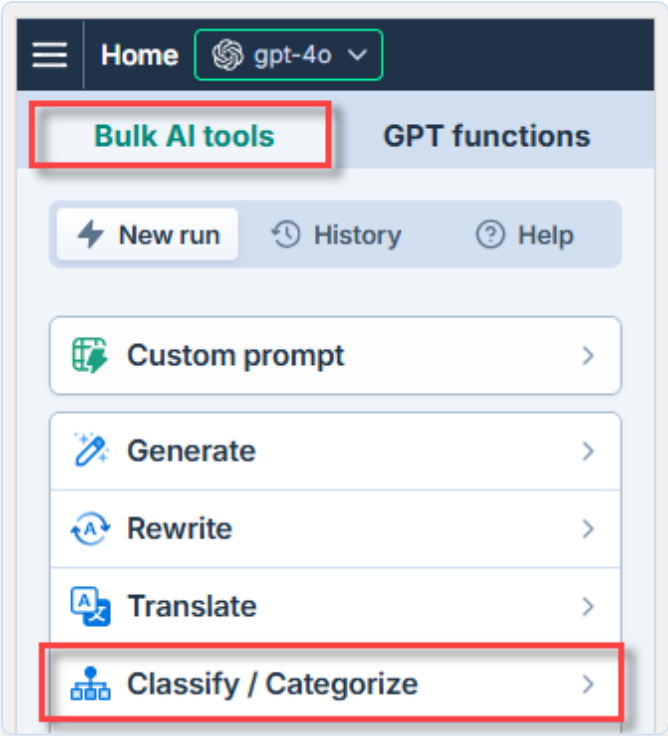
Use [GPT for Sheets](#) to classify your catalog items, press articles, customer reviews, social media comments, or any other text directly in Google Sheets. The **Classify / Categorize** bulk tool classifies the content of each cell into one of the categories you provide if a match is found. For example, you can improve your lifecycle inventory management by classifying apparel products according to the activity they are used for.

Run the bulk tool

- 1
- In the menu bar, select **Extensions > GPT for Sheets and Docs > Open**.



- 2
- In the sidebar, select **Bulk AI tools**, and click **Classify / Categorize**.



INFO

If you open the Bulk AI tools for the first time, you are prompted to grant additional permissions. These permissions are required for GPT for Sheets to write in your spreadsheets.

- 1
- Click **Sign-in with Google**. A *Sign in with Google* window opens.
- 2
- Select the Google account with which you have installed GPT for Sheets.
- 3
- Click **Allow** to grant GPT for Sheets the required permissions.

3 Set up your bulk tool run.

Classifying a product list

Category list	Product Name	Activity
Running	Always Effortless Jacket	
Workout	Define Jacket Luon	
Casual	Lululemon Energy Bra, Medium Support, B-D Cups	
Yoga	Soft Jersey Classic-Fit Mid-Rise Jogger 7/8 Length	
Golf	Relaxed-Fit Mesh Training Short 8"	
Tennis	Lululemon Align™ High-Rise Mini-Flare Pant Regular	
	Swiftly Tech Cropped Short-Sleeve Shirt 2.0	
	Lightweight High-Rise Tennis Skirt	
	Perfectly Oversized Fleece Crew Graphic	
	Scuba Oversized Full-Zip Hoodie	
	Groove Nulu Super-High-Rise Flared Pant Regular	
	New Parent Backpack 17L	
	Love Long-Sleeve Shirt	
	Swiftly Tech Cropped Long-Sleeve Shirt 2.0	
	Fast and Free High-Rise Tight 25" Pockets	
	Lululemon Align™ Bodysuit 6"	
	Lululemon Align™ Short-Sleeve Dress	
	All Yours Long-Sleeve Shirt	
	Varsity High-Rise Pleated Tennis Skirt	
	Scuba Oversized Half-Zip Hoodie	
	Swiftly Tech Short-Sleeve Shirt 2.0 Waist Length	
	InvisiWear Mid-Rise Thong, Underwear, 5 Pack	
	Quick-Dry Long-Sleeve Polo Shirt	
	Quick Dry Short-Sleeve Polo Shirt Straight Hem	
	Ribbed Softstreme Slim-Fit Tank Dress	
	Wundermost Ultra-Soft Nulu Turtleneck Bodysuit	

Classify

gpt-4o

History

Help

Header row: 2

Classify each cell in column:
B: Product Name

Into one of these categories:
Running
Workout
Casual

Import from sheet

Copy to sheet

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

\$72.39 remaining

Buy more

	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 .	Running Workout Casual Yoga Golf Tennis
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.	C: Activity
5	Classify instructions (optional)	Enter specific instructions for the classification. Learn more .	Polos fall into the Golf category. Do not classify items with technical properties as Casual.

- 4 Run the **Classify / Categorize** bulk tool starting from the first empty cell in the results column:
- 1 Select a specific number of rows to run or select **All rows**. [Learn more](#).

2 Click **Run rows**.
- First row:

AutoCustom

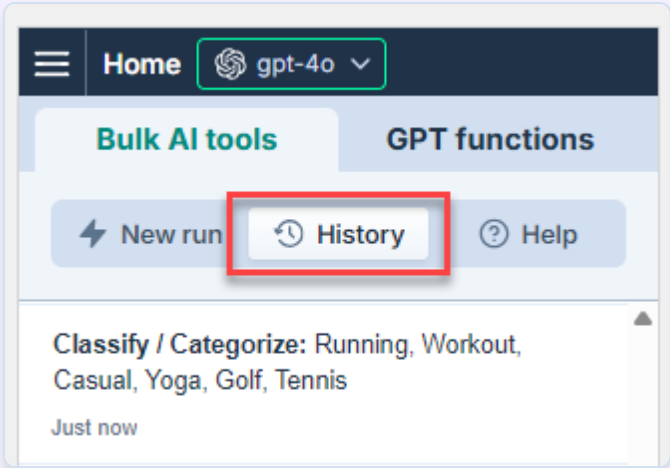
3 rows

All rows

Run 3 rows

 INFO

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



- 5
- Check the result for each cell:
- The category name if a match is found.
 - `#N/A` if no match is found.

You have set up and run the **Classify / Categorize** bulk tool on a column. If needed, try [improving the results](#).

	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

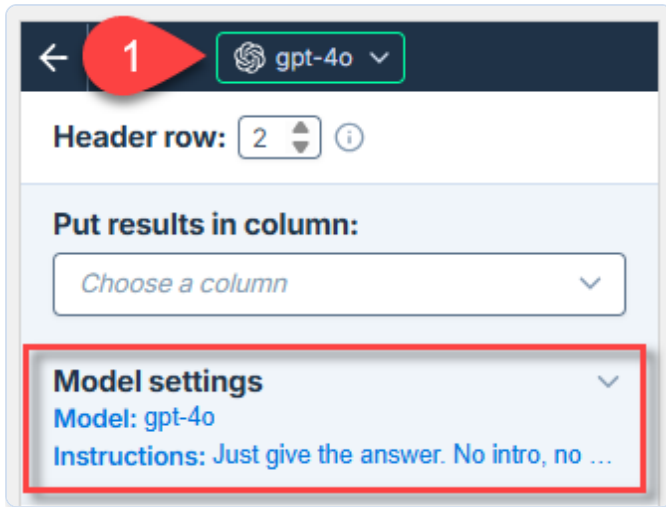
Into one of these categories:

Running
Workout
Casual
Yoga
Golf
Tennis

Improve results

Try different models

Find out which models work best for different use cases in our [AI models overview](#). 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 spreadsheet.

Provide additional instructions

You can improve classification quality by providing specific instructions that help the AI more closely follow your requirements for categorization rules and context.

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

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

If both classify 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.

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

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

Set Creativity to 0

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

Creativity (temperature)

0

[Reset parameters](#)

[View advanced settings](#)

INFO

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

Use full path for categories

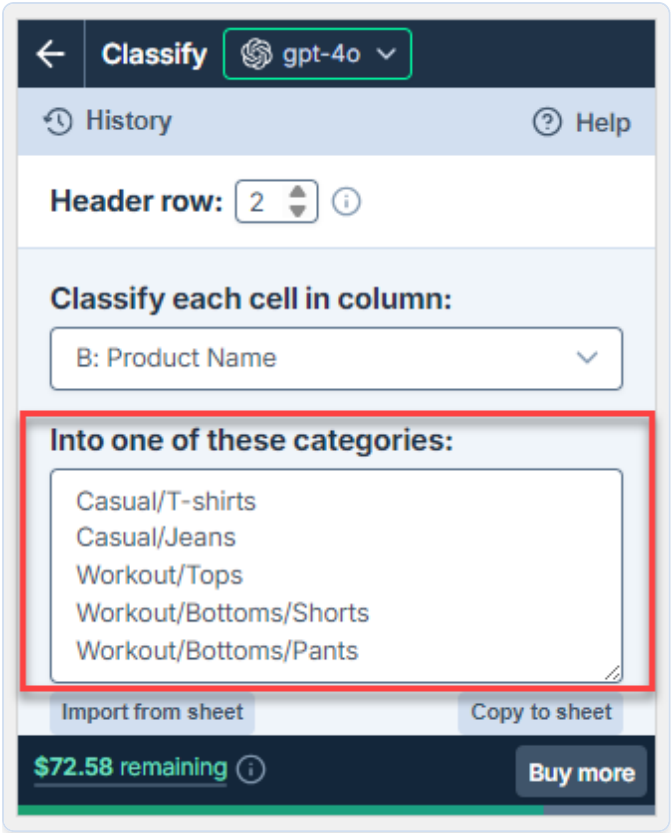
If your categories form a hierarchy, use their full path instead of their name. This helps avoid ambiguity and ensures that the classification is as precise as possible.

Using only the category names can lead to ambiguity. For instance, `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



What's next

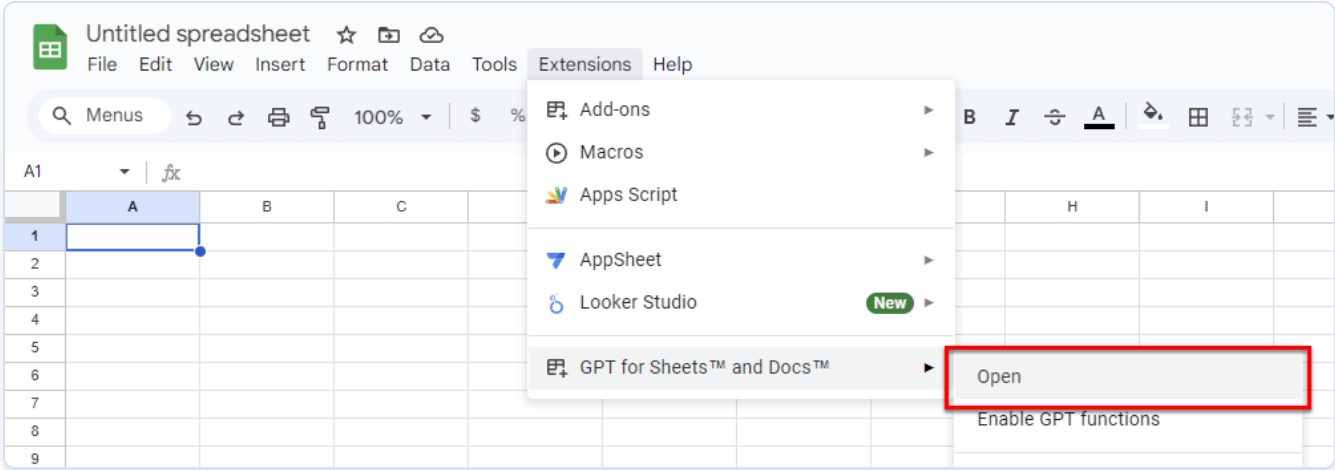
[Try another bulk AI tool.](#)

Extract in bulk in Sheets

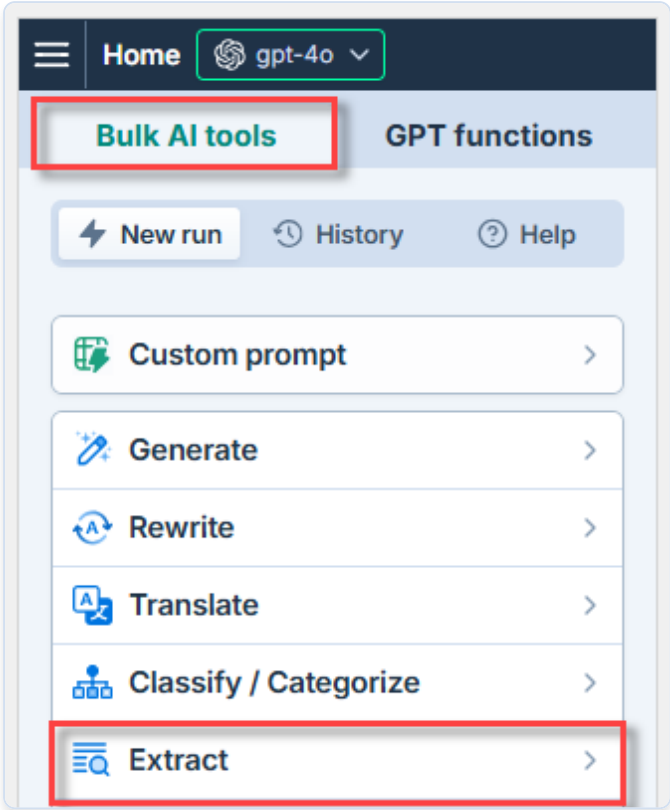
Use [GPT for Sheets](#) to extract key information like names, email addresses, and product attributes from unstructured text directly in Google Sheets. For example, you can extract name, weight, and price from bike model descriptions to create a catalog.

Run the bulk tool

- 1 In the menu bar, select **Extensions > GPT for Sheets and Docs > Open**.



- 2 In the sidebar, select **Bulk AI tools**, and click **Extract**.



INFO

If you open the Bulk AI tools for the first time, you are prompted to grant additional permissions. These permissions are required for GPT for Sheets to write in your spreadsheets.

- 1
- Click **Sign-in with Google**. A *Sign in with Google* window opens.
- 2
- Select the Google account with which you have installed GPT for Sheets.
- 3
- Click **Allow** to grant GPT for Sheets the required permissions.

3 Set up your bulk tool run.

1

2

3

4

5

Extracting specifications

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.			
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.			
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.			

Extract

gpt-4o

History

Help

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, ..."

\$72.22 remaining

Buy more

	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.	Name Weight 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

4 Run the **Extract** bulk tool starting from the first empty cell in the results columns:

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

First row:

Auto

Custom

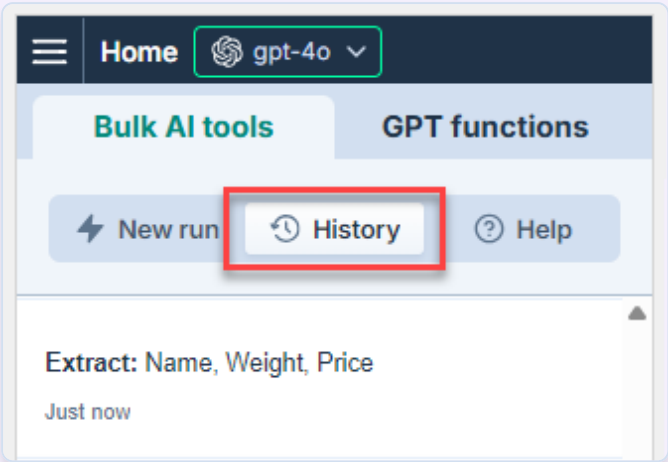
3 rows

All rows

Run 3 rows

INFO

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



You have set up and run the **Extract** bulk tool. If needed, try [improving the results](#).

	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.	Specialized Allez	9.1 kg	1200 €
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	6.8 kg	3500 €
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.	Specialized Roubaix	7.8 kg	2500 €

✓ Done! (9/9)

9 successful executions

Close

B, C, D

Extraction instructions

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.

\$72.12 remaining

Buy more

Improve results

Try different models

Find out which models work best for different use cases in our [AI models overview](#). 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 spreadsheet.

Provide additional instructions

You can improve extraction quality by providing specific instructions that help the AI more closely follow your requirements for text identification and formatting rules.

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

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

If both extraction 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.

For example, 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

Goal	Description	Example
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:

All relevant product details as a +

From each cell in column:

A: Description ▾

Put results in column:

B: Product details ▾

\$72.17 remaining ⓘ Buy more

What's next

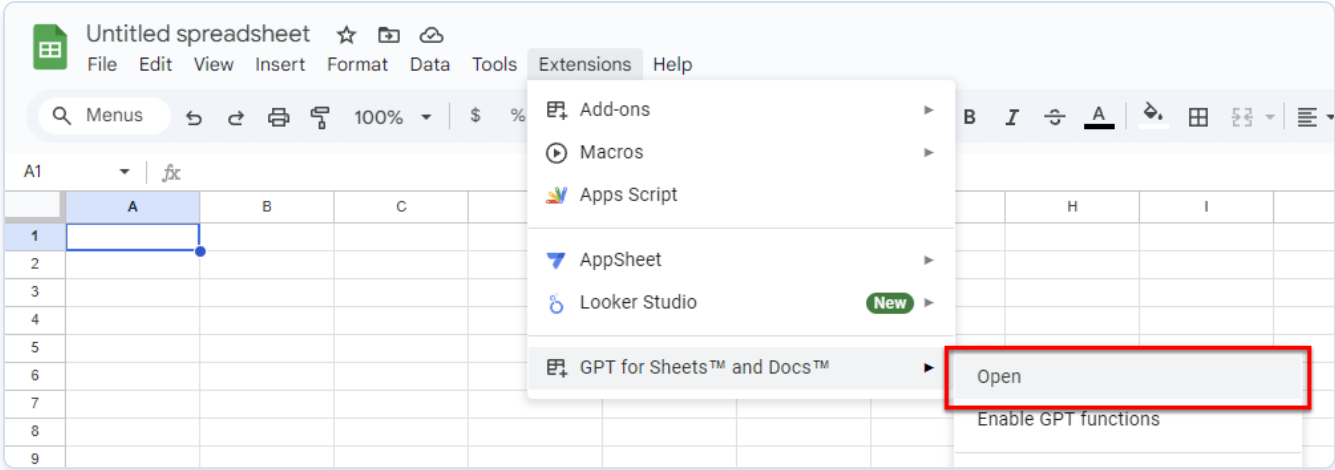
[Try another bulk AI tool.](#)

Reformat in bulk in Sheets

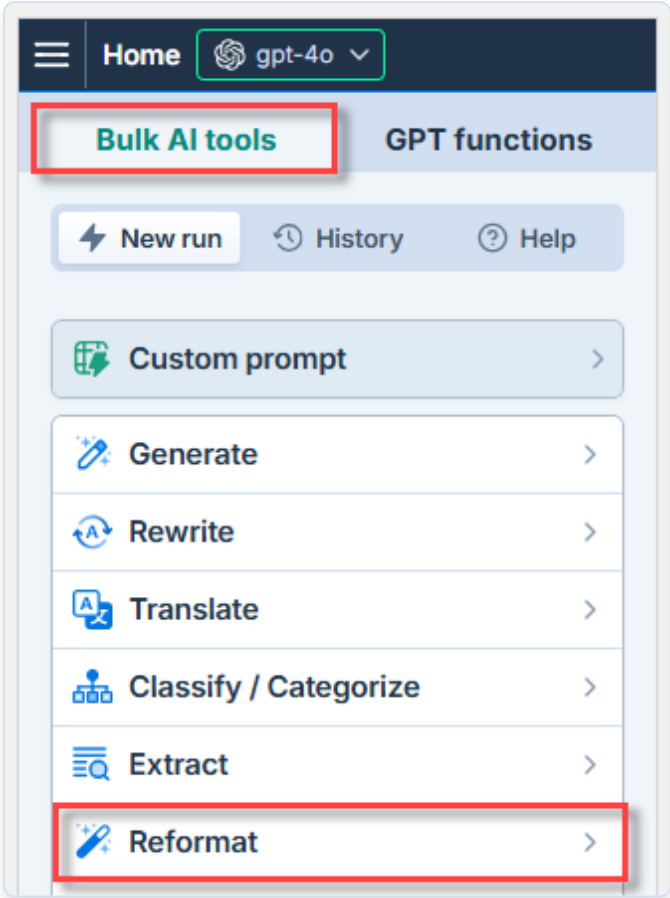
Use [GPT for Sheets](#) to standardize dates, phone numbers, or any other text to a consistent format directly in Google Sheets. For example, you can reformat product names before you include them in your catalog.

Run the bulk tool

- 1 In the menu bar, select **Extensions > GPT for Sheets and Docs > Open**.



- 2 In the sidebar, select **Bulk AI tools**, and click **Reformat**.



INFO

If you open the Bulk AI tools for the first time, you are prompted to grant additional permissions. These permissions are required for GPT for Sheets to write in your spreadsheets.

- 1
- Click **Sign-in with Google**. A *Sign in with Google* window opens.
- 2
- Select the Google account with which you have installed GPT for Sheets.
- 3
- Click **Allow** to grant GPT for Sheets the required permissions.

3 Set up your bulk tool run.

1

2

3

4

5

	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	

Reformat

gpt-4o

History

Header row: 2

Reformat each cell in column:
A: Name

To:
Color | Model | Size (S, M, or L)

Format examples

Put results in column:
B: Standard format

Reformatting instructions
Use title case

\$71.99 remaining

Buy more

	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

	Field	Description	Example
3	To	Describe the format to which you want to convert the text.	Color Model Size (S, M, or L)
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

4 Run the **Reformat** bulk tool starting from the first empty cell in the results column:

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

First row:

Auto

Custom

3

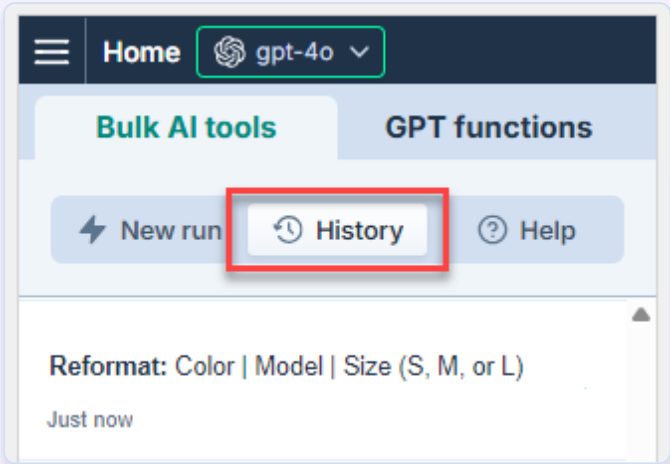
 rows

Run 3 rows

All rows

INFO

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



You have set up and run the **Reformat** bulk tool. If needed, try [improving the results](#).

	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

Try different models

Find out which models work best for different use cases in our [AI models overview](#). 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 spreadsheet.

