

# GPT for Sheets and Docs

Now powered by  
ChatGPT

**gpt-3.5-turbo**

*Swipe!*



**GPT for Work**

**gpt-3.5-turbo** is  
**10x cheaper,**  
**faster, and**  
**better quality**  
**than Davinci!**



**GPT for Work**

# Use ChatGPT directly in Google Sheets

```
=GPT("Write a tagline for  
an ice-cream shop")
```



	A
1	<b>Tagline</b>
2	Cool down with our delicious treats!



# Generate copy ideas

```
=GPT_LIST("Write 5 funny taglines for a garage", , 1)
```



	A
1	<b>Taglines</b>
2	If you can't fix it, we will!
3	Welcome to our garage- where your car comes alive!
4	These wheels have a funny way of spinning!
5	We know how to get your engine revving!
6	Come to our garage- we make it look effortless!
7	



# Clean lists

```
=GPT_FILL(A2:B3, A4:A7)
```

## Examples

	A	B
1	<b>Dirty full name</b>	<b>Clean full name</b>
2	Dr. Yuri ZHIVAGO	Yuri Zhivago
3	Dwight Schrute Jr 🦴	Dwight Schrute
4	😊 Pam beesly PhD	Pam Beesly
5	DON Draper	Don Draper
6	JAMES BOND	James Bond
7	Dr. gregory house	Gregory House

**Dirty data**

**Output**



**GPT for Work**

# Polish content

=GPT\_EDIT(A2)




	A	B
1	<b>Text</b>	<b>Fixed text</b>
2	For sum reezon thoose nunsberz arnt addin up	For some reason, those numbers aren't adding up.



# Classify into categories

```
=GPT_CLASSIFY(A2, "vegetable, fruit, other")
```



	A	B
1	<b>Product</b>	<b>Category</b>
2	banana	Fruit
3	salad	Vegetable
4	strawberry	Fruit
5	pineapple	Fruit
6	spinach	Vegetable
7	peach	Fruit
8	cucumber	Vegetable
9	orange	Fruit
10	egg	Other



# Generate tags

```
=GPT(B$1:C$2,A4:B4,0.5)
```



	A	B	C
1		<b>Task:</b>	<b>generate a list of 5 product tags</b>
2		<b>Format:</b>	<b>comma-separated and lowercase</b>
3	<b>Product</b>	<b>Description</b>	<b>Tags</b>
4	swimsuit	This fabulous one piece has a curve-enhancing high-waist cut, full cleavage coverage and a low back. Black, it's the perfect combination of classy and modern.	swimsuit, one piece, curve-enhancing, high-waist, black
5	shirt	A blue super short sleeve shirt that's comfy and cotton	shirt, blue, super short sleeve, comfy, cotton
6	dress	This dress features an asymmetrical design with spaghetti straps, a mini length with tight fit. This dress comes in red.	dress, asymmetrical design, spaghetti straps, mini length, tight fit, red





# Generate descriptions from examples

```
=GPT_FILL(A2:B3, A4:A12)
```

## Examples

	A	B
1	<b>Product</b>	<b>Description</b>
2	banana	A banana is a curved, yellow fruit with a sweet taste and cre
3	strawberry	A strawberry is a small, sweet, red fruit with a juicy texture a
4	pineapple	A pineapple is a tropical fruit with a spiky, yellow-brown skin
5	pear	A pear is a round, juicy fruit with a green or yellow skin and a
6	peach	A peach is a soft, fuzzy fruit with a yellow-orange skin and s
7	plum	A plum is a small, sweet fruit with a purple or red skin and a
8	orange	An orange is a citrus fruit with a bright orange skin and a sw
9	egg	An egg is a round, oval-shaped food with a hard shell and a

Products

Descriptions



GPT for Work

# Summarize multiple cells at once

```
=GPT_SUMMARIZE(A2:A5, "key takeaways, 10 words each")
```

	A	B
1	<b>4 reviews (235 words)</b>	<b>Summary (21 words)</b>
2	Loved the unit at first, would clean my entire house no problem (with the additional battery) but the unit is	1. Unit clogs easily and dies after 3 years.
3	Well. I guess all I can say is they have very poor customer service. Especially when a \$1000 vacuum	2. Poor customer service from Dyson.
4	Purchased this as a Christmas gift for myself! Love it! The second battery is wonderful for big cleaning jobs. The wider all floor head takes	3. Positive review for powerful and versatile vacuum.
5	this is the best Dyson vacuum by far - I have had 3 uprights, 1 Ball and	



# Tag your data

```
=GPT_SUMMARIZE(A2  
"in 3 tweets")
```



	A	B
1	<b>Text (476 words)</b>	<b>Summary (84 words)</b>
	In 2007, Nokia had 900mn users. Its Sixteen years and 1.2bn users later But the cellphone's multitouch, full-s	1. In 2007, Nokia had 900mn users and Forbes asked if anyone could catch the cell phone king. Apple launched the iPhone and outmanoeuvred Nokia on hardware and production.
2	Supply chain researcher Kevin O'Ma "Everyone was shocked," he says. " Apple and China	2. Apple vaulted to the No. 2 spot of the Supply Chain Top 25, shocking everyone. They embedded top product designers and manufacturing design



**GPT for Work**

# Extract entities

**=GPT\_EXTRACT(A2, B2)**

	A	B	C
1	<b>Text</b>	<b>What to extract</b>	<b>Entities</b>
2	My email address is john@example.com	email	john@example.com
3	30 Main Street, Brooklyn, NY, USA	full state name	New York
4	+82 2-312-3456	country of phone number	South Korea
5	\$1232.32	amount as number	1,232.32
6	₹ 1,41,245	currency iso code	INR



**GPT for Work**

# Translate

```
=GPT_TRANSLATE(A2, "spanish")
```



	A	B
1	<b>English</b>	<b>Spanish</b>
2	Cool off with our delicious treats!	¡Enfríese con nuestros deliciosos bocadillos!



# Create dummy data

```
=GPT_TABLE("create 5 fake people", A1:D1)
```

	A	B	C	D
1	<b>First Name</b>	<b>Last Name</b>	<b>Year of birth</b>	<b>Occupation</b>
2	John	Smith	1985	Teacher
3	Jane	Doe	1990	Doctor
4	Bob	Johnson	1975	Engineer
5	Alice	Brown	2000	Student
6	Michael	Williams	1980	Accountant



# Format dates

```
=GPT_FORMAT(A2, "iso")
```

	A	B
1	<b>date in any format</b>	<b>date in ISO format</b>
2	January 10th, 2010	1/10/2010
3	12/25/2015 3:45 PM	12/25/2015
4	Aug 1 2019	8/1/2019
5	1997-10-09 21:19	10/9/1997
6	2/17/88	2/17/1988
7	24/08/1957	8/24/1957
8	01.01.2021	1/1/2021
9	Mar 