Provide additional instructions

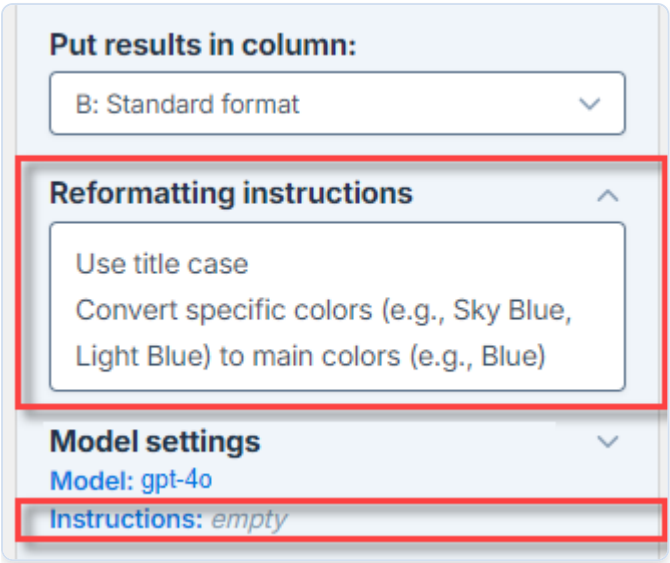
You can improve reformatting quality by providing specific instructions that help the AI more closely follow your requirements for formatting rules and consistency.

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

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

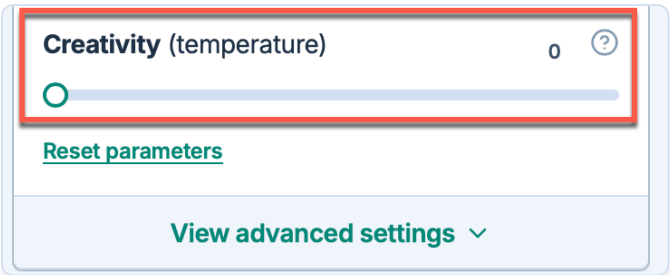
If both reformatting instructions and global instructions are defined, the AI uses both as a combined set of instructions. For consistent results, make sure both sets of instructions are aligned and do not contradict each other.

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



Set Creativity to 0

Ensure *Creativity* is set to 0. This setting 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 document.

What's next

[Try another bulk AI tool.](#)

Prompt images in bulk in Sheets

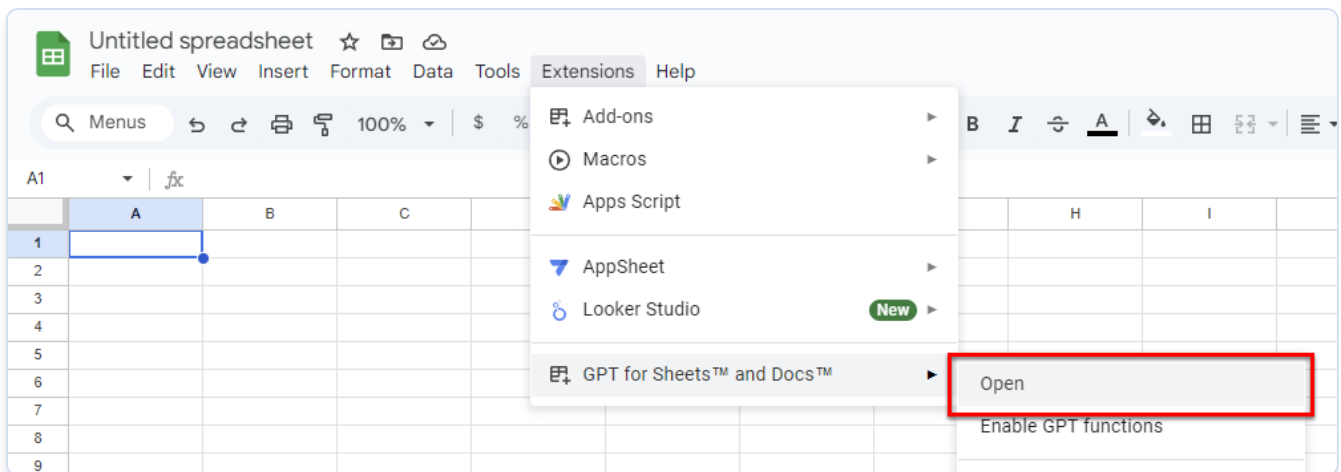
Use [GPT for Sheets](#) to generate content based on images directly in Google Sheets. For example, you can generate descriptions for your product images to improve your listings.

INFO

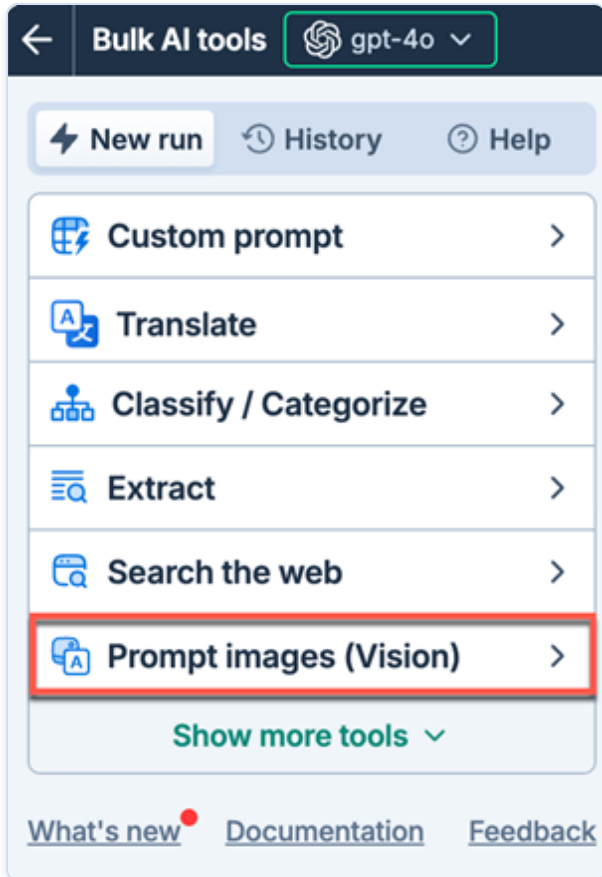
- [Custom prompt](#) and **Prompt images (Vision)** are the only bulk AI tools that accept images as input.
- To use **Prompt images (Vision)**, you must select a [vision model](#).

Run the bulk tool

- 1 In the menu bar, select **Extensions > GPT for Sheets and Docs > Open**.



- 2 In the sidebar, select **Bulk AI tools**, and click **Prompt images (Vision)**.

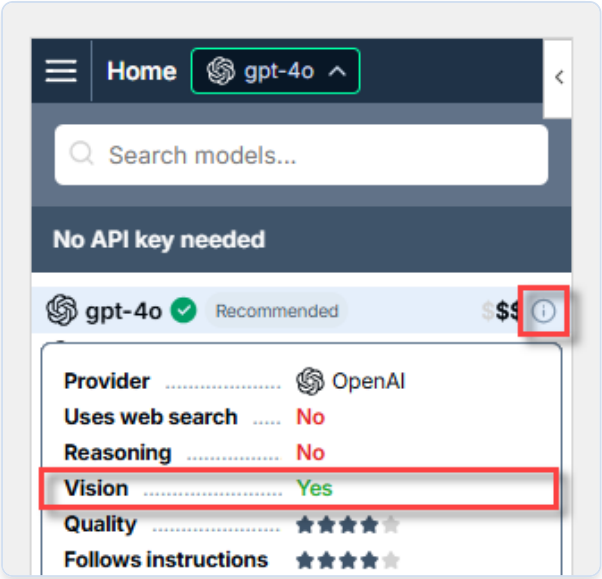


INFO

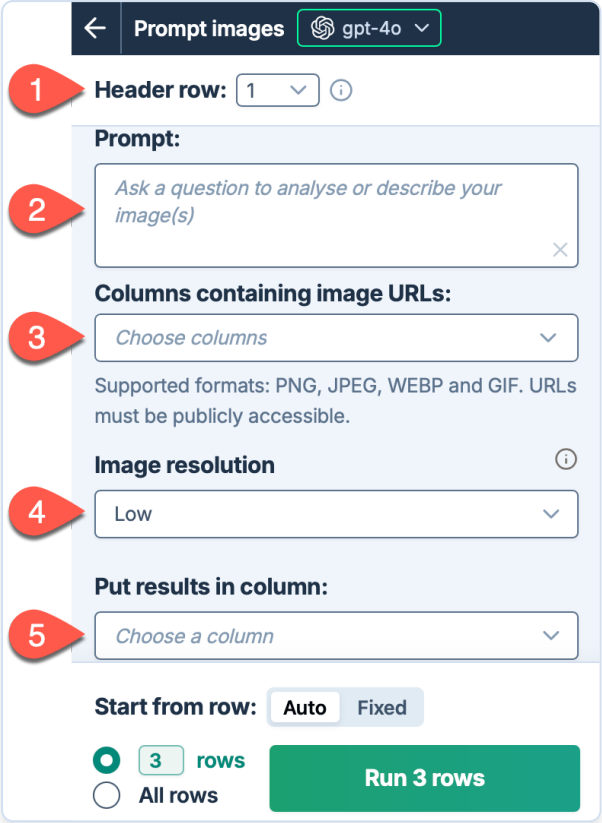
If you open the Bulk AI tools for the first time, you are prompted to grant additional permissions. These permissions are required for GPT for Sheets to write in your spreadsheets.

- 1 Click **Sign-in with Google**. A *Sign in with Google* window opens.
- 2 Select the Google account with which you have installed GPT for Sheets.
- 3 Click **Allow** to grant GPT for Sheets the required permissions.

3 In the model switcher, select a [vision model](#).



4 Set up your bulk tool run.



	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

	Field	Description	Example
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.
3	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. Supported image formats: ○ PNG ○ JPEG ○ WebP ○ Non-animated GIF	B: Front image, C: In-use image, D: Material detail image
4	Image resolution (optional)	Choose the level of detail for image processing: ○ High: Better image understanding, higher latency and cost ○ Low: Faster processing, lower cost ○ Auto: Let the model decide (default)	Low
5	Put results in column (optional)	Select the column to put the results in. Cells in this column won't be overwritten with the results if they contain text.	E: Description

5 Run the **Prompt images (Vision)** bulk tool starting from the first empty cell in the results

column:

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

First row:

AutoCustom

3 rows

All rows

Run 3 rows

i

INFO

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

History

Vision

Write a short description of this product based on how it looks...
6 hours ago

You have set up and run the **Prompt images (Vision)** bulk tool. If needed, try [improving the results](#).

E15

A

B

C

D

E

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 menu 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-grade build ideal for live performances and public speaking. The microphone has a black matte finish and a durable steel mesh grille that gives it a premium appearance. The microphone is designed for easy handling and portability, 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. It is equipped with four sturdy rotors, ensuring stable flight and smooth maneuverability. Users can capture high-quality aerial footage using the integrated camera system, ideal for both enthusiasts and professionals. The build quality appears robust, with durable materials used throughout the frame.

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:

AutoFixed

3 rows

All rows

Run 3 rows

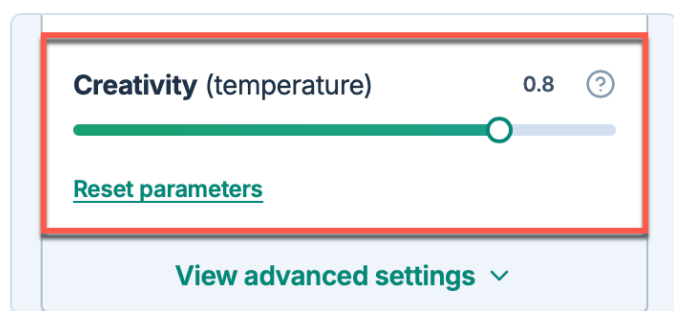
Improve results

Try different models

Try different [vision models](#) to find the one that works best for your use case. [We recommend using gpt-4.1](#) for most vision tasks.

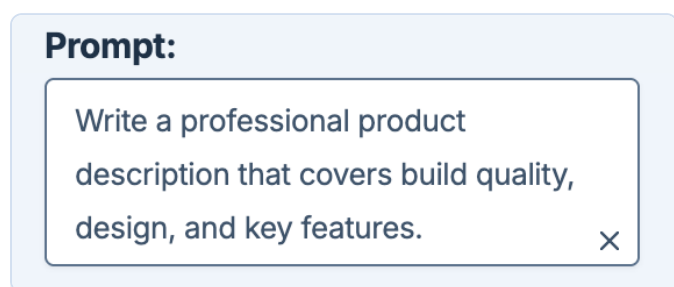
Adjust the creativity level

Adjust the level of creativity (accuracy vs. freedom) the AI is allowed in generating results. For example, if you're generating marketing copy, 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.



Refine your prompt

Be specific about what you want the AI to focus on. For example, specify which kind of description you want the AI to generate.



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.

What's next

- [Try another bulk AI tool.](#)

Select which rows to process with bulk AI tools

The bulk AI tools in GPT for Sheets 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](#).

1

2

3

4

	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	Rugged Work Boots	
14	Sleek Dress Shoes	
15	Beach Flip Flops	
16	Sporty Basketball Shoes	
17	Elegant Evening Sandals	

Translategpt-4o

HistoryHelp

Header row: 2

Translate each cell in column:

A: Product Name

From: (optional)Detect languageTo:French

Put results in column:

B: Product Name - FR

Start from row: AutoFixed

3 rows

All rows

Run all rows

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

- [Learn more about the bulk AI tools.](#)
- If you encounter issues with bulk AI tools, see the [troubleshooting guide](#).

GPT functions in GPT for Sheets

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

Start using GPT functions

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

Create GPT formulas

Create GPT formulas in Google Sheets and control the execution of GPT formulas.

Manage GPT formulas from the sidebar

Manage your GPT formulas and avoid unexpected changes and costs.

All GPT functions

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

Start using GPT functions in Sheets

GPT functions are custom [spreadsheet functions](#) in [GPT for Sheets](#) 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](#).

This guide walks you through the basics of using GPT functions — from enabling GPT functions for a spreadsheet 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 Sheets, but the same rules apply to [all GPT functions](#).

TIP

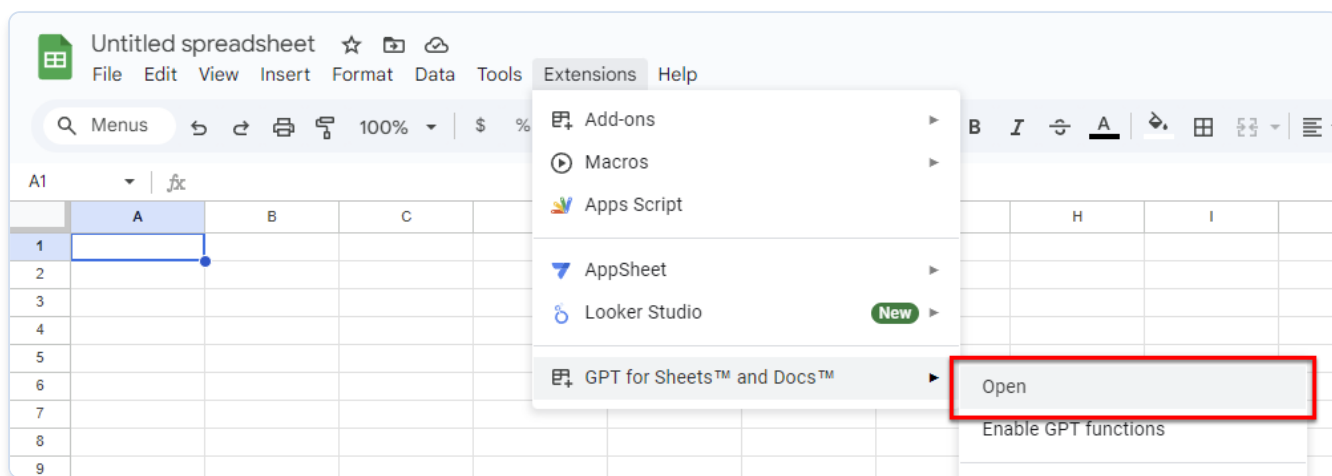
To try out the examples in this guide, make a copy of our [GPT function starter examples template](#).

Enable GPT functions

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

To start GPT for Sheets:

- 1 Open the workbook where you want to use GPT functions.
- 2 In the menu bar, select **Extensions > GPT for Sheets and Docs > Open**.



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
<code>prompt</code>	Yes	The prompt for the AI. The prompt can be: • Text: <code>"Write a tagline for a tea house"</code> • Cell reference: <code>A1</code> • Range reference: <code>A1:A3</code>

Parameter	Required	Description
value	No	Input that you want to combine with the prompt. The input can be: - Text: "Tone: Calm and serene" - Cell reference: B1 - Range reference: B1 :B3 If you provide value , GPT for Sheets uses the following template to build the final prompt sent to the AI: <pre><prompt> Input: <value> Output:</pre> For example, if prompt is Write a tagline for a tea house and value is Tone: Calm and serene , the final prompt is: <pre>Write a tagline for a tea house Input: Tone: Calm and serene Output:</pre>  INFO The Output line serves as a structural anchor that helps constrain the model into returning a clean, direct, and well-formatted response. If you do not provide value , GPT for Sheets sends prompt as is.
temperature	No	Number between 0 and 1 that specifies how creative the AI should be in generating the response: 0 sets minimum creativity. Responses to the same prompt are predictable and very similar. 1 sets maximum creativity. Responses to the same prompt can vary wildly. Highest risk of hallucination.

Parameter	Required	Description
<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](#).

D7	=GPT("Write a tagline for a tea house")					
	A	B	C	D	E	F
3						
4	1. Run a GPT function <i>Formula expression (actual cell value)</i>					Tip: If you copy-paste a formula, to run it, edit the cell, remove the starting apostrophe ('), and press ENTER.
5						
6		Formula	Example output	Try it out!		
7		=GPT("Write a tagline for a tea house")	Where Every Sip Tells a Story	Sip Serenity, Savor Tradition		
8				 Enter formula from B7		
9	2. Reference other cells from a GPT function <i>Formula result (calculated value)</i>					
10						

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 Sheets 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. Sheets 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)
```

`$C$8` is an absolute reference to `C8`, which you need here since you do not want Sheets 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. Sheets 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 `CONCATENATE` function:

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

The `GPT` function uses the `CONCATENATE` 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. Sheets 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($C$8, 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.

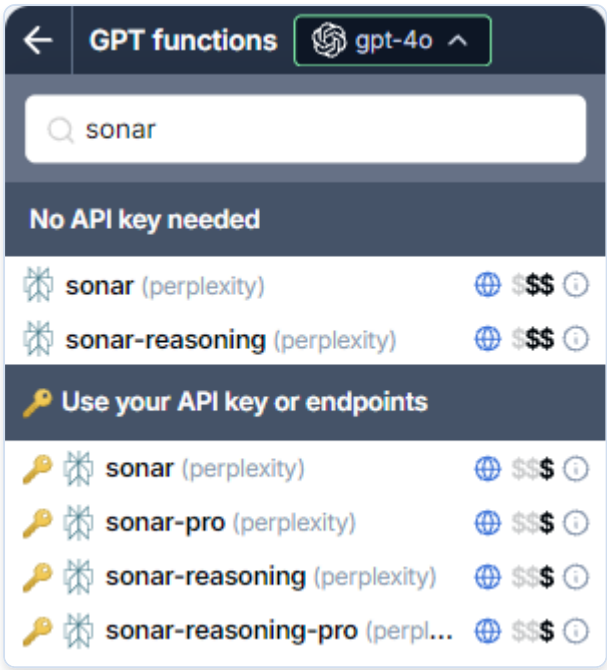
- 2 Fill the formula down to apply it to the rest of the column: Select the fill handle and drag it down across the cells you want to fill, overwriting the existing formulas. Sheets automatically updates the value cell reference for each row, while keeping the prompt cell reference fixed.
- 3 To see 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, expand the model switcher and select a web search model (indicated by the  icon).



 INFO

If you select a Gemini model, make sure web search is [enabled for Gemini models](#).

- 2
- 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")
```

- 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. Sheets automatically updates the company cell reference for each row.

For more information about web search, see [Search the web with GPT for Sheets](#).

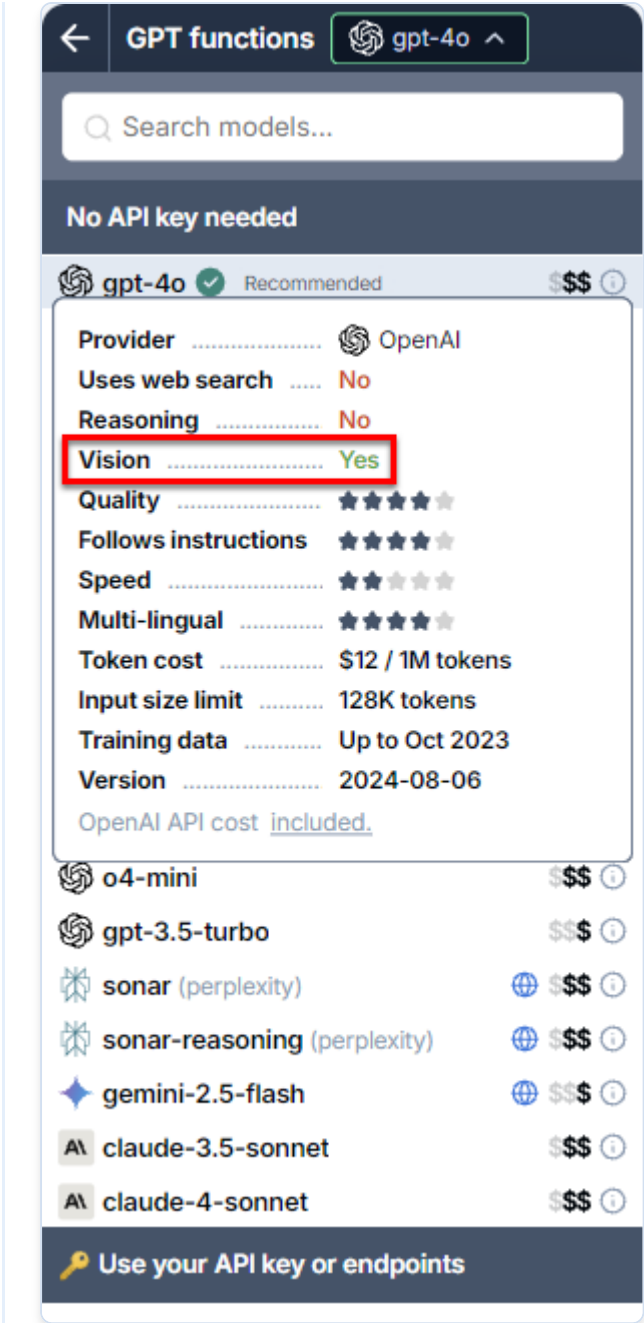
Process images with GPT_VISION

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, expand the model switcher and select a vision model.

To determine whether a model supports vision, check its info popup. For a list of available vision models, see [AI providers & models](#) and filter the tables by **Vision**.



- 2 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")
```

- 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. Sheets automatically updates the image URL cell reference for each row.

For more information about AI vision, see [Use images in prompts in Sheets](#).

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 Sheets, 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 Sheets, 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 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 Sheets 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 Sheets for parameter and decimal separators depend on your currently selected [locale](#):

- **Parameters:** Some locales 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 locales use the period (`.`) as the default decimal separator, while others use the comma (`,`). As a rule, locales that use the period for decimals use the comma for

parameters, whereas locales 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 locale settings](#) to verify which punctuation to use.

Formula auto-refresh

When your sheet auto-refreshes, Sheets 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 spreadsheet, Sheets reuses the formula's previously generated result from the cache.
- If the cached result has expired, or if you have the cache disabled, Sheets runs the formula normally.

In Sheets, the following triggers cause a sheet to auto-refresh:

Recalculation trigger	What gets recalculated
Google Sheets automatically refreshes the spreadsheet every few hours	All formulas on the sheet
Open the spreadsheet (particularly if not accessed recently)	Potentially all formulas on the sheet
Insert, move, or delete a column	Formulas in subsequent columns
Insert, move, or delete a row	Formulas in subsequent rows
Sort rows	Formulas in rows that were moved
Move a formula to a different cell	Moved formula
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 AI tools

Consider using [bulk AI tools](#) instead of GPT functions if:

- **You need to process over a thousand cells at once.** Sheets can reliably handle up to a few hundred simultaneous GPT function executions without noticeable slowdown — for example, when filling a formula down across 300 rows. Beyond this limit, performance starts to degrade; processing a few thousand cells at once can render the spreadsheet unresponsive. (Even if you delete loading formulas from the sheet, the formulas continue loading in the background; the performance impact persists, but you lose any results.)
- **Your formulas regularly [time-out](#) (especially with slow AI providers) or [become stuck in the Loading state](#).** If either happens during an [auto-refresh](#), and if the cache has expired or is disabled, you risk losing your results.
- **You want AI responses saved as plain text in cells.** Bulk AI 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 AI 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.

What's next

- Discover [all GPT functions available in GPT for Sheets](#).
- Learn how to [use each GPT function with a real-world example](#).
- Try out example use cases for different [business applications](#) and [product capabilities](#).
- 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 operates.

Create GPT formulas with GPT for Sheets

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 Google Sheets.

GPT formula examples
Examples for all the functions in the GPT for Sheets.

Control GPT formula execution in Sheets

You might want to delay the execution of your [GPT for Sheets](#) functions until your spreadsheet 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 Google Sheets in this video.

How to control the execution of your GPT for Sheets functi...



GPT formula examples for Sheets

See GPT functions in action with real-world examples using some of the functions included in [GPT for Sheets](#).

 **TIP**

To try out the examples, use our [GPT for Sheets examples template](#).

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	=GPT("Shorten this product name to 4 words max",A14)		
	A	B	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	=GPT("Remove the legal entity suffix", A21)		
	A	B	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	=GPT(\$A\$28,B29)		
	A	B	C
26	Change tone		
27	Prompt	Product titles	Example output
28	Make the product's title more appealing for Amazon customers.	White T-shirt with a V Neck for Men and Women	Stylish Unisex V Neck White T-shirt - Perfect for Men and Women
29		Black Tank top for teenage girls	Girls' Black Tank Top — Soft Stretchy Ribbed Cami for Teens, Casual Everyday & Layering Shirt
30		Traditional card deck of 54 cards for all classic games	
31		Kitchen Robot 20+ fonctionnalités, cooker	

Learn more on [GPT](#).

Create content

Generate button labels (CTAs):

C38		=GPT(A38)	
	A	B	C
35	Generate button labels (CTAs)		
36	Prompt		Example output
37	Write a button label for a bookstore website		Add to cart
38	Write a button label for a restaurant website		Reserve Your Table
39	Write a button label for a car rental website		
40	Write a button label for a bakery website		

Make your content more or less creative:

C45		=GPT(\$A\$44,,B45)	
	A	B	C
42	Play with temperature to adjust creativity		
43	Prompt	Temperature	Example output
44	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
45		0.5	The Future of AI at Work: How Intelligent Tools Will Reshape Jobs, Productivity, and Careers
46		0.7	
47		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	Subject: Boost Your Team's Productivity with GPT for Work Hi Elon, 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. 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. I'd love to discuss how GPT for Work can be tailored to meet Tesla's unique needs. Please let me know if

Learn more on [GPT](#).

Generate multiple outputs (vertical vs. horizontal)

Generate SEO keywords:

C67		
	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			
	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	=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(\$A\$28,\$C\$29:\$D\$38)	
	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",\$B\$42)	
	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	=GPT_FORMAT(A14,"ISO")			
	A	B	C	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	=GPT_FORMAT(A21,B21)			
	A	B	C	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	C	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	C	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	fx =GPT_EXTRACT(\$A44,C\$42)				
	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	fx =GPT_EXTRACT(A51, "email address")			
	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, +3999999999			

Extract emails and URLs:

C58 | `=GPT_EXTRACT($A58,C$56)`

	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 | `=GPT("Summarize this message in English, focusing on the main request. Use about 20 words. Be clear and precise.", A14)`

	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 | `=GPT("Summarize in less than 5 words", A20)`

	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	=GPT_CLASSIFY(B27,\$A\$26:\$A\$29)		
	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 speficed" 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,\$D\$44:\$D\$45,\$B\$44:\$C\$47)			
	A	B	C	D
41	Categorize customer feedback (2) with examples			
42	Context	Sasha is in charge of tickets about AODocs and Lucas must handle tickets for YAMM and Awesome Table.		
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
	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. Matifying 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 unflinching 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
61	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.		
62	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	=GPT_VISION(B17,C17)			
	A	B	C	D
15	Write product descriptions			
16		Prompt	URL of the picture	Try it below:
17		write a short product description for this product	https://i.ebayimg.com/images/g/XMsAAOSwZOIjy8qS/s-11600.png	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	=GPT_VISION(B23,C23)			
	A	B	C	D
21	Extract amounts from invoices			
22		Prompt	URL of the picture	Try it below:
23		extract total amount to be paid	https://it.lbl.gov/wp-content/uploads/sites/18/2023/03/fake-invoice_mcafee-scaled.jpg	\$419.99

Extract info from an ID:

E27	=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	=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	=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/full/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	=GPT_VISION(B41,C41)			
	A	B	C	D
39	Explain formulas			
40		Prompt	URL of the picture	Try it below:
41	$i\hbar \frac{\partial}{\partial t} \Psi(x,t) = \left[-\frac{\hbar^2}{2m} \frac{\partial^2}{\partial x^2} + V(x,t) \right] \Psi(x,t)$	explain this formula	https://miro.medium.com/v2/resize:fit:1400/format:webp/1*J-JQKUkHMo-iE4qlki373A.png	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: - $i\hbar \frac{\partial \Psi}{\partial t}$: 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: - $[-\frac{\hbar^2}{2m} \frac{\partial^2}{\partial x^2}] \Psi(x,t)$: 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. 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: $[-\hbar^2/(2m) \frac{d^2}{dx^2} + V(x)]\psi(x) = E\psi(x)$.

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	 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!				
15	Australia						
16	Austria						
17	Belgium						
18	Brazil						
19	Canada						
20	Chile						
21	China						
22	Colombia						
23	Denmark						
24	Egypt						
25	Finland						

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		German, Turkish, Kurdish	👉 Type =GPT("What are the top three languages spoken in this country? Return them separated by a comma",A30), then drag it down!				
	Germany						
31	Greece						
32	India						
33	Indonesia						
34	Ireland						
35	Israel						
36	Italy						
37	Japan						
38	Kenya						
39	Mexico						
40	Netherlands						
41	New Zealand						

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		https://www.vg.no/	👉 Type =GPT("Return only the official website URL of the most widely read newspaper in",A46), then drag it down!			
	Norway					
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 GPT for Sheets

Use the GPT for Sheets sidebar to manage your GPT formulas and avoid unexpected changes and costs.

Avoid GPT formula recalculation

Find short-term and long-term solutions to data loss and extra costs.

Avoid GPT formula timeouts

Avoid timeouts and control the associated 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 their results

Replace GPT formulas with their results to prevent recalculation permanently.

Manage GPT formula cache for your spreadsheet

Minimize costs by reusing previous results or experiment with settings.

Disable GPT formulas for your spreadsheet

Prevent the execution of GPT formulas in your spreadsheet for an indefinite period of time.

Avoid GPT formula recalculation in Sheets

What is a recalculation?

Google Sheets automatically recalculates all formulas every few hours, even if your spreadsheet is not open or hasn't been edited. Actions like sorting data, moving cells, or simply opening the spreadsheet can also trigger recalculations. This applies to GPT formulas as well, which may lead to unexpected costs or overwritten results.

How to manage or avoid recalculations

To minimize the impact, you can:

- [Keep the cache enabled](#) to store formula results.
- [Replace formulas with their results](#) in selected cells or across an entire sheet.
- [Disable your GPT formulas](#) to avoid new executions in your spreadsheet.

 WARNING

Do not delete or move cells, or sort your sheet while formulas are loading.

Recalculation triggers

The following triggers cause your GPT formulas to recalculate in your spreadsheet:

Recalculation trigger	What gets recalculated
Google Sheets automatically refreshes the spreadsheet every few hours	All formulas on the sheet
Open the spreadsheet (particularly if not accessed recently)	Potentially all formulas on the sheet
Insert, move, or delete a column	Formulas in subsequent columns
Insert, move, or delete a row	Formulas in subsequent rows
Sort rows	Formulas in rows that were moved

Recalculation trigger	What gets recalculated
Move a formula to a different cell	Moved formula
Undo the deletion of a formula from a cell	Restored formula

Avoid GPT formula timeouts in GPT for Sheets

What is a timeout?

A timeout occurs when the [AI provider](#) takes more than 30 seconds to respond to a GPT formula request, or if the AI provider never responds (which is more rare). In such cases, the formula stops executing and returns a timeout error.

What happens when a timeout occurs?

When a GPT formula times out:

- If caching is enabled (which is the default setting), most of the time the AI provider will have responded and the response is saved encrypted in the backend cache. Simply delete the formula from the cell and undo the deletion (press `Ctrl+Z`, or `Cmd+Z` on Mac) to retrieve its result **at no extra cost**. We recommend you [keep caching enabled](#).
- If caching is disabled, the result cannot be retrieved from the cache, and retrying the formula sends a new request to the AI provider.

How to avoid timeouts

To reduce GPT formula timeouts in GPT for Sheets, set the [cut-off limit](#) to a lower value to reduce processing time.

To completely avoid timeouts:

- Use [GPT for Sheets bulk AI tools](#) whenever possible.
- Use [GPT for Excel](#) if you need to use GPT functions in a spreadsheet.

INFO

If you get 10 timeout errors within a minute using the same model, [GPT for Sheets cancels pending executions](#). This prevents excessive billing when you drag a GPT formula across many cells and the model you are using is slow.

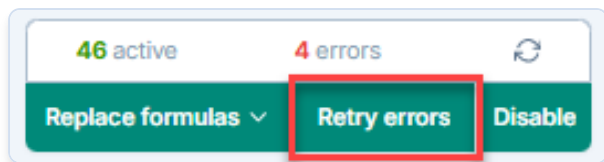
Retry GPT formulas on error in GPT for Sheets

After [troubleshooting GPT for Sheets errors](#), you can recalculate all GPT formulas in cells tagged with `#ERROR!` or `#VALUE!`.

- 1 Check that the GPT formulas aren't [disabled](#) for your spreadsheet.

Note: To highlight the errors, click on **X errors**. This will help you identify the GPT formulas that need correction.

- 2 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](#).

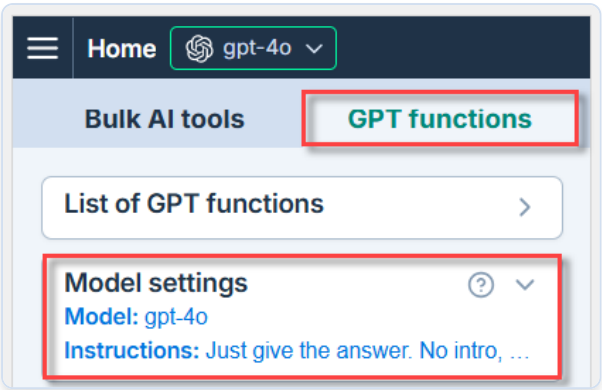
TIP

[Replace GPT formulas with their results in the selected cells](#) to prevent any further recalculation.

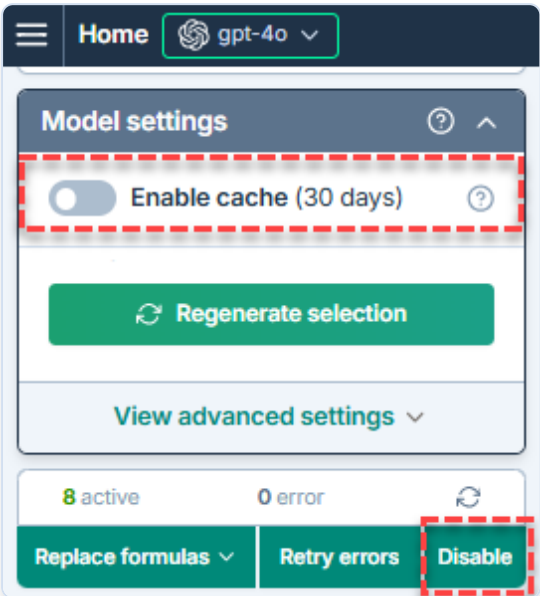
Regenerate GPT formula results in GPT for Sheets

Re-execute GPT formulas to update results in the selected cells.

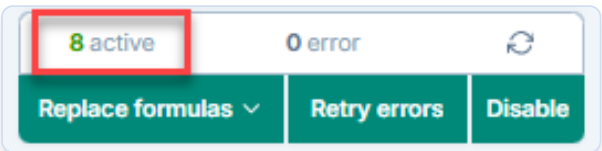
- 1
- In the sidebar, select **GPT functions**, and click **Model settings**.



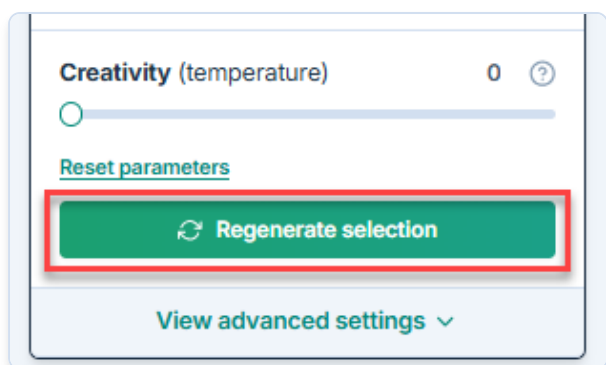
- 2
- Check that the GPT formulas are not disabled and that caching is disabled for your workbook.



- 3
- Select cells manually or click **active** to select all cells with active GPT formulas. Ensure all cells generated by formulas like GPT_LIST are selected to prevent data loss. Hold CTRL/CMD to adjust the selection.



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.

INFO

Working with selections larger than 10,000 cells may negatively impact performance. For best results, keep the number of GPT formulas on one sheet under 10,000.

Replace GPT formulas with their results in GPT for Sheets

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 Google spreadsheet.

Replace formulas manually

- 1 Select the cells that contain the GPT formulas.
- 2 Copy them by pressing **Ctrl+C** (or **Cmd+C** on Mac).

NOTE

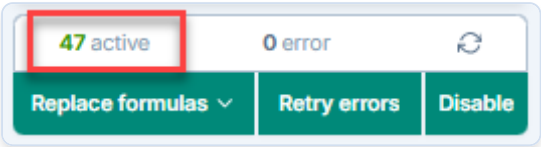
For GPT formulas with multi-row results, copy all rows with results, not just the formula row.

- 3 Paste the results as values by pressing **Ctrl+Shift+V** (or **Cmd+Shift+V** on Mac).

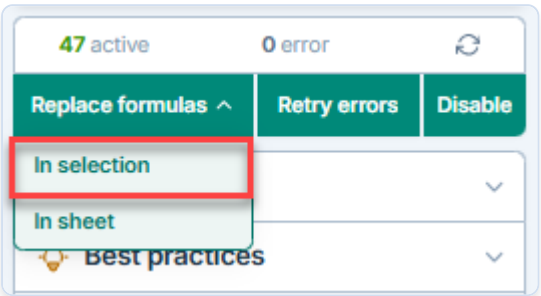
GPT formulas within the manually selected cells are replaced by their respective results.

Replace formulas in selection

- 1 Select cells manually or click **active** to select all cells with active GPT formulas. Ensure all cells generated by formulas like GPT_LIST are selected to prevent data loss. Hold CTRL/CMD to adjust the selection.



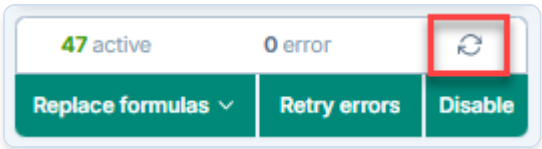
- 2 Choose **In selection** in the *Replace formulas* dropdown.



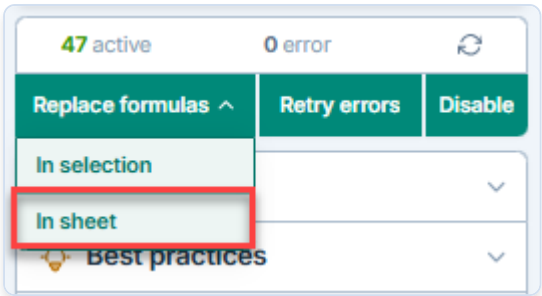
GPT formulas within the selected cells are replaced by their respective results.

Replace formulas in current sheet

- 1 Refresh the formula count to see the number of active GPT formulas in the current sheet. Formulas on error won't be replaced.



- 2 Choose **In sheet** in the *Replace formulas* dropdown.



All GPT formulas within the current sheet are replaced by their corresponding results.

Limitations

Working with selections larger than 10,000 cells may negatively impact performance. For best results, keep the number of GPT formulas on one sheet under 10,000.

Manage GPT formula cache for your spreadsheet in GPT for Sheets

If the cache is enabled for a spreadsheet, GPT for Sheets stores GPT function executions for 30 days, up to a maximum of 100K executions. When the formulas are reloaded (which happens on [many occasions](#) outside our control), their results are reused, avoiding extra costs and loss of results. This 30-day caching provides ample time to replace formulas with their final results.

Your cache includes GPT function executions made on any cache-enabled spreadsheet that is tied to your GPT for Sheets balance, regardless of [which user executes the functions](#) on that spreadsheet. Your cache is available across all these spreadsheets.

INFO

GPT function executions are stored encrypted with AES-256.

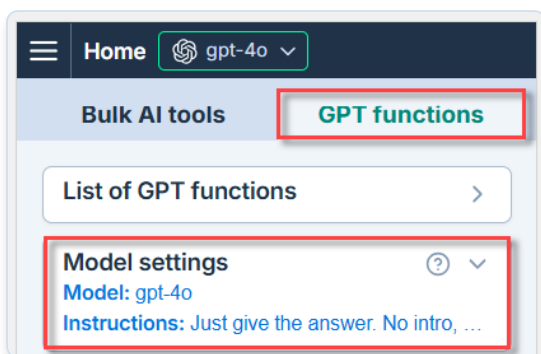
Prerequisites

You are the Owner of the spreadsheet (if the file is in My Drive) or its Creator (if it is in a Shared Drive).

Enable cache to save costs and reuse previous results when reloading a formula

Enable cache in your model settings to reuse previous results when reloading a formula instead of generating new results. Cache is enabled by default on new spreadsheets and is our recommended setting.

- 1 In the sidebar, select **GPT functions**, and click **Model settings**.



- 2 Click on the **Enable cache** switch to start saving results.

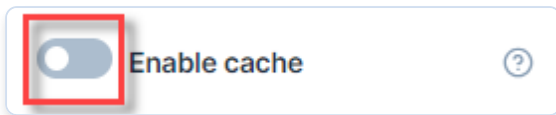


Caching is enabled for GPT function executions in your spreadsheet.

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**, and click **Model settings**.
- 3 Click the **Enable cache** toggle to put it in disabled state.



Caching is disabled for GPT function executions in your spreadsheet. Each time the formulas are reloaded, they will be executed again, incur costs, and may return new results.

How caching works across spreadsheets and users

The spreadsheet is stored in My Drive:

- **If you are the Owner of this spreadsheet:** You can enable/disable the cache for that spreadsheet. All your GPT function executions within this spreadsheet are stored in your cache and are available from other spreadsheets you own, provided that cache is enabled on them.
- **If you share this spreadsheet:** All the GPT executions run by editors with whom you've shared the spreadsheet are stored in your cache.
- **If you have edit access to this spreadsheet:** You can benefit from the full cache of the Owner from this spreadsheet.
- **If the ownership is transferred:** The cache is not transferred to the new Owner. Next time the formulas are reloaded in this spreadsheet, they will be executed again. Make sure to [replace formulas with results](#) before transferring ownership!

The spreadsheet is stored in a Shared Drive:

- **If you are the Creator of this spreadsheet:** You can enable GPT functions and your GPT for Sheets cache for that spreadsheet. All the GPT function executions run within this spreadsheet (both yours and those of other users) are stored in your cache and are available from other spreadsheets you have created, provided that cache is enabled on them.
- **If you share this spreadsheet:** All the GPT executions run by editors with whom you've shared the spreadsheet are stored in your cache.

- **If you have edit access to this spreadsheet** (Contributor or higher): You can benefit from the full cache of the Creator from this spreadsheet.

For more information, see [How GPT for Sheets works on shared spreadsheets](#).

Conditions for cached results reuse

GPT for Sheets cache relies on the formula's content, meaning all the input parameters within the formula itself. If the formula is the same, cached results are used, even if the sidebar settings have changed.

Formulas are considered identical by GPT for Sheets after resolving cell references. `=GPT(A1)` and `=GPT(B9)` are identical if the content of A1 and B9 is the same.

INFO

If you want to experiment with sidebar settings, you must disable cache.

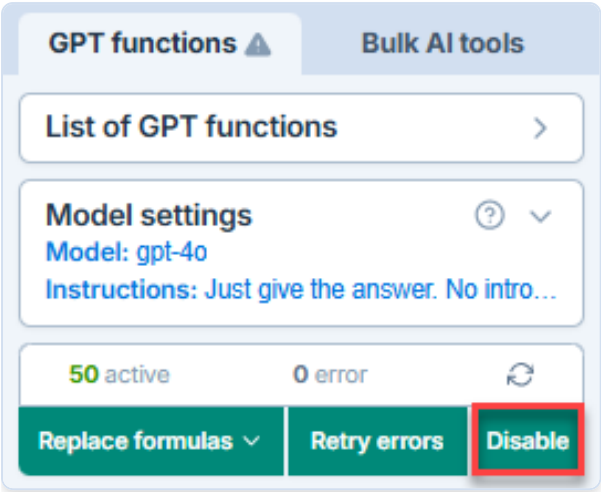
Therefore, if you copy a simple formula like `=GPT("write a tagline for an ice-cream-shop")` to another cell, cached results are used. If you change your sidebar settings and reload the formulas in your spreadsheet, cached results are also used.

On the other hand, if you change any parameter in a formula, the cache is invalidated and a new result is generated. `=GPT("a prompt", , 0.2)` is not the same as `=GPT("a prompt", , 0.3)` because the temperature parameter value is different. You can use this technique to forcefully bypass your cache when it's enabled.

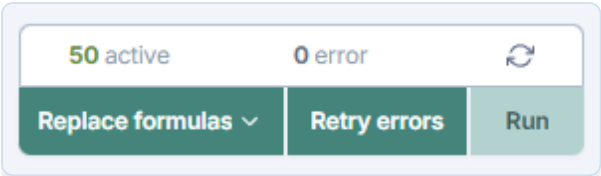
Disable GPT formulas for your spreadsheet in GPT for Sheets

If the GPT for Sheets [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 spreadsheet.

In the sidebar, select **GPT functions**, and click **Disable**.



The button label changes to **Run**.



The GPT formulas in your spreadsheet will not be executed until you click **Run**. If your spreadsheet contains multiple sheets, the GPT formulas across all these sheets are prevented from executing.

All GPT functions in GPT for Sheets

Discover all custom functions in [GPT for Sheets](#), along with simple examples and an extensive list of parameters. If you are looking for more examples, make a copy of our [GPT for Sheets examples template](#).

 **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).

 **Prerequisites**

To enable GPT functions, you must be the Owner/Creator of the spreadsheet. [Learn more.](#)

GPT function

The simplest function included in GPT for Google Sheets. Outputs the result in a single cell.

 **INFO**

To process images, use [GPT_VISION](#).

How to easily call ChatGPT in Google Sheets



How to use

Syntax	=GPT(prompt, [value], [temperature], [model])
Copy/paste example	=GPT("Write a tagline for an ice cream shop.")
 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)	Instruction provided to the AI to generate a result in a single cell. The prompt parameter can be: - 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.

Classify data in Google Sheets with ChatGPT



How to use

Syntax	<code>=GPT_CLASSIFY(value, categories, [examples], [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)	Input text to classify. The value parameter can be: • A string: <code>"banana"</code> • A cell: <code>A1</code> • A range of cells: <code>A1:C3</code>

Parameter	Definition
categories (cannot be empty)	Comma-separated categories or range of categories to choose from. Only the most relevant category will be returned.
(optional) examples	A table of examples in two columns. The first column should contain the inputs and the second column should contain the outputs.
(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.

Polish your content with ChatGPT in Google Sheets



How to use

Syntax	<code>=GPT_EDIT(text, [task], [temperature], [model])</code>
Copy/paste example	<code>=GPT_EDIT("For sum reezon thoose nunsberz arnt addin up")</code>

Syntax	=GPT_EDIT(text, [task], [temperature], [model])
⚠ 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)	Input text to edit. The text parameter can be: • A string: "For sum reezon thoose nunsberz arnt addin up" • A cell: A1 • A range of cells: A1 :C3
(optional) task	Text, cell or range specifying how the text should be edited. Defaults to fixing grammar and spelling. Other examples: • "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.

Make ChatGPT extract entities from Google Sheets data wi...



How to use

Syntax	GPT_EXTRACT(text, to_extract, [temperature], [model])
Copy/paste example	=GPT_EXTRACT("I worked 5 years at Amazon.com and then 3 years at Apple", "companies")
⚠ Localization	In some locales, you might need to use ";" to separate parameters instead of ","
Output	The extracted entities as comma-separated values in a single cell

Parameters

Parameter	Definition
text (cannot be empty)	Input text to extract data from. The text parameter can be: - A string: "I worked 5 years at Amazon.com and then 3 years at Apple" - A cell: A1 - A range of cells: A1:C3

Parameter	Definition
to_extract (cannot be empty)	Text, cell or horizontal range specifying what you want to extract. Examples: • "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.

Format your data in Sheets automagically with ChatGPT



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)	Input text to format. The input parameter can be: • 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.

Create lists of data in Sheets with ChatGPT



How to use

Syntax	=GPT_LIST(prompt, [value], [temperature], [model])
Copy/paste example	=GPT_LIST("Give me 5 good short ads about spreadsheets.")
 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)	Instruction provided to the AI to generate a list. The prompt parameter can be: • 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 Sheets [settings](#) do not apply to the GPT_MATCH function.
- You can only match up to about 1,000 rows at a time.

How to map two columns of values in Google Sheets with ...



How to use

Syntax	<code>=GPT_MATCH(search_keys, lookup_range, [confidence], [stats], [top_k])</code>
Copy/paste example	<code>=GPT_MATCH(A1:A10, B1:B4)</code>
 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.

Split your text with GPT for Sheets



How to use

Syntax	=GPT_SPLIT(text, split_by, [temperature], [model])
Copy/paste example	=GPT_SPLIT("Hello! How are you? Have you heard of GPT for Work?", "sentences")
 Localization	In some locales, you might need to use ";" to separate parameters instead of ","

Syntax	=GPT_SPLIT(text, split_by, [temperature], [model])
Output	Input text is split as requested, one element per cell

Parameters

Parameter	Definition
text (cannot be empty)	Input text to split. The text parameter can be: • A string: "Hello! How are you? Have you heard of GPT for Work?" • A cell: A1 • A range of cells: A1 :C3
split_by (cannot be empty)	How to split the text. Examples: • 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	=GPT_TABLE(prompt, [head], [inputs], [temperature], [model])
Copy/paste example	=GPT_TABLE("top 10 most eaten fruits and their nutrition data")

Syntax	=GPT_TABLE(prompt, [head], [inputs], [temperature], [model])
⚠ 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)	Instruction to generate a table. The prompt parameter can be: • 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.

Make ChatGPT tag your data in Google Sheets with GPT_T...



How to use

Syntax	=GPT_TAG(value, [tags], [examples], [top_k], [temperature], [model])
Copy/paste example	=GPT_TAG("I love chocolate", "food, positive, negative")
⚠ 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)	Input text to tag. The value parameter can be: • A string: "I love chocolate" • A cell: A1 • A range of cells: A1:C3

Parameter	Definition
(optional) tags	Comma-separated tags or range of tags applicable. If left empty, GPT_TAG will automatically come up with the tags
(optional) top_k	Maximum number of tags to return
(optional) examples	A table of examples in two columns. The first column should contain the inputs and the second column should contain the outputs.
(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.

Make ChatGPT translate content in Google Sheets GPT_TR...



How to use

Syntax	<code>=GPT_TRANSLATE(text, [target_language], [source_language], [instructions],[temperature], [model])</code>
Copy/paste example	<code>=GPT_TRANSLATE("Cool off with our delicious treats!", "spanish")</code>
 Localization	In some locales, you might need to use ";" to separate parameters instead of ","
Output	The requested translation in a single cell

Parameters

Parameter	Definition
text (cannot be empty)	Input text to translate. The text parameter can be: - 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-4.1`.

How to use

Syntax	<code>=GPT_VISION(prompt, image_url, [high_res], [temperature], [model])</code>
Copy/paste example	<code>=GPT_VISION("Write a short description for this product", A1, , , "gpt-4.1")</code>
 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)	Instruction provided to the AI to analyze an image. The prompt parameter can be: • A string: <code>"Write a short description for this product"</code> • A cell: <code>A1</code> • A range of cells: <code>A1:C3</code>

Parameter	Definition
image_url	Link to the image you want the AI to analyze. Supported formats are PNG, JPEG, non-animated GIF. The image_url parameter can be: - A string: <code>"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"</code> - A cell: <code>A4</code>
(optional) high_res	How the AI processes the image and generates its textual understanding. Possible values: <code>true</code>, <code>false</code>, and <code>auto</code> (default). Learn more.
(optional) temperature, model	See temperature and model.

See more [usage examples](#).

GPT_WEB function

 **INFO**

- The GPT_WEB function is deprecated. We recommend using models with web search capabilities (indicated by the  icon in the model switcher) with any GPT function instead. See our [web search guide](#) for more details.
- If you want to use GPT_WEB, you must select the Perplexity Sonar model in the model switcher or add it as a function parameter. See our [troubleshooting guide](#) for more details.

How to use

Syntax	=GPT_WEB(prompt, [value])
Copy/paste example	<pre>=GPT_WEB("Who won the last presidential elections in Argentina?")</pre>

Syntax	=GPT_WEB(prompt, [value])
⚠ 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)	Instructions provided to the AI to generate results based on recent web search data. Provide instructions in English for better results. The prompt parameter can be: - A string: "Who won the last presidential elections in Argentina?" - A cell: A1
(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 **CONCATENATE** 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	=GPT_CREATE_PROMPT(A1:B1, A2, C3:D5, E1:E6)
⚠ Localization	In some locales, you might need to use ";" to separate parameters instead of ","

Syntax	=GPT_CREATE_PROMPT(arg1, [arg2], [arg3], [...argn])
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: - A1 - A1:C3
(optional) arg2 - argn	Cell or range to concatenate. For example: - 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")

temperature

model

You can also [set these values from the sidebar](#) very easily. In this case, they become the default values for all future executions.

Parameter	Definition
(optional) temperature	Number between 0 and 1 that governs the creativity of the output: • 0 - Strictly according to the prompt • 0.5 - Slightly creative • 1 - Very creative  NOTE In some locales, you might need to use "0,5" (comma) instead of "0.5" (period).
(optional) model	Name of the model surrounded by quotes. You can find model names in the model switcher in the sidebar.

Configuration of GPT for Sheets

Configure the GPT for Sheets settings for your spreadsheet. Select a model, specify global instructions, adjust the creativity level, set the cut-off limit, and get even more control with advanced settings.

Select a model

Select the right AI model for your work, with or without an API key.

Add global instructions

Assign a very precise role to the AI to define its field of expertise and how it responds.

Set the creativity level

Define how standard (or not) your output is expected to be.

Set the cut-off limit for GPT functions

Manage the size of the result in tokens.

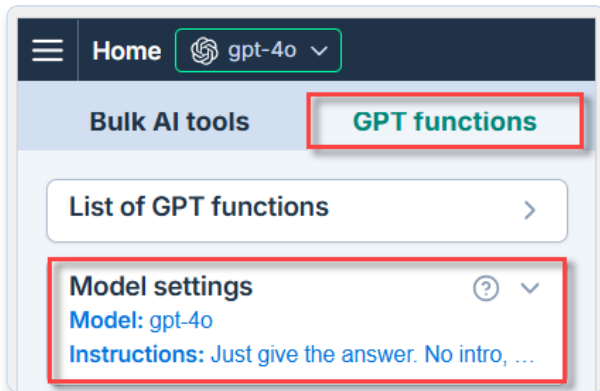
Adjust advanced settings

Get greater control over AI-generated output in Google Sheets.

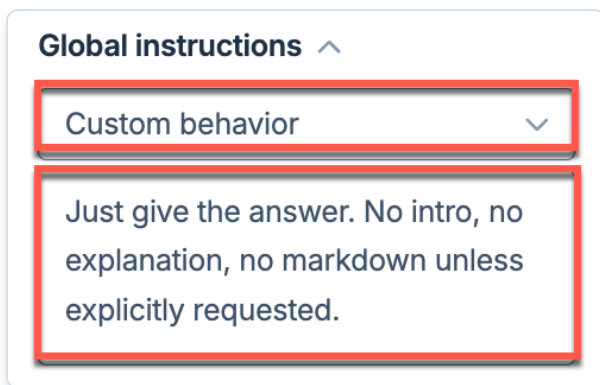
Add global instructions in GPT for Sheets

Provide global instructions to add preferences or requirements that you'd like the AI to consider when generating its responses. All [GPT for Sheets](#) operations in the current spreadsheet will take these instructions into account.

- 1 In the sidebar, select **GPT functions**, and click **Model settings**.



- 2 Select the type of instructions you'd like to add and edit them if needed.



GPT for Sheets uses the global instructions to generate all responses for GPT functions and bulk AI tools in the current spreadsheet.

INFO

When cache is enabled, existing GPT formulas will not automatically update to the new instructions when you re-execute them.

To re-execute an existing formula with the new instructions:

- Change a parameter in the formula and press Enter.
- [Disable the cache](#), select the formula, and [regenerate its results](#).

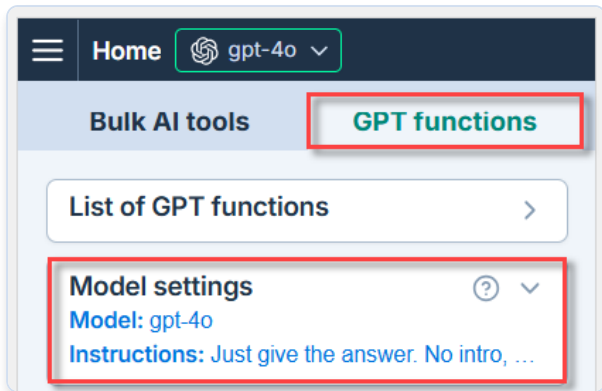
What's next

- [Run bulk AI tools](#) and [execute GPT functions](#) in GPT for Sheets.
- [Configure other settings](#) to customize how the language model operates.

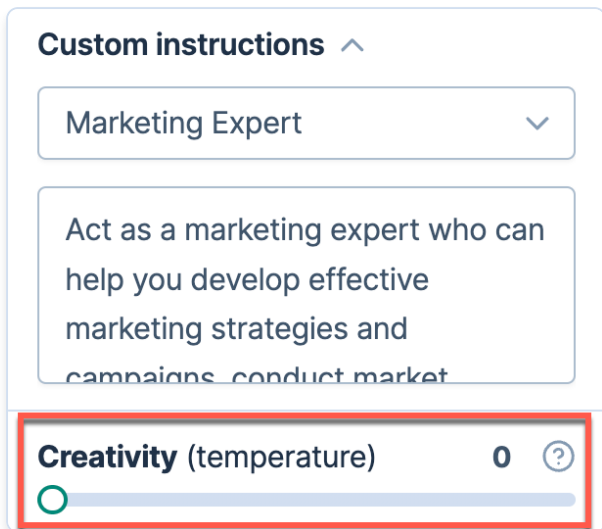
Set the creativity level in GPT for Sheets

Set the **creativity level** that will be used for all [GPT for Sheets](#) operations in your spreadsheet to define how standard (or not) your output is expected to be. You can find out more about the temperature setting, used by OpenAI to set a creativity level, in our [Temperature guide](#).

- 1 In the sidebar, select **GPT functions**, and click **Model settings**.



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



GPT for Sheets uses the creativity level to generate all responses for GPT functions and bulk AI tools.

INFO

When cache is enabled, existing GPT formulas will not automatically update to the new creativity level when you re-execute them.

To re-execute an existing formula with the new creativity level:

- 1 Set the [temperature](#) parameter directly in the formula.
- 2 Press Enter to re-execute the formula.

What's next

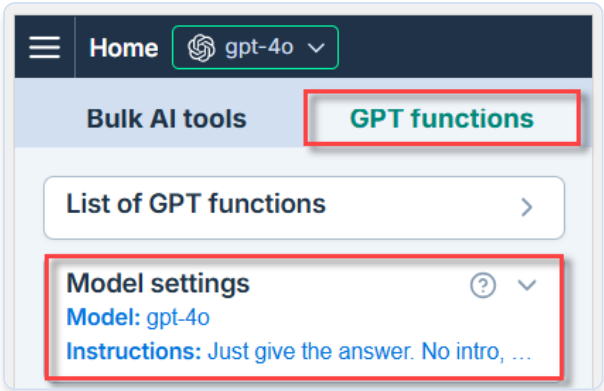
- [Run bulk AI tools](#) and [execute GPT functions](#) in GPT for Sheets.
- [Configure other settings](#) to customize how the language model operates.

Set the cut-off limit for GPT functions in GPT for Sheets

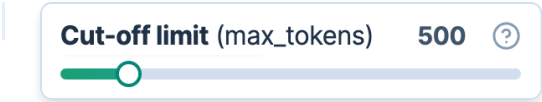
Set a cut-off limit for the responses of the GPT functions in the current spreadsheet. This won't shape the response, but if the response goes beyond this limit, it will be truncated. This setting doesn't affect bulk AI tools.

Term	Definition
Token	Tokens can be thought of as pieces of words. During processing, the language model breaks down both the input (prompt) and the output (result) texts into smaller units called tokens. Tokens generally correspond to ~4 characters of common English text. So 100 tokens are approximately worth 75 words. See how text is split into tokens.
Context window	Total amount of tokens that the model can consider at one time, including input (prompt) and output (result). The context window size depends on the model used.
Max output	Maximum number of tokens that can be generated in the output by a given model. Max output is typically much lower than Context window.
Cut-off limit	Maximum size of the result in GPT for Sheets, measured in tokens. If the result is larger than this limit, it will be truncated. Helps control cost and speed. Cut-off limit is set 200 tokens below Max output.

1 In the sidebar, select **GPT functions**, and click **Model settings**.



- 2 Set **Cut-off limit** as follows:
- If you expect short responses, lower the limit to get faster responses.
 - If you expect long responses, increase the limit to make sure they are not truncated.
 - If your response is truncated, increase the limit.

A screenshot of a settings interface for GPT for Sheets. It features a slider control for the 'Cut-off limit (max_tokens)' parameter, which is currently set to 500. A green bar indicates the slider's position, and a question mark icon is visible next to the value.

GPT for Sheets now applies the cut-off limit to all GPT formula results.

INFO

When cache is enabled, existing GPT formulas will not automatically update to the new cut-off limit when you re-execute them.

To re-execute an existing formula with the new cut-off limit:

- Change a parameter in the formula and press Enter.
- [Disable the cache](#), select the formula, and [regenerate its results](#).

What's next

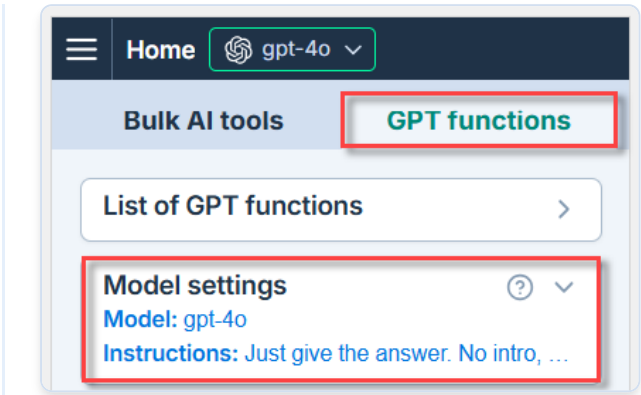
- [Execute GPT functions in GPT for Sheets.](#)
- [Configure other settings](#) to customize how the language model operates.

Adjust advanced settings in GPT for Sheets

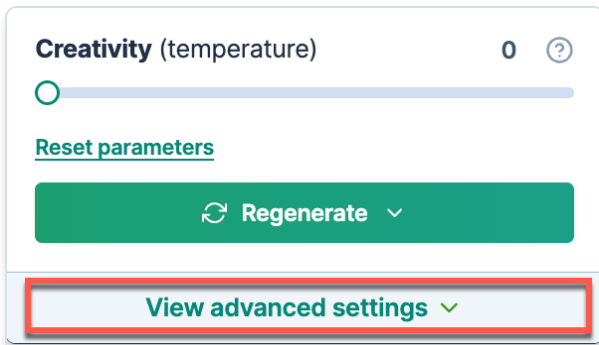
Adjust the advanced settings in [GPT for Sheets](#) to have greater control over generated output in Google Sheets. You can learn more in the [OpenAI API documentation](#).

Term	Definition
Token	Tokens can be thought of as pieces of words. During processing, the language model breaks down both the input (prompt) and the output (completion) texts into smaller units called tokens. Tokens generally correspond to ~4 characters of common English text. So 100 tokens are approximately worth 75 words. See how text is split into tokens .
Top P	Helps adjust creativity level – Lower values result in more focused output, while higher values allow for more creative responses.
Frequency penalty (not available for Claude 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 Claude 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**, and click **Model settings**.



- 2 Open the **View advanced settings** dropdown.



- 3 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 Sheets uses the selected model to generate all responses for GPT functions and bulk AI tools.

INFO

When cache is enabled, existing GPT formulas will not automatically update to the new advanced settings when you re-execute them.

To re-execute an existing formula with the new advanced settings:

- Change a parameter in the formula and press Enter.
- [Disable the cache](#), select the formula, and [regenerate its results](#).

What's next

- [Run bulk AI tools](#) and [execute GPT functions](#) in GPT for Google Sheets.
- [Configure other settings](#) to customize how the language model operates.

Search the web with GPT for Sheets

Search the web directly in [GPT for Sheets](#) 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 spreadsheet. 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.

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.

- **Recommended models:**
 - [Sonar](#) for quick results (cheapest).
 - [Sonar Pro or Sonar Reasoning](#) or [GPT-4o 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](#)

▼ **Click here for a list of all web search models supported by GPT for Sheets.**

Provider	Model	Without API key	With API key
Perplexity	sonar	✓	✓
	sonar-pro	×	✓
	sonar-reasoning	✓	✓
	sonar-reasoning-pro	×	✓
Google	gemini-2.0-flash	×	✓
	gemini-2.0-flash-lite	×	✓
	gemini-2.5-flash	✓	✓
	gemini-2.5-flash-lite	×	✓
	gemini-2.5-pro	×	✓
OpenAI	gpt-4o-mini-search-preview	✓	✓
	gpt-4o-search-preview	✓	✓
	gpt-5-search-api	✓	✓

For detailed pricing, see [AI providers and models](#).

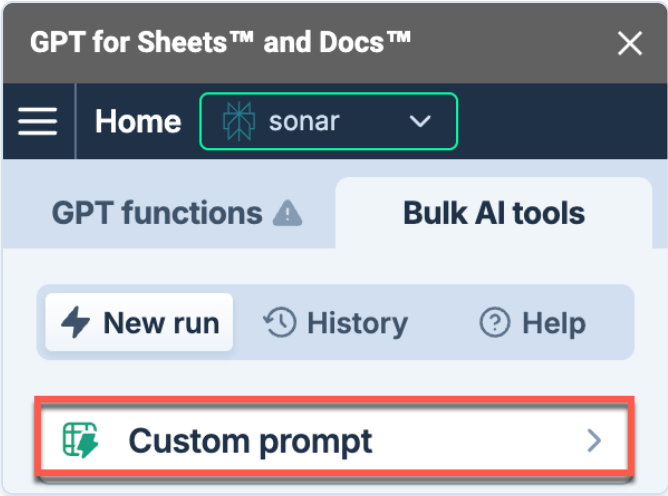
Use web search models

Bulk tools

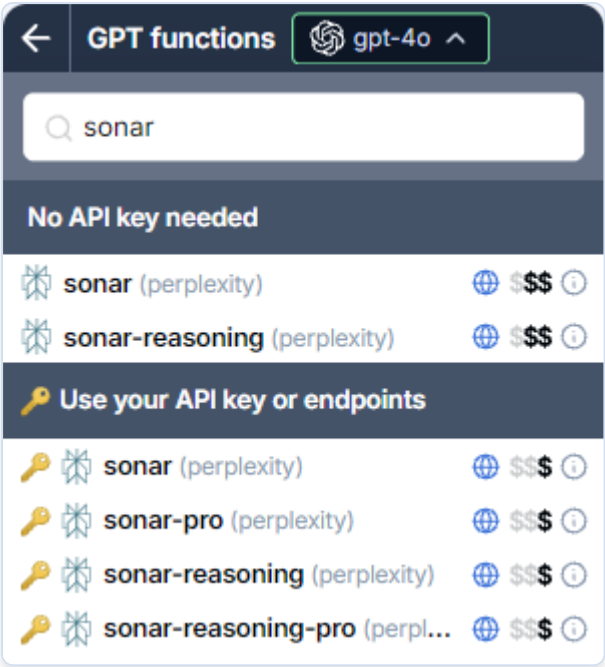
Use bulk tools to perform web searches with any model that has web search capabilities (🌐).

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

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



- 3 Expand the model switcher and select a web search model (indicated by the  icon).



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

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

B43

	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		
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13		
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16		
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18		
19		
20		
21		
22		
23		

Custom promptsonar

New runHistoryHelp

Header row: 1

1

Prompt to run for each row:

Insert variables: Event or A

Find and summarize reviews for: {{Event}}

Import from cell

2

Put results in column:

B: Information

3

Show sources in column C

Model settings

Model: sonar

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

Web search options

Context size: medium

Domains: instagram.com,eventbrite.com,goa...

	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: {{Event}}.
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

6 Click **Run rows**.

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

100%

123

Defaul...

10

B43

A

B

C

	A	B	C
1	Event	Information	Sources
2		Reviews for SalsaRave Barcelona 2025 highlight it as an "amazing salsa marathon and congress" combining nonstop music, workshops, pool parties, and social dancing at Hotel Don Angel in Santa Susana, near Barcelona beach[1][2]. Previous editions received "high praise for excellent organization, great music, diverse international DJs, and vibrant atmosphere"[3][5]. Attendees particularly appreciate the "all-inclusive hotel pass" offering 3 nights' stay, buffet meals, access to all parties and workshops, SPA, gym, jacuzzi, and multiple pools including a rooftop pool[1][5].	
3	SalsaRave Barcelona 2025	Verified reviews from 2024 editions note the event is "only getting better," with compliments on the "energy and joy" brought by the DJs and dancers, though some suggest a lunch break without workshops for better balance[3]. The event is recognized for attracting salsa dancers worldwide, creating a welcoming and dynamic environment for all skill levels[1][3][5]. In summary, SalsaRave Barcelona 2025 is highly recommended for salsa enthusiasts seeking an immersive dance experience with quality entertainment, excellent facilities, and a strong community vibe.	https://www.goanddance.com/en/event/73 https://www.goanddance.com/en/events/7 https://www.goanddance.com/en/organize https://www.goanddance.com/en/event/63
		SoulDance Bachata & Salsa Festival Vol.5 delivers an exhilarating weekend for bachata and salsa lovers in Santa Susanna, Girona. Held at the well-equipped Don Angel hotel from February 21-23, 2025, the event features top-tier artists, immersive workshops, dazzling shows, and endless social dancing. Attendees praise the festive atmosphere, high-quality instructors, and great value for money. The festival is highly rated, with 10-11 verified positive reviews highlighting excellent organization, engaging activities, and a welcoming community ideal for learning, improving skills, or simply enjoying a vibrant dance weekend[1][2][4].	https://www.goanddance.com/en/events/6 https://www.goanddance.com/en/event/78 https://www.goanddance.com/en/event/67
		SoulDance Bachata & Salsa	

Done!

6 rows to process

6 successful executions

0 errors

00:08:11

Close

Find and summarize reviews for:

{Event}

Import from cell

Put results in column:

B: Information

Show sources in column C

Start from row: Auto Fixed

3 rows

All rows

Run all rows

\$80.93 remaining

Buy more

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

GPT functions

Use GPT functions to perform web searches with any model that has web search capabilities (🌐).

Using the model switcher

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

2 In the sidebar, select **GPT functions**.

3 Expand the model switcher and select a web search model (indicated by the 🌐 icon).

GPT functions

gpt-4o

sonar

No API key needed

sonar (perplexity)

sonar-reasoning (perplexity)

Use your API key or endpoints

sonar (perplexity)

sonar-pro (perplexity)

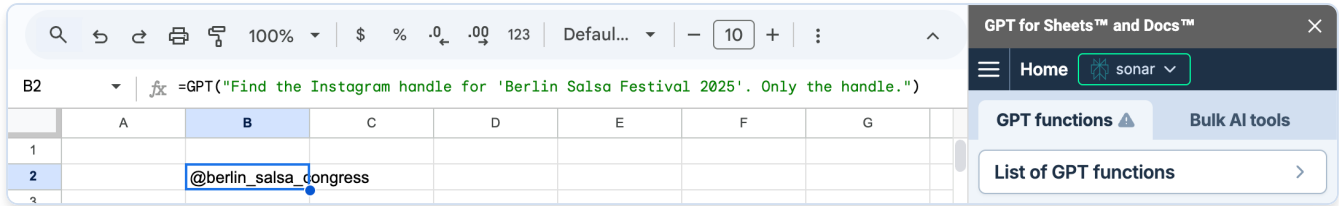
sonar-reasoning (perplexity)

sonar-reasoning-pro (perpl...

250 / 341

- 4 (Optional) Configure the [model-specific settings](#) in the sidebar. For Gemini models, make sure [web search is enabled](#).
- 5 In the spreadsheet, select a cell and write your formula:

```
=GPT("Find the Instagram handle for 'Berlin Salsa Festival 2025'.")
```

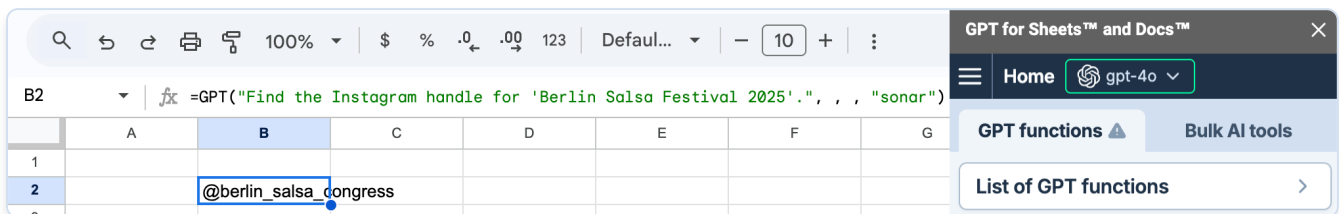


The formula uses the web search model selected in the model switcher.

Specifying the model in the formula

- 1 [Open GPT for Sheets](#).
- 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 spreadsheet, 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")
```



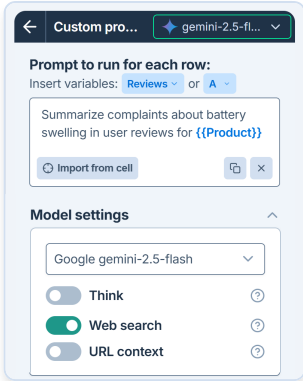
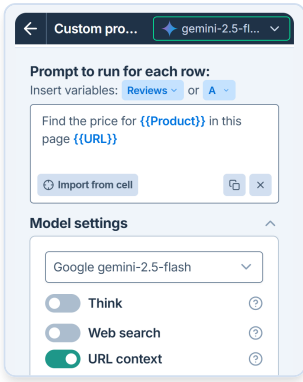
The formula uses the web search model regardless of what's currently selected in the model switcher.

For instructions on how to write formulas with GPT functions, see [GPT functions](#).

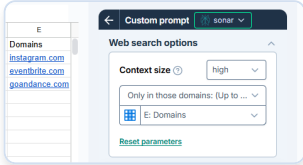
Model-specific settings

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

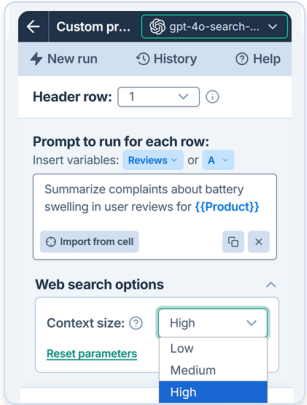
Google Gemini

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 <i>(Gemini 2.5 only)</i>	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
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 <code>https://</code> or <code>www.</code> prefixes.	

OpenAI GPT-4o Search

Setting	Description	Example
Context size	Choose how much content to retrieve from each source. Larger sizes produce richer and more detailed responses at a <u>higher cost</u> .	

Scrape the web from Google Sheets

Retrieve information from specific web pages directly into your spreadsheet using our web scraping script. The script imports text into your cells while automatically removing HTML and formatting.

💡 WEB SEARCH MODELS

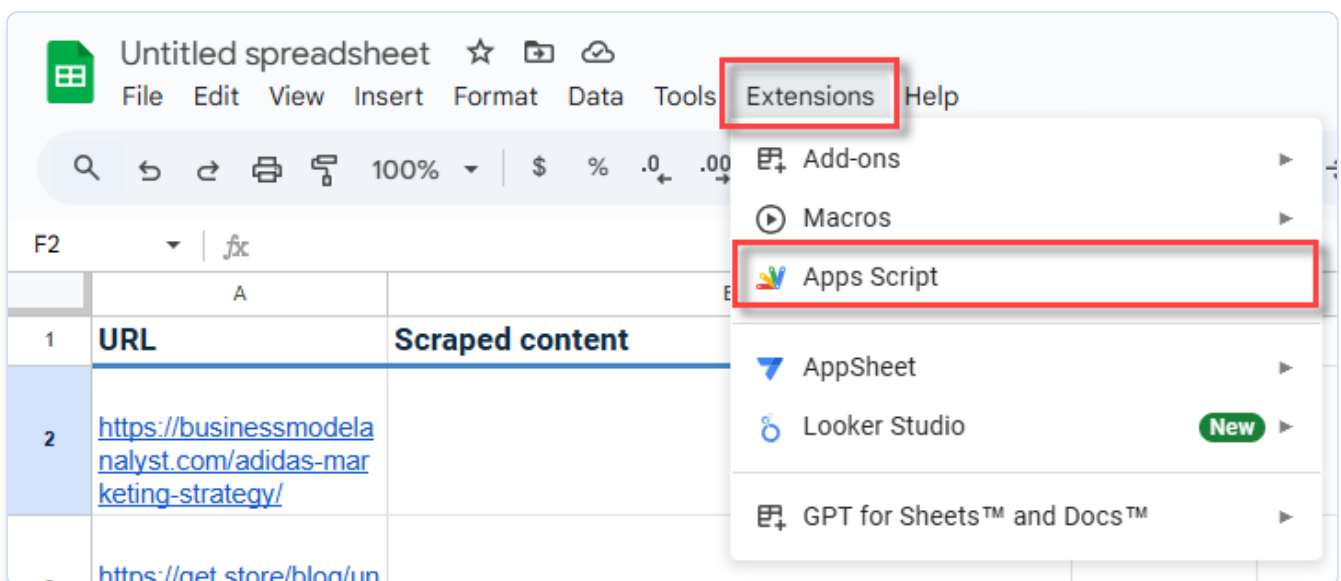
You can also use [Gemini 2.5 models with URL context](#) to retrieve content from specific URLs.

- 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_SCRAPER(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_SCRAPED(url)
    range.getCell(irow+2, 2).setValue(text);
  }
}
```

3 Save the project and click **Run**.

Apps Script GPT_SCRAPED

1 2

Files A-Z + ↶ ↷

Code.gs

Libraries +

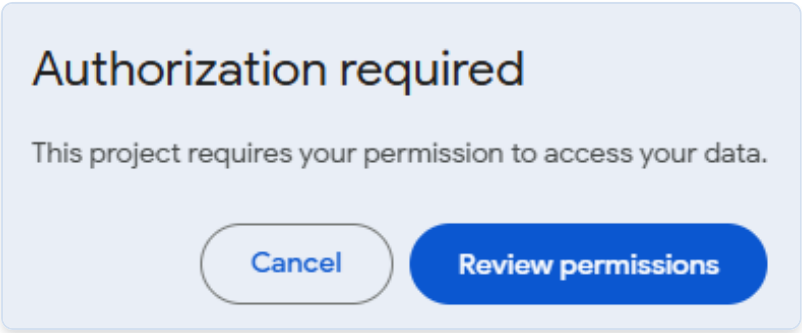
Services +

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();
9 }
```

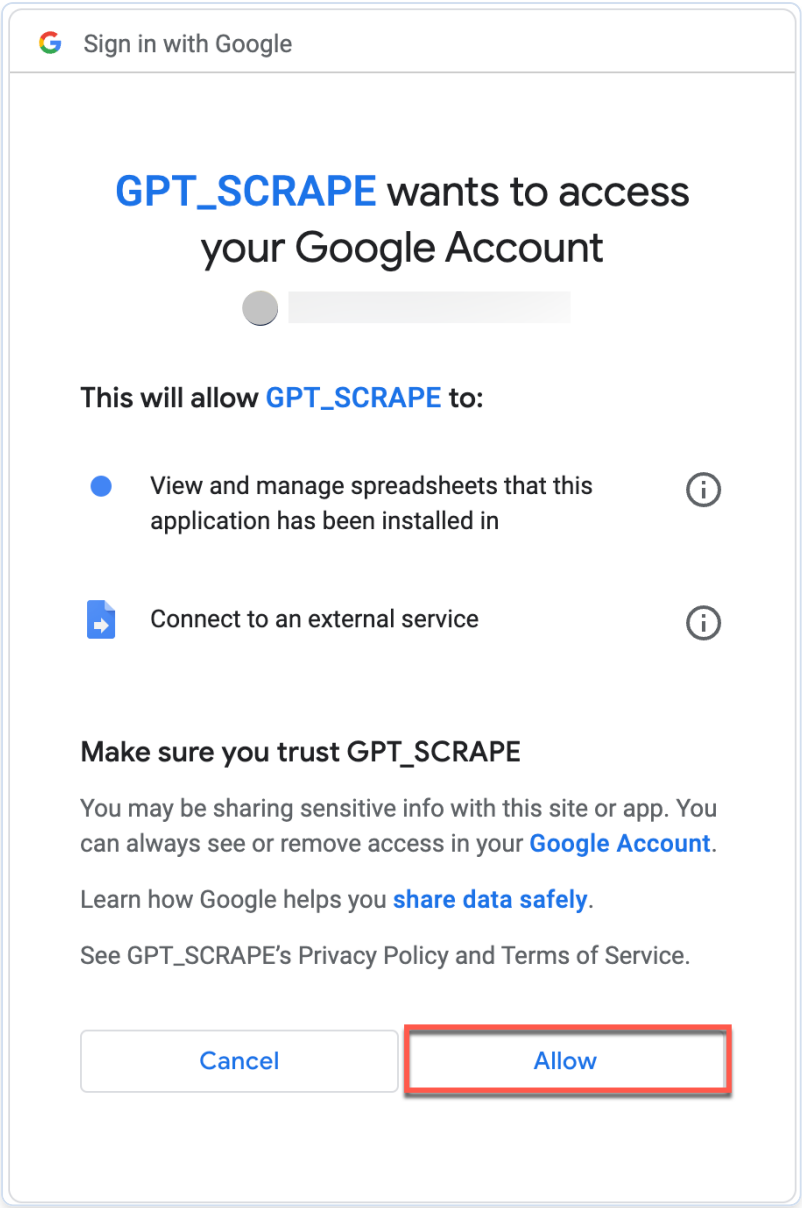
An *Authorization required* pop-up appears.

- 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.

Scrape a single URL with GPT_SCRAPE

▼ Prerequisites

You have [installed the web scraping script](#) in your spreadsheet.

Type a GPT_SCRAPE formula into a cell, for example `=GPT_SCRAPE("https://talarian.io")`, and press **Enter** to generate the result:

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.

i INFO

Using the GPT_SCRAPE function does not affect your [balance in GPT for Sheets](#).

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 AI tools on the scraped content.](#)

Use images in prompts in Sheets

Use images in your prompts with GPT for Sheets and [vision models](#), which are multimodal and can process both text and images as input. For example, you can [prompt images](#) to describe them, or [prompt images with additional text input](#) from your spreadsheet to create product descriptions based on their photos and names.

**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.

Models that support vision

We recommend using **gpt-4.1** to analyze images, but you can use any vision model supported by GPT for Sheets.

▼ **Click here for a list of all vision models supported by GPT for Sheets.**

Provider	Model	Without API key	With API key
OpenAI	gpt-4.1	✓	✓
	gpt-4.1-mini	✓	✓
	gpt-4.1-nano	✓	✓
	gpt-4o	✓	✓
	gpt-4o-mini	✓	✓
	gpt-5	✓	✓
	gpt-5-chat	✓	✓
	gpt-5-mini	✓	✓
	gpt-5-nano	✓	✓
	o1	✓	✓
	o3	✓	✓
	o4-mini	✓	✓
Anthropic	claude-3-opus	×	✓
	claude-3.5-haiku	×	✓
	claude-3.7-sonnet	×	✓
	claude-4-sonnet	✓	✓
	claude-4.5-sonnet	✓	✓

Prompt images only



TIP

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

Bulk AI tools vs. GPT functions

To apply a prompt to images in your spreadsheet, you can either use the **Prompt images (Vision)** bulk AI tool or the **GPT_VISION** function. Choose the method that best fits your needs:

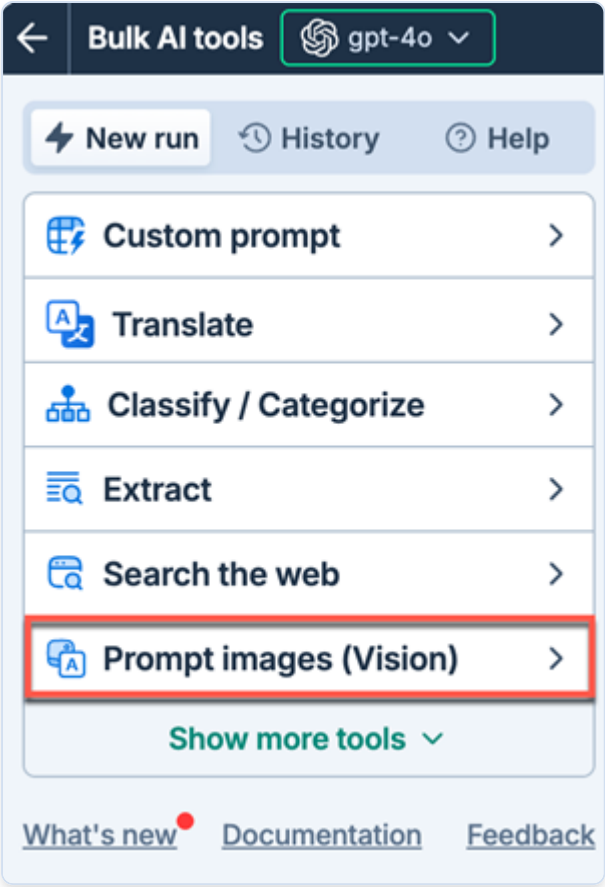
- [Use the Prompt images \(Vision\) bulk AI tool](#) if:
 - You want to apply a prompt to images in bulk (row-by-row).
 - You are working with thousands of rows.
 - You want to include up to 5 images per prompt.
 - A low image resolution is sufficient for your needs.
- [Use the GPT_VISION function](#) if:
 - You're comfortable using spreadsheet formulas.
 - You're working with up to a few hundred cells or you want to prompt images for individual cells.
 - You need the flexibility of nested formulas or of combining GPT functions with native functions.
 - You only need to include a single image per prompt.
 - You want to control the image resolution.

Prompt images (Vision) bulk AI tool

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

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

- 2
- In the sidebar, select **Bulk AI tools** and click **Prompt images (Vision)**.



- 3
- Expand the model switcher and select a vision model.
- 4
- 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	Choose the level of detail for image processing: ◦ High: Better image understanding, higher latency and cost ◦ Low: Faster processing, lower cost ◦ 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

5 Click **Run rows**.

First row:

AutoCustom

3 rows

All rows

Run 3 rows

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

For instructions on how to improve the results, see [Prompt images \(Vision\) bulk AI tool](#).

GPT_VISION function

Use the **GPT_VISION** function to describe or analyze images in individual cells.

Using the model switcher

- 1 [Open GPT for Sheets](#).
- 2 In the sidebar, select **GPT functions**.
- 3 Expand the model switcher and select a vision model.
- 4 In the spreadsheet, 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.

Specifying the model in the formula

- 1 [Open GPT for Sheets.](#)
- 2 In the spreadsheet, 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 [GPT_VISION](#).

Prompt images with additional text input

Custom prompt bulk AI tool

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

INFO

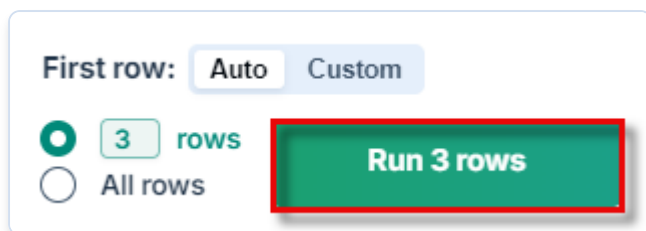
In the **Custom prompt** bulk AI tool, the image resolution is fixed to Low and cannot be changed.

- 1 [Open GPT for Sheets.](#)
- 2 In the sidebar, select **Bulk AI tools** and click **Custom prompt**.
- 3 Expand the model switcher and select a vision model.
- 4 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.

- 5 Click **Configure image columns** to show the **Columns containing image URLs** dropdown, and select the columns that contain image URLs.

- 6 Click **Run rows**.



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

For instructions on how to improve the results, see [Custom prompt bulk AI tool](#).

Host images on Google Drive for AI processing

To process an image in GPT for Sheets, 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 Sheets 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 Sheets.

How GPT for Sheets works in shared spreadsheets

The Google Sheets permission system affects how you can use bulk AI tools and GPT functions in a shared spreadsheet. Your user role determines which actions you can perform and whose balance is consumed.

Google Sheets roles and permissions

Role	Definition
Creator	User who created the spreadsheet. You can find out who the Creator of a spreadsheet is by checking the file activity . In My Drive, the Creator is the Owner unless the Creator has transferred ownership to another user.
Owner	User who owns the spreadsheet (My Drive only). By default, the Creator is the Owner. To check who the Owner is, click the Share button in the top-right corner of the spreadsheet. In Shared Drive, there is no Owner role.
Editor	User who has been granted access to edit the spreadsheet. In Shared Drive, Editors are members with Contributor access or higher .
User	Any person with access to the spreadsheet (Creator, Owner, or Editor).

Bulk AI tools

- Anyone with edit access to the spreadsheet can use bulk AI tools and change their [model settings](#).
- Bulk AI tool permissions work the same in My Drive and Shared Drive.
- Bulk AI tools always consume the balance of the user running the tool. If the user is a member of another user's space, bulk AI tools consume that space's balance.

Location	Who can use bulk AI tools?	Who can change model settings?	Whose balance is consumed?
My Drive	Creator, Owner, Editor	Creator, Owner, Editor	User running the tool
Shared Drive			

GPT functions

- Who can do what with GPT functions in a shared spreadsheet depends on user Google Sheets roles and the spreadsheet location (My Drive or Shared Drive).
- **GPT functions always consume the balance of the spreadsheet Owner (My Drive) or Creator (Shared Drive), regardless of who uses them.** If the Owner/Creator is a member of another user's space, GPT functions consume that space's balance. [Learn more.](#)

Location	Who can enable GPT functions?	Who can use GPT functions?	Who can change model settings?	Whose balance is consumed?
My Drive	Creator	Creator, Owner, Editor	Owner	Owner
Shared Drive	Creator	Creator, Editor	Creator	Creator

 **NOTE**

Editors can override the model and creativity level for individual formulas using [GPT function parameters](#), but only the Creator or Owner can change the model settings for the spreadsheet.

Troubleshooting GPT for Sheets

Find solutions and advice for troubleshooting various scenarios, including API key validation, billing and subscription, bulk processing errors, formula syntax issues, and rate limits.

Billing issues

Troubleshoot balance issues and unexpected costs.

Installation issues

Troubleshoot installation issues.

GPT function issues

Troubleshoot GPT function loading issues, error messages, and incomplete results.

Bulk AI tool issues

Troubleshoot ownership permissions, stuck processes, and custom prompt issues.

API key issues

Troubleshoot API key setup issues.

Rate limit issues

Troubleshoot rate limit errors, including service limits and API key restrictions.

Add-on not working

Troubleshoot multiple accounts errors, blank sidebars, and menu visibility problems.

If none of the listed solutions addresses your issue, reach out to our support team for further assistance.

CONTACT SUPPORT

Billing issues (GPT for Sheets)

I have a ChatGPT Plus / Pro / Teams / Enterprise subscription, but my balance is empty

Problem: You have a ChatGPT Plus / Pro / Teams / Enterprise subscription, but GPT for Sheets still says that your balance is empty.

SOLUTION

OpenAI's [ChatGPT Plus / Pro / Teams / Enterprise subscription](#) is neither necessary nor sufficient for using the GPT for Work add-ons.

[Buy a pack](#) to add money to your balance in GPT for Sheets.

I bought a pack but my balance is empty

Problem: You have bought a pack but your balance in GPT for Sheets is still empty.

SOLUTION

Click on your balance in GPT for Sheets and check that you are using the Google account with which you have purchased your pack. [Switch to another account](#) if needed.

My packs have disappeared from the tracking screen

Problem: You have bought packs and used GPT for Sheets but now all your packs have disappeared from the [usage tracking screen](#).

SOLUTION

Click on your balance in GPT for Sheets and check that you are using the Google account with which you have bought your packs. [Switch to another account](#) if needed.

I get charged when I'm not using GPT for Sheets

Problem: Google Sheets automatically reloads all formulas every few hours. This includes GPT formulas and can lead to unexpected costs.

 SOLUTIONS

GPT for Sheets offers a variety of options to control recalculations:

- **To save results permanently and prevent formula reloading,** [replace GPT formulas with their results](#) in selected cells or across an entire sheet.
- **To store results,** [enable the cache](#).
- **To prevent new executions in your spreadsheet,** [disable GPT formulas](#).

Installation issues (GPT for Sheets)

I want to uninstall

Problem: You are not using the add-on in Sheets or Docs, and you want to uninstall it.

SOLUTION

To remove the add-on from Sheets and Docs, follow our [uninstallation guide](#).

GPT function issues (GPT for Sheets)

Functions are stuck on "Loading"

Problem: GPT functions fail to execute and remain in a loading state.

Functions sometimes get stuck on loading for unknown reasons, it is a bug in Google Sheets/Google Apps Script, as per [the official issue tracker](#). In most cases, functions start working again within 24 hours.

SOLUTIONS

Try the following solutions:

- In the original spreadsheet:
 - 1 Execute any native formula, such as `CONCAT` or `SUM`, in an empty cell. Delete the formula when done.
 - 2 Delete the content of one cell containing a stuck formula and undo the deletion.
 - 3 Wait up to 24 hours.
- In a new spreadsheet:
 - 1 Create a new blank spreadsheet.
 - 2 In the menu bar, select **Extensions > GPT for Sheets and Docs > Enable GPT functions**.
 - 3 To test that GPT functions work, enter `=GPT("hello")` in any cell and check that the formula generates a proper "hello" response.
 - 4 If the GPT function worked as expected, delete the formula and copy the contents of the original spreadsheet into the new spreadsheet.
 - 5 [Disable GPT functions in the original spreadsheet](#). This prevents unexpected costs when the functions suddenly become unstuck, which usually happens within 24 hours.

Additional configuration required

Additional configuration required. Open the sidebar: Extensions > GPT for Sheets™ and Docs™ > Open.

GPT functions are not working if the sidebar has not been initially opened. Open the GPT for Sheets sidebar to activate your free trial. [Check your permissions](#) in the spreadsheet to ensure you can execute GPT functions.

Script error

ScriptError: Authorisation is required to perform that action.

Problem: You are likely using multiple Google accounts in the same browsing session.

SOLUTION

- 1 Create a dedicated browser profile on [Google Chrome](#), [Microsoft Edge](#), or [Apple Safari](#).
- 2 [Create a new spreadsheet](#).
- 3 Open the GPT for Sheets and Docs add-on again.

Invalid parameter

Error: Invalid xxx parameter.

Problem: The error indicates a formatting issue or an unreadable parameter within the formula.

SOLUTIONS

- Check that you have quotation marks around your text if it's not in a cell:
 - ✓ `=GPT("hello")`
 - ✓ `=GPT(A1)`
 - × `=GPT(hello)`
- Check that your parameters are in the correct order. [See the function list](#).
- Check that all parameters (even optional ones) are added as empty when there is another parameter coming after them:
 - ✓ `GPT_TRANSLATE(A2, "french", , "Avoid passive voice")`
- Check that you are using the right parameter separator for your locale: `,` or `;`?
- Check that you are using the correct number formats for temperature for your locale: `0.8` or `0,8`?

Error: #NAME? Unknown function

Error: #NAME? Unknown function: 'GPT'

Problem: This error is caused by one of the following:

- The **GPT for Sheets and Docs** add-on is not installed.

- GPT functions have not been enabled in the spreadsheet.
- Google Sheets has stopped recognizing GPT functions in the spreadsheet.

SOLUTIONS

Try the following solutions in order:

- 1 In the menu bar, select **Extensions** and check for **GPT for Sheets and Docs**. If the add-on is not listed, [install it](#).
- 2 Enable GPT functions:
 - If you're the creator of the spreadsheet: In the menu bar, select **Extensions > GPT for Sheets and Docs > Enable GPT functions**.
 - If you're not the creator of the spreadsheet: Ask the creator to enable GPT functions for you, or make a copy of the spreadsheet for yourself.
- 3 Reload the add-on for the spreadsheet:
 - 1 In the menu bar, select **Extensions > Add-ons > Manage add-ons**.
 - 2 In the list of installed apps, find **GPT for Sheets and Docs** and click its options button.
 - 3 In the options menu, unselect and select **Use in this document**.
- 4 Try the same solutions as in [Functions are stuck on 'Loading'](#).

Formula parse error

Formula parse error.

Problem: Your formula contains a structural or syntax error, making it uninterpretable by Google Sheets.

SOLUTIONS

- Check that you have quotation marks around your text if it's not in a cell:
 ✓ `=GPT("hello")`
 ✓ `=GPT(A1)`
 × `=GPT(hello)`
- Check that your parameters are in the correct order. [See the function list](#).
- Check that all parameters (even optional ones) are added as empty when there is another parameter coming after them:
 ✓ `GPT_TRANSLATE(A2, "french", , "Avoid passive voice")`
- Check that you are using the right parameter separator for your locale: `,` or `;`?
- Check that you are using the correct number formats for temperature for your locale: `0.8` or `0,8`?

Missing parameter

Error: Please set required parameter text in GPT_XXX() function

Problem: One of the parameters in your GPT formula is required and hasn't been set.

SOLUTION

[Check which parameters are required](#) for the GPT function you are using and adjust the formula as needed.

Formulas are reloaded when I open, reload or edit the spreadsheet

Problem: Google Sheets automatically reloads all formulas every few hours. This includes GPT formulas and can lead to unexpected costs and result changes.

Important note: Sorting, filtering, moving columns or rows will reload ALL formulas and generate unexpected costs. [Replace formulas with values](#) before moving things around.

 SOLUTIONS

GPT for Sheets offers a variety of options to control recalculations:

- **To save results permanently and prevent formula reloading,** [replace GPT formulas with their results](#) in selected cells or across an entire sheet.
- **To store results,** [enable the cache](#).
- **To prevent new executions in your spreadsheet,** [disable GPT formulas](#).

Response is cut or incomplete

Problem: The response you get seems to be incomplete.

 SOLUTION

You need to increase the [cut-off limit](#).

My results refreshed and I lost data

Problem: Google Sheets automatically reloads all formulas every few hours. This includes GPT formulas and can lead to unexpected result changes.

 SOLUTION

- You can recover your data by using the [version history of your Google spreadsheet](#).
- You can also take steps to prevent this situation from recurring.

GPT for Sheets offers a variety of options to control recalculations:

- **To save results permanently and prevent formula reloading,** [replace GPT formulas with their results](#) in selected cells or across an entire sheet.
- **To store results,** [enable the cache](#).
- **To prevent new executions in your spreadsheet,** [disable GPT formulas](#).

GPT_WEB function is not working

If you're using the GPT_WEB function and experiencing issues, this is likely because:

- The GPT_WEB function only works with the Perplexity Sonar model.
- If you've selected a non-Perplexity model that uses an API key, GPT_WEB fails because it tries to use that API key with Perplexity Sonar.

 SOLUTIONS

- (Recommended)

Select a web search model () from the model switcher and then use the GPT function. [Learn more.](#)

```
=GPT("your prompt")
```

- You can also use a web search model as a parameter in the GPT function. [Learn more.](#)

```
=GPT("your prompt", , , "sonar")
```

- If you want to keep using the GPT_WEB function, make sure you first select the Sonar model from the model switcher.

Request timed out

Error: Google Apps Script has timed out but your result could be in cache if you have cache enabled. Retry this cell to get your result. If your result is in cache it will be fetched without additional costs.

Problem: Your request exceeded the 30-second limit allowed by Google Sheets functions. This timeout is triggered when the AI provider (such as OpenAI) takes too long to respond.

The response time can vary based on:

- The model you are using
- The time of usage
- The current load on the AI provider's servers

 SOLUTIONS

- Keep the [cache](#) enabled so that you can [retry formulas](#) that timed out without additional costs.
- Choose a model with a faster response time. You can track average response times on our [response time tracker](#).
- Set the [cut-off limit](#) to a lower value.
- Use GPT for Sheets [bulk AI tools](#) which are not subject to timeout.
- Use [GPT for Excel](#) functions which are not subject to timeout.

The model you are using is very slow at the moment

The model you are using is very slow at the moment which could result in timeouts. We canceled your executions to save you costs. Please try again with a faster model or at a later time.

Problem: You have reached the limit of 10 timeout errors in the past minute with the same model. This is more likely to happen during peak times when the servers of the model providers (such as OpenAI) are experiencing high demand.

The response time can vary based on the specific model you are using and the time of usage.

SOLUTIONS

- Choose a model with a faster response time. You can track average response times on our [response time tracker](#).
- [Set the cut-off limit](#) to a lower value.
- Keep the [cache](#) enabled so that you can [retry formulas](#) that timed out without additional costs.
- Use [GPT for Excel](#) to completely avoid timeouts.

Bulk AI tool issues (GPT for Sheets)

Bulk AI tool stuck on "Running..."

Problem: You click **Run**, but the bulk tool stays stuck on "Running..." and does not complete the task.

SOLUTION

Click **Stop** in the sidebar to cancel the current run and then restart it. If the issue persists, [contact support](#).

The Custom prompt tool is not working

Problem: The Custom prompt bulk tool does not give the desired result, often because the prompt is incomplete or the variables are incorrectly formatted.

SOLUTION

Review the [Custom prompt article](#) for guidance on creating effective prompts and using the tool. If the issue persists, [contact support](#).

API key issues (GPT for Sheets)

Your API key is invalid or revoked

Problem: You are trying to set an API key but GPT for Sheets won't save it.

SOLUTIONS

- Make sure that you copied it correctly, or [create a new one](#) and try again.
- **Solution for immediate use:** If immediate use is needed and using your API key is not a priority, [select a model without an API key](#).

I've entered my API key but it's not working

Problem: You have entered an API key in the GPT for Sheets sidebar but you cannot use it.

SOLUTION

Even though you have entered an API key, you also need to purchase a pack in GPT for Sheets. [Learn more.](#)

I can't enter my API key

Problem: You can't enter an API key in the GPT for Sheets sidebar because you don't have permission to do so.

SOLUTIONS

Request your space administrator to [allow users to set their own API keys](#). Check the [GPT for Work dashboard](#) to see who the administrator or owner of your team is.

Rate limit issues (GPT for Sheets)

Service invoked too many times

Problem: You are facing a rate limit error message from Google that indicates you've exceeded the daily limit for external service calls.

- Quota for gmail.com accounts: 20k / day
- Quota for Google Workspace accounts: 100k / day

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. It is not possible to increase them as explained [here](#).

SOLUTION

- Quotas reset every 24 hours, so wait for the end of this period to regain access.
- Use [bulk AI tools](#) to bypass this error, as they are not subject to Google's rate limits.
- You can use [GPT for Excel](#) instead, as this add-in is not affected by Google's rate limits.

Token limit is reached

Problem: You are facing a rate limit error message from your AI provider that indicates you've reached your tokens per minute limit.

SOLUTIONS

- Temporary: Choose a different model, or wait until your token limit resets.
- Permanent: Use [models that don't require an API key](#) or [use your own OpenAI API key](#) if you belong to a Tier 5 organization.

Request limit is reached

Problem: You are facing a rate limit error message from your AI provider that indicates you've reached your requests per minute limit.

**SOLUTIONS**

- Temporary: Choose a different model, or wait until your request limit resets: one minute or 24 hours.
- Permanent: Use [models that don't require an API key](#) or [use your own OpenAI API key](#) if you belong to a Tier 5 organization.

Add-on not working (GPT for Sheets)

Multiple Google accounts error

Problem: You are likely using multiple Google accounts in the same browsing session.

SOLUTION

- 1 Create a dedicated browser profile on [Google Chrome](#), [Microsoft Edge](#), or [Apple Safari](#).
- 2 [Create a new spreadsheet](#).
- 3 Open the GPT for Sheets and Docs add-on again.

Sidebar is blank

Problem: GPT for Sheets sidebar is blank, or fails to load.

SOLUTION

- 1 Open GPT for Sheets in a private browsing window.
- 2 If the sidebar loads successfully, check the following:
 - Ensure that you are not using multiple Google accounts in the same browser session. If you are, create a new browser profile on [Google Chrome](#), [Microsoft Edge](#), or [Apple Safari](#).
 - Clear the cache and cookies on your browser.
 - Disable any extension on your regular browser that may be preventing GPT for Sheets from launching. You can troubleshoot this by disabling one by one the extensions, reloading your Google spreadsheet and trying to launch the sidebar again.

If the problem persists, [submit a support request](#).

Menu only shows 'Help'

Problem: When you select **Extensions > GPT for Sheets and Docs**, the only option you see is **Help**. Accessing the **Extensions** menu immediately after opening your spreadsheet may cause this problem.

**SOLUTION**

Refresh your page, wait 30 seconds, then try to access the **Extensions** menu again.

Menu only shows 'Help' (organization account)

Problem: GPT for Sheets is installed in your organization but only shows the **Help** menu on a shared file. This can happen when a file owned by a personal Google account is shared with an organization account.

**SOLUTION**

- 1 Ask the file owner to remove the document-level binding for GPT for Sheets:
 - 1 Open the shared file in Google Sheets.
 - 2 Go to **Extensions > Add-ons > Manage add-ons**.
 - 3 Find **GPT for Sheets and Docs**, click the three vertical dots and uncheck **Use in this document**.
- 2 Reload the file.
- 3 Open the GPT for Sheets and Docs add-on again.

Add-on not loading (organization account)

Problem: GPT for Sheets is installed in your organization but does not load on a shared file. This can happen when a file owned by a personal Google account is shared with an organization account.

**SOLUTION**

- 1 Ask the file owner to remove the document-level binding for GPT for Sheets:
 - 1 Open the shared file in Google Sheets.
 - 2 Go to **Extensions > Add-ons > Manage add-ons**.
 - 3 Find **GPT for Sheets and Docs**, click the three vertical dots and uncheck **Use in this document**.
- 2 Reload the file.
- 3 Open the GPT for Sheets and Docs add-on again.

FAQ (GPT for Sheets)

How do I install the GPT for Sheets add-on?

Install from the Google Workspace Marketplace:

- 1 Go to the [installation page](#).
- 2 Click **Install**.
- 3 Follow the steps until the end.

[Learn more](#).

Which browsers are compatible with GPT for Sheets?

GPT for Sheets is compatible with the following browsers:

- Google Chrome (recommended for the best experience)
- Microsoft Edge (only for Windows users)
- Mozilla Firefox
- Safari (only for Mac users)

What permissions are required by the GPT for Sheets add-on?

See [Security and privacy FAQ](#).

What is the pricing of GPT for Sheets?

[Our pricing options](#) include a consumption-based plan, which is proportional to your usage, and a subscription-based plan, which has a fixed monthly fee.

Can GPT for Sheets analyze PDF files?

Yes. You can analyze PDF files using GPT for Sheets and [Google Gemini 2.5 models with URL context](#).

Can I scrape webpages in Sheets?

Yes. You can scrape specific webpages using GPT for Sheets and [Google Gemini 2.5 models with URL context](#).

How can I add users?

You can add users from the [dashboard](#).

How is my data processed? Is it used to train models?

- We do not read or store any data from your document that you do not use as an input.
- If you use a model **with** an API key, we do not log or store any of the inputs submitted or outputs received.
- Whether you use a model with or without an API key, Talarian does not use your inputs and outputs to train language models.

For more information, see the [Security and privacy FAQ](#).

Do I need my own API key?

Yes, if you are on a [subscription plan](#).

No, if you use [prepaid packs](#), many models are [available without any API key](#).

Can I use my own API key?

Yes.

Using API keys offers several benefits:

- **More models.** Access a [wider range of models from a bigger pool of AI providers](#) than what is available without API keys.
- **More control.** Monitor and manage your 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.

INFO

Using API keys is mandatory if you're on a [subscription plan](#).

INFO

If you are a user in a [space](#) that does not allow users to set their own [API keys](#), you will still benefit from any [space API keys](#) set by the space owner or admins.

Is gpt-4o supported?

Yes, [gpt-4o and gpt-4o-mini are supported](#) with and without an API key.

Is GPT for Sheets connected to the web?

Yes, all [bulk AI tools](#) and [functions](#) in GPT for Sheets can access up-to-date information using models with web search capabilities (indicated by the  icon in the model switcher).

You can also [scrape web pages](#) directly from Sheets.

Is web browsing available with gpt-4 and gpt-4o?

No, but you can use models with web search capabilities (indicated by the  icon in the model switcher). You can also [scrape web pages](#) directly from Sheets.

Where can I find the list of available GPT functions?

The list along with full documentation and video tutorials is available [here](#). To try out some examples, make a copy of our [GPT for Sheets examples template](#).

Can GPT for Sheets process images?

Yes, GPT for Sheets supports multiple [vision models](#) that you can use with the following features:

- [Custom prompt](#) bulk AI tool
- [Prompt images \(Vision\)](#) bulk AI tool
- [GPT_VISION](#) function

Can I use my OpenAI Assistants and custom GPTs?

Yes. You can use OpenAI Assistants and custom GPTs in GPT for Sheets:

- [Set your OpenAI API key](#) and your Assistants will become available in the model switcher.
- You can [replicate your custom GPTs as Assistants](#) to make them available in the model switcher.

Can I reference data located in another sheet in bulk tools?

Yes, in the prompt field of the **Custom prompt** bulk tool, you can reference cells located in another sheet within the same spreadsheet. Use the following syntax for the reference:

`{{SheetName!Cell}}` or `{{SheetName!Range}}`

For example, to reference cells A1 to B5 in a sheet named **Categories**, use:

`{{Categories!A1:B5}}`

Can I transfer my balance between GPT for Sheets and GPT for Excel or Word?

Packs are not directly transferable between platforms, but you can request a balance transfer between GPT for Sheets and GPT for Excel or Word. Here's what you need to know:

- Packs purchased for Microsoft Excel can be used on Microsoft Word and vice versa.
- Packs purchased for Google Sheets are separate and can only be used on Google Sheets.

If you need to transfer your balance between Google Sheets and Microsoft Excel or Word, [contact our support team](#).

Is there a limit to the number of requests I can send?

AI providers enforce rate limits in order to ensure a smooth and fair access to everyone. [Learn more](#).

Who can execute GPT functions in a shared Google spreadsheet?

After the Owner/Creator of a Google spreadsheet enables GPT functions, any user with Editor access to the spreadsheet can execute GPT functions. [Learn more](#).

How do I uninstall the GPT for Sheets add-on?

The uninstallation process is described [here](#).

Which models can I use?

Check our [list of supported models](#).

Which languages can I use?

Models work in many languages, but deliver the best results in English. All we can say is, try it. It is usually better to prompt in the language you want the response to be in. In any case, avoid mixing languages in a prompt.

How do I get support?

We recommend checking our [troubleshooting](#) and [FAQ](#) pages.

If that doesn't help, [submit a support request](#) and we'll get back to you.

Our support hours are from Monday to Friday:

- 7:30 PM - 12:00 PM (New York)
- 1:30 AM - 6:00 PM (Paris)
- 5:00 AM - 9:30 PM (India)
- 8:30 AM - 1:00 AM (Tokyo)

Can I use OpenRouter?

Yes, you can use the OpenRouter service in GPT for Work with an API key. With [OpenRouter](#), you can access AI models from multiple providers through a single API key.

For API key setup instructions, check out [Connect OpenRouter](#).

Can I use DeepSeek?

Yes, DeepSeek models are supported in GPT for Work with an API key. With [DeepSeek](#), you can access powerful AI models at lower costs.

For API key setup instructions, check out [Select a model](#).

Remove Google account access from GPT for Sheets

WARNING

Removing Google account access from GPT for Sheets means removing access from the **GPT for Sheets and Docs** add-on, which also removes access from GPT for Docs.

- 1 In your browser, log in to the Google account you use in GPT for Sheets.
- 2 Open the [third-party connections page](#) for your Google account.
- 3 In apps and services list, find and select **GPT for Sheets and Docs**.
- 4 In the **GPT for Sheets and Docs has some access to your Google Account** section, click **See details**.
- 5 Click **Remove all access**.
- 6 Click **Confirm**.

The **GPT for Sheets and Docs** add-on no longer has access to your Google account.

NOTE

Removing account access does not uninstall the add-on from Google Sheets. The next time you try to open the add-on, Sheets prompts you for permission to run the add-on, after which you can sign in with your Google account and grant access again.

Uninstall GPT for Sheets

CAUTION

Uninstalling GPT for Sheets means removing the **GPT for Sheets and Docs** add-on from both Sheets and Docs.

NOTE

The following instructions only apply to consumer Google accounts. If you have a managed Google account, you may not be able to uninstall add-ons. If needed, contact your organization administrator for more information.

- 1 Open a Google spreadsheet.
 - 2 In the menu bar, select **Extensions > Add-ons > Manage add-ons**.
 - 3 In the list of installed apps, find **GPT for Sheets and Docs** and click its options button.
 - 4 Select **Uninstall**.
- A confirmation pop-up opens.
- 5 Click **Uninstall app** to confirm.

The **GPT for Sheets and Docs** add-on is removed from Sheets and Docs. If you ever need to use the add-on again, follow the [installation process](#).

INFO

Removing the add-on also removes its app access permissions from your Google account.

GPT for Docs

GPT for Docs turns generative AIs into your personal writing assistants available directly in Google Docs.

To get started with GPT for Docs, see [Quickstart for documents](#).

Overview

GPT for Docs is a Google Docs add-on that turns generative AIs into your personal writing assistants available directly in the Docs user interface. Like ChatGPT inside Docs.

Author text

Perform text processing tasks such as writing and editing.

Configuration

Adjust various settings to achieve the desired output.

Reuse prompts

Retrieve your prompts from prompt history and favorites.

Provide context for prompts

Use a selection or your document as context with GPT for Docs.

Troubleshooting

Troubleshoot common issues in GPT for Docs.

FAQ

What is the pricing of GPT for Docs? ...and other questions.

Remove Google account access

Remove Google account access from the GPT for Sheets and Docs add-on.

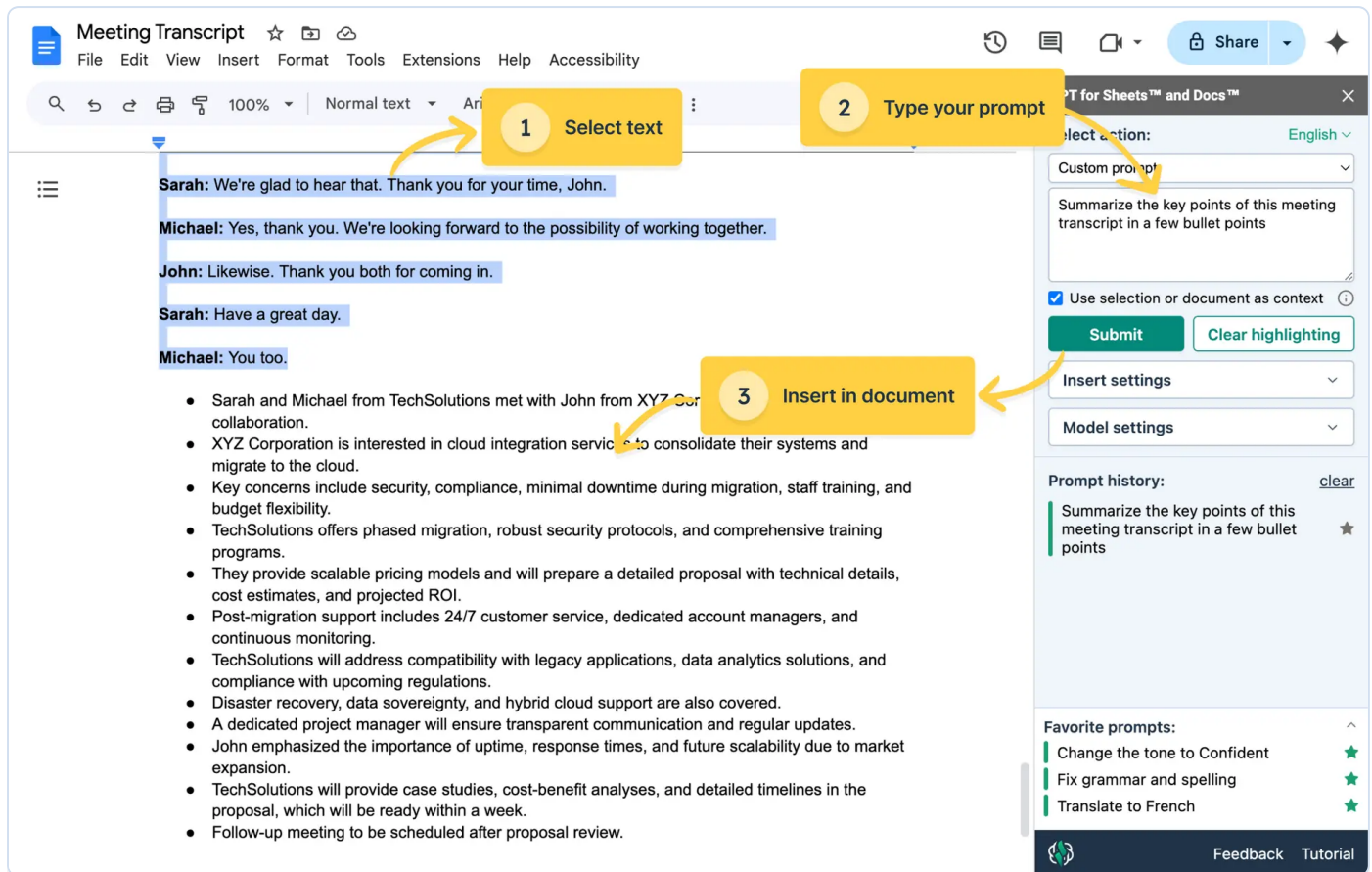
Uninstall

Remove the GPT for Docs add-on from Google Docs.

Overview of GPT for Docs



GPT for Docs is a Google Docs add-on that turns generative AIs into your personal writing assistants available directly in the Docs user interface. Think of it as ChatGPT inside Word. Use your favorite AI to edit, rewrite, correct, review, translate, summarize, draft, write, and more.



Use cases

Here are a few common use cases that you can easily handle with GPT for Docs:

- **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.
- Insert generated content with precision.

The following video shows you how to the translate selected text. By default, the translation is added after the selection.

Benefits

- **Integrate AI into your content workflow.** Prompt your favorite AI directly from inside your documents. No more copy-pasting between Docs and AI chatbots like ChatGPT.
- **Choose your preferred AI model.** Use models from OpenAI and Anthropic.

What's next

- [Install GPT for Docs](#) if you have not already.
- [Select an AI model that best meets your needs.](#)
- [Author text with GPT for Docs.](#)

Author text with GPT for Docs

Use [GPT for Docs](#) to create outlines or develop content. It helps extract and define technical terms, write emails, summarize in your chosen format, adjust tone, correct grammar and spelling, and translate text.

How to use ChatGPT into Google Docs: a beginner's guide (...)



Edit text

Find below the list of preset actions you can use to generate an edited version of your document content:

Preset actions	Description
Custom prompt	Generate an edited version of your text based on your guidance.
Change the tone to	Regenerate your text to the tone of your choice.
Fix grammar and spelling	Fix all language mistakes.
Summarize	Summarize in the format of your choice.
Translate to	Translate in one or more languages.

Custom prompt

This example shows how to extract and define technical terms from the document content.

- 1 Select the paragraph to improve and select **Use selection or document as context**.
- 2 Choose **Custom prompt** and type your prompt in the sidebar field.

Provide definitions for each of the technical terms mentioned

- 3 Click **Submit**.

Change the tone to

This example shows how to change the tone of an existing thank-you email draft.

- 1 Choose **Change the tone to**, and type the tone you want to give to the document content.

Hilarious

- 2 Click **Submit**.

Fix grammar and spelling

This example shows how to fix language mistakes in your document.

- 1 Choose **Fix grammar and spelling**.
- 2 Click **Submit**.

Summarize

This example shows how to summarize the document content into a specific format.

- 1 Choose **Summarize**.
- 2 Specify the length and kind of summary you want in the sidebar field.

In a few bullet points

- 3 Click **Submit**.

Translate to

This example shows how to translate the content of a document into several languages.

- 1 Choose **Translate to**, and enter the list of languages you want your document to be translated

into.

French, Spanish

- 2 Click **Submit**.
-

Create text

This example shows how to insert a paragraph into an existing email draft in your document.

- 1 Choose **Custom prompt** and type your prompt in the sidebar field.

Include one short paragraph that outlines my skills and dedication

- 2 Select **Use selection or document as context**. [Learn more.](#)
 - 3 Click **Submit**.
-

What's next

[Choose how and where to insert the generated text.](#)

Configuration of GPT for Docs

Adjust the settings for GPT for Docs in your document. Choose from different models, set custom instructions, adjust creativity level, and reduce repetition.

Select a model

Select the right AI model for your work, with or without an API key.

Select where to insert text

Choose how and where to insert the generated text.

Add custom instructions

Assign a very precise role to the AI to define its field of expertise and how it responds.

Set the creativity level

Define how standard (or not) your output is expected to be.

Set maximum response tokens

Avoid getting unexpectedly long responses by setting a maximum response size.

Select the prompt language

Select the language in which you write your prompts for best results.

Reduce AI response repetition with OpenAI models

Reduce the tendency of OpenAI models towards repetition.

Select where to insert text in GPT for Docs

Use the **Insert settings** in [GPT for Docs](#) to insert the generated text exactly where you want it, highlight generated text in green, add the prompt to your document.

Insert options in GPT for Docs



Insert at cursor / below selection

When you select **Insert at cursor / below selection**, GPT for Docs inserts the text at the cursor position if you did not select any text, or below the selected text.

Insert at [insert] tag

When you select **Insert at [insert] tag**, GPT for Docs replaces the *[insert]* tag with the response in your document.

To add a tag, you can:

- Write **[insert]** in your document
 - Position the cursor in your document, and click **add tag**.
-

Insert at the end of the document

When you select **Insert at the end of the document**, GPT for Docs inserts the response at the end of the document.

Highlight insertion

When you select **Highlight insertion**, GPT for Docs highlights the generated response in green in your document.

Click the **Clear highlighting** button to remove the highlights on previous responses.

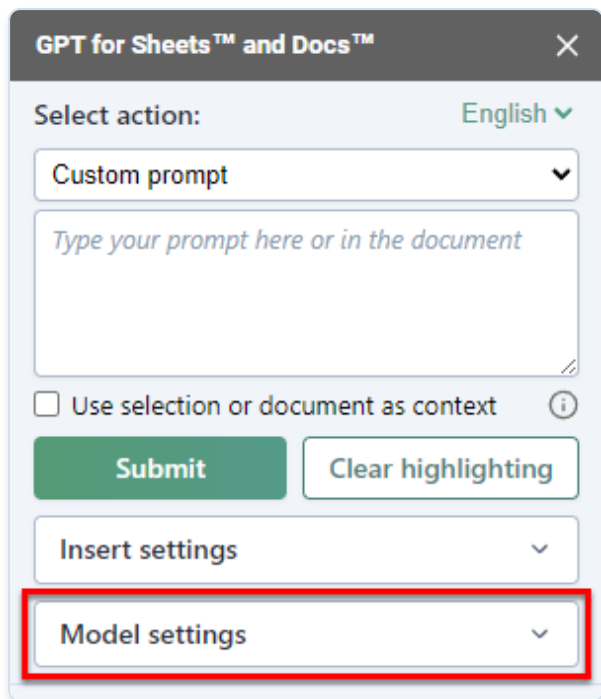
Insert prompt in document

When you select **Insert prompt in document**, GPT for Docs adds the prompt in bold when inserting the response in the document.

Add custom instructions in GPT for Docs

Assign a specific role to the AI in [GPT for Docs](#) to define its field of expertise and guide how it generates responses.

- 1 In the GPT for Docs sidebar, click **Model settings**.



The screenshot shows the 'GPT for Sheets™ and Docs™' sidebar menu. At the top, there's a 'Select action:' dropdown set to 'English'. Below it is a 'Custom prompt' dropdown. A text area below that contains the placeholder text 'Type your prompt here or in the document'. There's a checkbox labeled 'Use selection or document as context' with an information icon. Below these are two buttons: 'Submit' and 'Clear highlighting'. At the bottom, there are two more dropdowns: 'Insert settings' and 'Model settings'. The 'Model settings' dropdown is highlighted with a red rectangle.

- 2 Select the type of instructions you'd like to add and edit them if needed.

You can now submit a prompt in the current document with your custom instructions. Once a prompt is submitted, your custom instructions are saved along with all **Model settings** values, and is used for all prompts executed from Google documents.

What's next

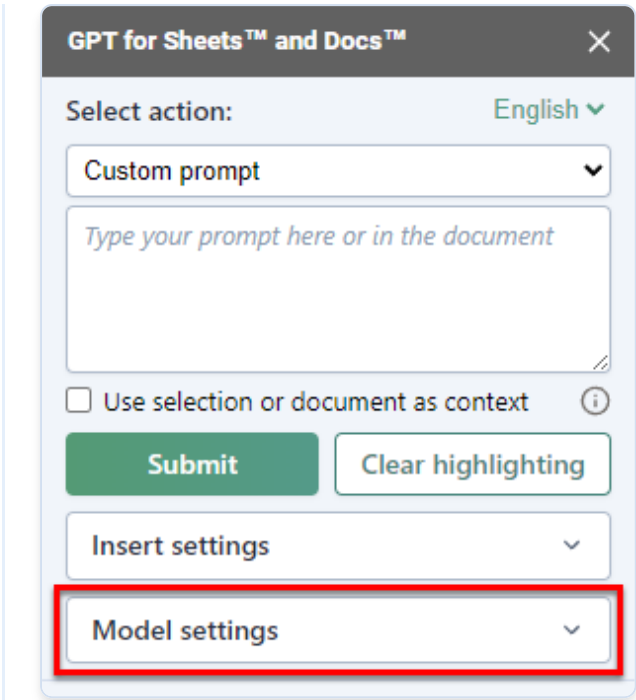
[Configure other settings](#) to customize how the language model operates.

Set the creativity level in GPT for Docs

Control how creative the [AI model](#) is in [GPT for Docs](#) by setting the temperature and top-p parameters. These parameters work together to influence model output:

Parameter	Description	How to use
Temperature	Controls randomness in the output	• Possible values: 0-1 • Keep at 1 if adjusting Top P • Lower for factual, higher for creative
Top P	Controls diversity of word choices	• Possible values: 0-1 • Keep at 1 for most use cases • Only lower if Temperature is 1

1 In the GPT for Docs sidebar, click **Model settings**.



2 Set **Temperature** from 0 to 1. You can refer to the following:

- 0: precise, the model strictly follows the prompt
- 0.5: neutral, the model is slightly creative
- 1: creative, the model is very creative

3 (Optional) Set **Top P** from 0 for a focused output to 1 for most creativity.

You've set the creativity level. GPT for Docs now uses the new temperature and top-p values for generating all responses.

What's next

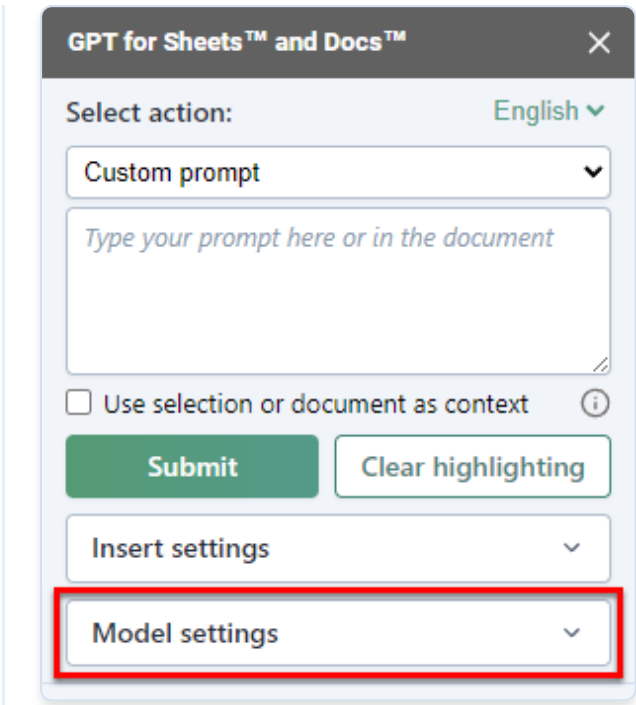
[Configure other settings](#) to customize how the language model operates.

Set maximum response tokens in GPT for Docs

Set a cut-off limit for your responses (measured in tokens) in [GPT for Docs](#). If the reponse is larger than this limit, it will be truncated. Helps control cost and speed.

Term	Definition
Token	Tokens can be thought of as pieces of words. During processing, the language model breaks down both the input (prompt) and the output (completion) texts into smaller units called tokens. Tokens generally correspond to ~4 characters of common English text. So 100 tokens are approximately worth 75 words. Learn more with our token guide .
Token limit	Token limit is the maximum total number of tokens that can be used in both the input (prompt) and the response (completion) when interacting with a language model.

1 In the GPT for Docs sidebar, click **Model settings**.



2 Enter a value for **Max response tokens**.

Rule: $\text{max response tokens} + \text{input tokens} \leq \text{token limit}$

This means that when you set *Max response tokens*, you must make sure there is enough space for your input. Your input includes your prompt, custom instructions, context, and elements sent by GPT for Docs with your input (about 100 extra tokens). You can use [OpenAI's official tokenizer](#) to estimate the number of tokens you need in your response.

You can now submit a prompt in the current document with the new maximum response size. Once a prompt is submitted, the maximum response size is saved along with all *Model settings* values, and is used for all prompts executed from Google documents.

What's next

[Configure other settings](#) to customize how the language model operates.

Select the prompt language in GPT for Docs

To optimize AI responses, select the language in which you write prompts and custom instructions in [GPT for Docs](#).

1 In the GPT for Docs sidebar, click the dropdown located in the upper right corner.

2 Select your prompt language.

The elements in the sidebar that are to be submitted along with your input are now displayed in the selected language.

INFO

If you provide prompts or custom instructions, ensure they are written in the same language as the one selected for more accurate results.

You can now submit a prompt in the current document with the selected prompt language. Once a prompt is submitted, the prompt language is saved along with all *Model settings* values, and is used for all prompts executed from Google documents.

What's next

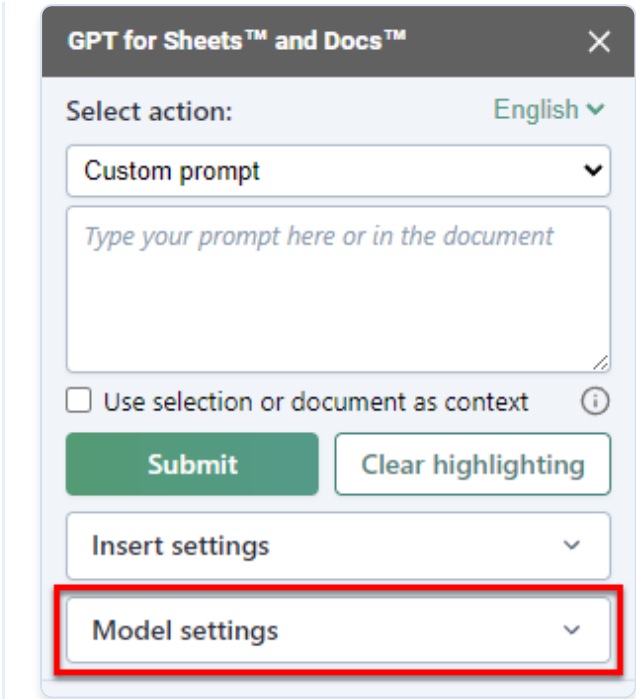
[Configure other settings](#) to customize how the language model operates.

Reduce AI response repetition with OpenAI models in GPT for Docs

Set presence and frequency penalties in [GPT for Docs](#) to reduce the tendency of OpenAI models towards repetition.

Parameter	Definition
Presence penalty	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.
Frequency penalty	Penalizes tokens based on their frequency in the text so far. Higher values discourage the model from repeating the same tokens too frequently .
Token	Tokens can be thought of as pieces of words. During processing, the language model breaks down both the input (prompt) and the output (completion) texts into smaller units called tokens. Tokens generally correspond to ~4 characters of common English text. So 100 tokens are approximately worth 75 words. Learn more with our token guide .

1 In the GPT for Docs sidebar, click **Model settings**.



2 Set **Presence penalty** and **Frequency penalty** from 0 to 2.

You've set the **Presence penalty** and **Frequency penalty**. GPT for Docs now uses the new **Presence penalty** and **Frequency penalty** values for generating all responses.

What's next

[Configure other settings](#) to customize how the language model operates.

Reuse prompts in GPT for Docs

Retrieve prompts directly from the session history or mark them as favorites for permanent access across various Google documents.

Reuse a prompt from session history

Click a prompt from *Prompt history* to retrieve all the elements saved with it. Note that this action doesn't resubmit the same prompt, but simply incorporates the saved elements into the sidebar.

Each submitted prompt is saved in the history along with the following elements:

- Action (custom or preset prompt)
- Your prompt (if typed in the sidebar)
- [Model settings](#)

WARNING

- [Context](#) isn't saved in the prompt history.
- Prompt history is deleted when you close the add-on, refresh the page or close the document.

Mark a prompt as favorite for long-term reuse

Mark a prompt as favorite to save it permanently, ensuring it remains accessible even after you close the document or the add-on. You can reuse the prompt and/or its settings across different documents.

Provide context for prompts in GPT for Docs

Provide the model with your document content to define more detailed instructions, or to set a context to expand a paragraph while taking into account other elements in the document.

Use document context with ChatGPT in Google Docs



Use the whole document as context

- 1 Select **Write custom prompt** and write a prompt. We are writing a thank you note.
- 2 Write all the necessary context in your Google document if there is none present yet.
- 3 Select **Use selection or document as context** and click **Submit**.

GPT for Docs adds the context of your document to the prompt, enabling the model to generate a note based on that context.

Use a selection as context to expand your content

- 1 Select **Write custom prompt** and write a prompt. We want GPT for Docs to expand on an important theme in our letter.
- 2 Select the content to expand.
- 3 Select **Use selection or document as context** and click **Submit**.

GPT for Docs adds your selection to the prompt, enabling the model to generate expanded content based on that context.

Use multiple selections as context

- 1 Select **Write custom prompt** and write a prompt. We want GPT for Docs to expand on a paragraph.
- 2 Select multiple paragraphs. We are selecting the paragraph to be expanded and the context to take into account, like the teacher's name.
- 3 Select **Use selection or document as context** and click **Submit**.

GPT for Docs adds your selections to the prompt, enabling the model to generate expanded content based on those multiple contexts.

Troubleshooting GPT for Docs

Find solutions and advice for troubleshooting various scenarios, from API key and empty balance issues to cut responses and rate limits.

Billing issues

Troubleshoot balance and pack issues.

Installation issues

Troubleshoot installation issues.

Output issues

Troubleshoot responses cut or incomplete.

API key issues

Troubleshoot API key setup issues.

Rate limit issues

Troubleshoot token and request rate limit issues.

Add-on not working

Troubleshoot multiple accounts errors, blank sidebars, and menu visibility problems.

If none of the listed solutions addresses your issue, reach out to our support team for further assistance.

[CONTACT SUPPORT](#)

Billing issues (GPT for Docs)

I have a ChatGPT Plus / Pro / Teams / Enterprise subscription, but my balance is empty

Problem: You have a ChatGPT Plus / Pro / Teams / Enterprise subscription, but GPT for Docs still says that your balance is empty.

SOLUTION

OpenAI's [ChatGPT Plus / Pro / Teams / Enterprise subscription](#) is neither necessary nor sufficient for using the GPT for Work add-ons.

[Buy a pack](#) to add money to your balance in GPT for Docs.

I bought a pack but my balance is empty

Problem: You have bought a pack but your balance in GPT for Docs is still empty.

SOLUTION

Click on **Billing** in GPT for Docs and check that you are using the Google account with which you have purchased your pack. [Switch to another account](#) if needed.

My balance is not visible

Problem: You can't find a way to track your balance in GPT for Docs.

SOLUTION

You can track your balance by signing in to the [dashboard](#) with the same Google account you use with GPT for Docs.

Installation issues (GPT for Docs)

I want to uninstall

Problem: You are not using the add-on in Docs or Sheets, and you want to uninstall it.

SOLUTION

To remove the add-on from Docs and Sheets, follow our [uninstallation guide](#).

Output issues (GPT for Docs)

Response is cut or incomplete

This response was truncated. Choose a model with a larger context window.

Problem: The response you get from GPT for Docs is truncated.

SOLUTION

Models have a maximum token limit, which is the maximum total number of tokens that can be used in both the input and the response. This means models may not provide complete responses to long queries or when a large portion of text is selected as input.

To stay within the token limit, you can:

- Highlight a smaller portion of text in your document.
- Reduce the value of [Max response tokens](#).
- Select a model with a higher [limit](#).

API key issues (GPT for Docs)

Your API key is invalid

Problem: You are trying to set an API key but GPT for Docs won't save it.

SOLUTIONS

- Make sure that you copied it correctly, or [create a new one](#) and try again.
- **Solution for immediate use:** If immediate use is needed and using your API key is not a priority, [select a model without an API key](#).

I've entered my API key and it's not working

Problem: You have entered an API key in the GPT for Docs sidebar but you cannot use it.

SOLUTION

Even though you have entered an API key, you also need to purchase a pack in GPT for Docs. [Learn more.](#)

I can't enter my API key

Problem: You can't enter an API key in the GPT for Docs sidebar because you don't have permission to do so.

SOLUTIONS

Request your space administrator to [allow users to set their own API keys](#). Check the [GPT for Work dashboard](#) to see who the administrator or owner of your team is.

Rate limit issues (GPT for Docs)

Token limit is reached

Problem: You are facing a rate limit error message from your AI provider that indicates you've reached your tokens per minute limit.

SOLUTIONS

- Temporary: Choose a different model, or wait until your token limit resets.
- Permanent: Use [models that don't require an API key](#) or [use your own OpenAI API key](#) if you belong to a Tier 5 organization.

Request limit is reached

Problem: You are facing a rate limit error message from your AI provider that indicates you've reached your requests per minute limit.

SOLUTIONS

- Temporary: Choose a different model, or wait until your request limit resets: one minute or 24 hours.
- Permanent: Use [models that don't require an API key](#) or [use your own OpenAI API key](#) if you belong to a Tier 5 organization.

Add-on not working (GPT for Docs)

Multiple Google accounts error

Problem: You are likely using multiple Google accounts in the same browsing session.

SOLUTION

- 1 Create a dedicated browser profile on [Google Chrome](#), [Microsoft Edge](#), or [Apple Safari](#).
- 2 [Create a new document](#).
- 3 Open the GPT for Sheets and Docs add-on again.

Sidebar is blank

Problem: GPT for Docs sidebar is blank, or fails to load.

SOLUTION

- 1 Open GPT for Docs in a private browsing window.
 - 2 If the sidebar loads successfully, check the following:
 - Ensure that you are not using multiple Google accounts in the same browser session. If you are, create a new browser profile on [Google Chrome](#), [Microsoft Edge](#), or [Apple Safari](#).
 - Clear the cache and cookies on your browser.
 - Disable any extension on your regular browser that may be preventing GPT for Docs from launching. You can troubleshoot this by disabling one by one the extensions, reloading your Google document and trying to launch the sidebar again.
- If the problem persists, [submit a support request](#).

Menu only shows 'Help'

Problem: When you select **Extensions > GPT for Sheets and Docs**, the only option you see is **Help**. Accessing the **Extensions** menu immediately after opening your document may cause this problem.

 SOLUTION

Refresh your page, wait 30 seconds, then try to access the **Extensions** menu again.

Menu only shows 'Help' on a shared file (organization account)

Problem: GPT for Docs is installed in your organization but only shows the **Help** menu on a shared file. This can happen when a file owned by a personal Google account is shared with an organization account.

 SOLUTION

- 1 Ask the file owner to remove the document-level binding for GPT for Docs:
 - 1 Open the shared file in Google Docs.
 - 2 Go to **Extensions > Add-ons > Manage add-ons**.
 - 3 Find **GPT for Sheets and Docs**, click the three vertical dots and uncheck **Use in this document**.
- 2 Reload the file.
- 3 Open the GPT for Sheets and Docs add-on again.

Add-on not loading (organization account)

Problem: GPT for Docs is installed in your organization but does not load on a shared file. This can happen when a file owned by a personal Google account is shared with an organization account.

 SOLUTION

- 1 Ask the file owner to remove the document-level binding for GPT for Docs:
 - 1 Open the shared file in Google Docs.
 - 2 Go to **Extensions > Add-ons > Manage add-ons**.
 - 3 Find **GPT for Sheets and Docs**, click the three vertical dots and uncheck **Use in this document**.
- 2 Reload the file.
- 3 Open the GPT for Sheets and Docs add-on again.

FAQ (GPT for Docs)

How do I install the GPT for Docs add-on?

Install from the Google Workspace Marketplace:

- 1 Go to the [installation page](#).
- 2 Click **Install**.
- 3 Follow the steps until the end.

[Learn more](#).

Which browsers are compatible with GPT for Docs?

GPT for Docs is compatible with the following browsers:

- Google Chrome (recommended for the best experience)
- Microsoft Edge (only for Windows users)
- Mozilla Firefox
- Safari (only for Mac users)

What permissions are required by the GPT for Docs add-on?

See [Security and privacy FAQ](#).

I have installed GPT for Docs, how do I get started?

Now that GPT for Docs is installed, you can launch it from the Google Docs **Extensions** menu and start editing or generating content with the add-on. Learn more in our [quickstart guide](#).

What is the pricing of GPT for Docs?

[Our pricing options](#) include a consumption-based plan, which is proportional to your usage, and a subscription-based plan, which has a fixed monthly fee.

How is my data processed? Is it used to train models?

- We do not read or store any data from your document that you do not use as an input.

- If you use a model **with** an API key, we do not log or store any of the inputs submitted or outputs received.
- Whether you use a model with or without an API key, Talarian does not use your inputs and outputs to train language models.

For more information, see the [Security and privacy FAQ](#).

Do I need my own API key?

Yes, if you are on a [subscription plan](#).

No, if you use [prepaid packs](#), many models are [available without any API key](#).

Can I use my own API key?

Yes.

Using API keys offers several benefits:

- **More models.** Access a [wider range of models from a bigger pool of AI providers](#) than what is available without API keys.
- **More control.** Monitor and manage your 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.

INFO

Using API keys is mandatory if you're on a [subscription plan](#).

INFO

If you are a user in a [space](#) that does not allow users to set their own [API keys](#), you will still benefit from any [space API keys](#) set by the space owner or admins.

Is gpt-4o supported?

Yes, [gpt-4o is supported](#) with and without an API key.

Why is my response cut or incomplete?

Models have a maximum token limit, which is the maximum total number of tokens that can be used in both the input and the response. This means models may not provide complete responses to long queries or when a large portion of text is selected as input.

To stay within the token limit, you can:

- Highlight a smaller portion of text in your document.
- Reduce the value of [Max response tokens](#).
- Select a model with a higher [limit](#).

Can I use my OpenAI Assistants and custom GPTs?

No. GPT for Docs does not currently support OpenAI Assistants or custom GPTs.



TIP

You can use OpenAI Assistants and custom GPTs in GPT for Excel and GPT for Sheets:

- [Set your OpenAI API key](#) and your Assistants will become available in the model switcher.
- You can [replicate your custom GPTs as Assistants](#) to make them available in the model switcher.

Is there a limit to the number of requests I can send?

AI providers enforce rate limits in order to ensure a smooth and fair access to everyone. [Learn more.](#)

How do I uninstall the GPT for Docs add-on?

The uninstallation process is described [here](#).

Which models can I use?

Check our [list of supported models](#).

Which languages can I use?

Models work in many languages, but deliver the best results in English. All we can say is, try it. It is usually better to prompt in the language you want the response to be in. In any case, avoid mixing languages in a prompt.

How do I get support?

We recommend checking our [troubleshooting](#) and [FAQ](#) pages.

If that doesn't help, [submit a support request](#) and we'll get back to you.

Our support hours are from Monday to Friday:

- 7:30 PM - 12:00 PM (New York)
- 1:30 AM - 6:00 PM (Paris)
- 5:00 AM - 9:30 PM (India)
- 8:30 AM - 1:00 AM (Tokyo)

Remove Google account access from GPT for Docs



WARNING

Removing Google account access from GPT for Docs means removing access from the **GPT for Sheets and Docs** add-on, which also removes access from GPT for Sheets.

- 1 In your browser, log in to the Google account you use in GPT for Docs.
- 2 Open the [third-party connections page](#) for your Google account.
- 3 In apps and services list, find and select **GPT for Sheets and Docs**.
- 4 In the **GPT for Sheets and Docs has some access to your Google Account** section, click **See details**.
- 5 Click **Remove all access**.
- 6 Click **Confirm**.

The **GPT for Sheets and Docs** add-on no longer has access to your Google account.



NOTE

Removing account access does not uninstall the add-on from Google Docs. The next time you try to open the add-on, Docs prompts you for permission to run the add-on, after which you can sign in with your Google account and grant access again.

Uninstall GPT for Docs

CAUTION

Uninstalling GPT for Docs means removing the **GPT for Sheets and Docs** add-on from both Docs and Sheets.

NOTE

The following instructions only apply to consumer Google accounts. If you have a managed Google account, you may not be able to uninstall add-ons. If needed, contact your organization administrator for more information.

- 1 Open a Google document.
 - 2 In the menu bar, select **Extensions > Add-ons > Manage add-ons**.
 - 3 In the list of installed apps, find **GPT for Sheets and Docs** and click its options button.
 - 4 Select **Uninstall**.
- A confirmation pop-up opens.
- 5 Click **Uninstall app** to confirm.

The **GPT for Sheets and Docs** add-on is removed from Docs and Sheets. If you ever need to use the add-on again, follow the [installation process](#).

INFO

Removing the add-on also removes its app access permissions from your Google account.

Concepts

Key concepts related to [GPT for Work add-ons](#) and the use of ChatGPT and other AIs directly from MS Excel, and Word, Google Sheets and Docs.

AI concepts

AI provider

Company or platform 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 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](#).

API keys in GPT for Work can be set at two different levels:

- **For a specific user:** When you set API keys for your own use, they work only for you. Only *you* have access to models associated with the keys, and only *you* can set and manage the keys.
- **For all space users:** When you set API keys for your [space](#), they work for all users in the space. Space users automatically have access to models associated with the keys, but only the space owner and admins can set and manage the keys. Billing for a space key reflects its usage by all space users. [Learn more](#).

If keys are set at both levels for the same AI provider, the specific user key overrides the space key.

Custom instructions

Specific guidelines provided to the model to define its role, expertise, or how it should respond to prompts. Custom 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. You select the model in the add-on sidebar. The available models depend on the add-on and 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 [Ollama](#) and [any LLM server with an OpenAI-compatible API](#).

Web search models

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 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.

Content fetching models

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.

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 limits

Restrictions 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](#).

Tokens

Small pieces of text that can represent a word or subword, a punctuation sign or a symbol. Models split all input and output into tokens for efficient processing. The token is the basic unit of usage of model providers. The number of tokens used in the prompt (input) and the AI's response (output) impacts your balance if you're on [usage-based pricing](#).

GPT for Work concepts

Bulk AI tools

Bulk AI tools allow you to run prompts on an entire spreadsheet column at once without writing any formulas. You configure and run bulk tools from the add-on sidebar.

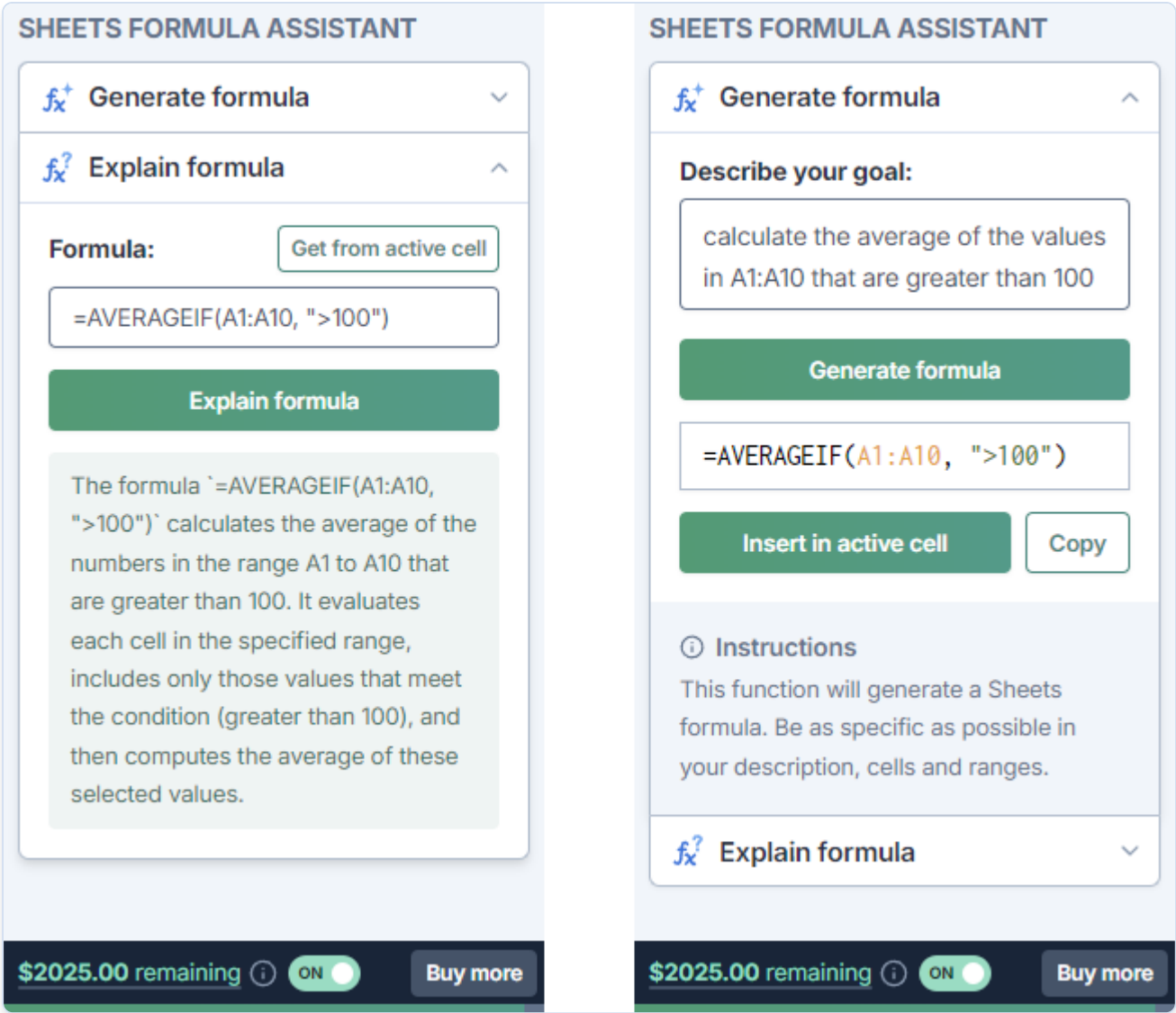
GPT for Work provides dedicated bulk tools for selected use cases, such as classification, generation, and translation, as well as a generic bulk tool for custom prompts.

For more information, see [Bulk AI tools in GPT for Excel](#) and [Bulk AI tools in GPT for Sheets](#).

Formula assistant

The [formula assistant](#) allows you to **generate** spreadsheet formulas based on plain-language descriptions of what you want to achieve. You can also use the formula assistant to **explain** existing formulas (in English).

The formula assistant is available in the add-on sidebar, both under **Bulk AI tools** and **GPT functions**.



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 classification, summarization, translation, 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 [GPT functions in GPT for Excel](#) and [GPT functions in GPT for Sheets](#).

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.

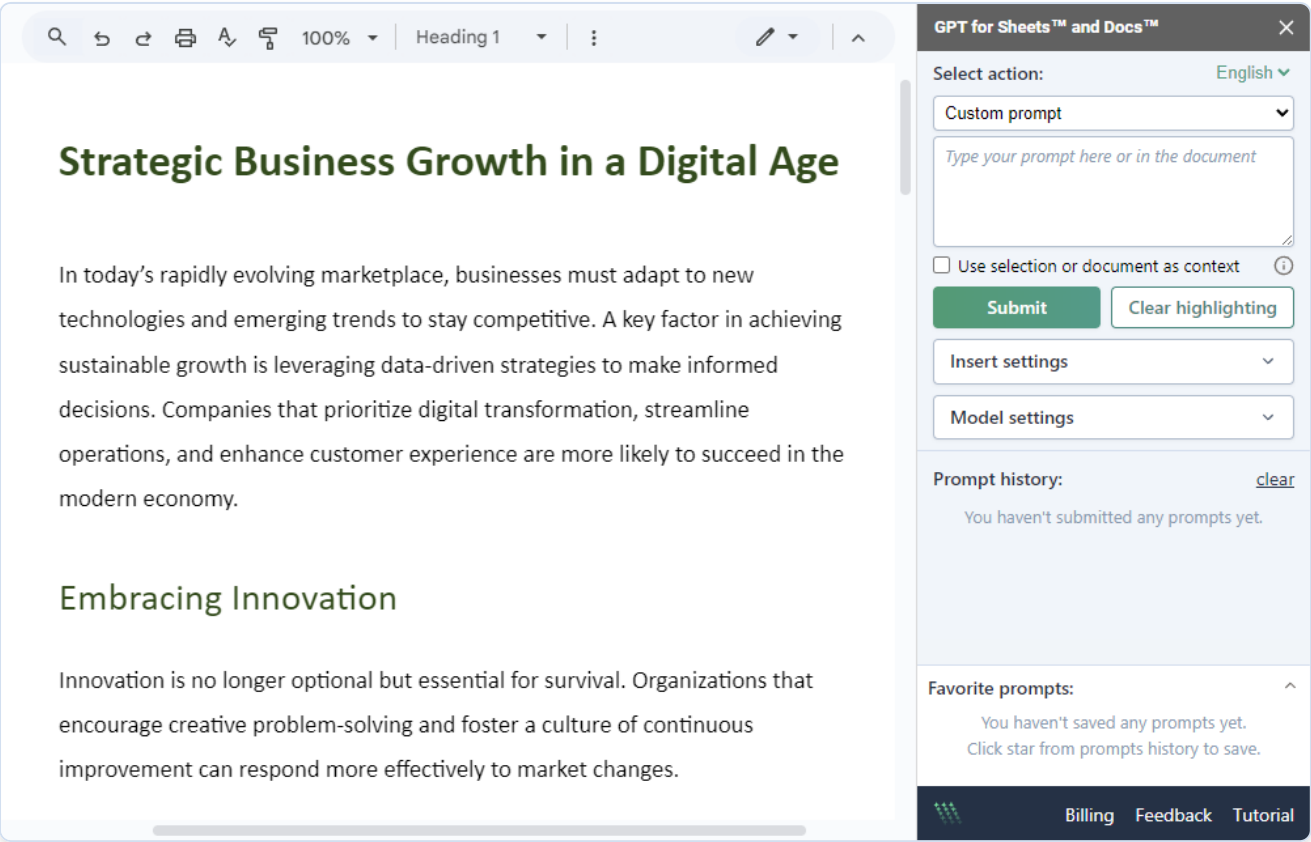
G Sheets

The screenshot displays the Google Sheets application. The main spreadsheet has two columns: A and B. Row 1 is the title row, labeled 'BIKES'. Row 2 contains headers 'Specifications' and 'Description'. Rows 3 through 6 contain detailed specifications for different bike models.

	A	B
1	BIKES	
2	Specifications	Description
3	Model: Specialized Allez Price: 1200 € Weight: 9.1 kg Frame: E5 Premium Aluminum	
4	Model: Specialized Tarmac Price: 3500 € Weight: 6.8 kg Frame: Carbon Fiber	
5	Model: Specialized Roubaix Price: 2500 € Weight: 7.8 kg Frame: FACT 10r Carbon	
6	Model: Specialized Diverge Price: 2500 € Weight: 9.5 kg Frame: FACT Carbon	

The right sidebar features the 'GPT for Sheets™ and Docs™' panel. It includes a 'Home' tab, a dropdown menu set to 'gpt-4o', and sections for 'GPT functions' and 'Bulk tools'. Under 'GPT functions', there are options like 'New run', 'History', 'Help', 'Custom prompt', 'Translate', 'Classify / Categorize', 'Extract', 'Reformat', 'Search the web', and 'Prompt images (Vision)'. Below this is the 'SHEETS FORMULA ASSISTANT' section with 'Generate formula' and 'Explain formula' options. At the bottom of the sidebar, it shows '\$500.00 remaining' and a 'Buy more' button.

G Docs



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 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: balances/subscriptions, 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 balance/subscription and space API keys.

In the screenshot below, you can see the overview of a GPT for Sheets and Docs space with three space users. If you are on a [subscription plan](#), your dashboard will show subscription details instead of a balance.

How to write a good prompt

Write a good prompt to get the best results from our extensions. 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	What you want to achieve Note: This should be composed of at least a verb and a noun. You can replace "Task" by "Question" if it makes more sense.	Task: write a cold email Task: write a blogpost Task: write 5 taglines Task: summarize in 3 paragraphs Task: translate from English to Spanish Task: create a tweet thread of 10 tweets Question: How can I find an SEO expert?
Topic	What your text is about Note: Don't hesitate to be highly specific.	Topic: sell a shampoo Topic: an ice-cream shop Topic: food in Ancient Rome

Label	Description	Examples
Role	What character the AI has to impersonate	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. Role: Act as a tech reviewer. You write in-depth reviews including pros, cons, features, and benchmarks. 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.
Style	What type of language you want to use	Style: casual Style: formal Style: business Style: creative Style: academic
Tone	How you want your text to sound	Tone: joyful Tone: angry Tone: funny Tone: serious Tone: excited Tone: sad

Label	Description	Examples
Audience	Who this text is for Note: This enables the model to select appropriate words and the right level of abstraction.	Audience: 5-year old Audience: teenager who likes rock music Audience: my boss Audience: topic expert
Length	How long the output is expected to be (any unit) Note: Language models have limited numerical accuracy, so it's good to be overly precise if you have a hard limit.	Length: 4 paragraphs Length: 250 words Length: strictly under 30 characters including spaces
Format	What structure or syntax your output must comply with	Format: HTML Format: table Format: markdown
	Any other parameter or instruction that is useful to you	Country: X Product: door bell Relate recipient job title to the user selling proposition Sign as XYZ Start with xxx Include references to X, Y and Z

It is then extremely easy to write a good prompt that you can then use with our extensions.

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
```

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.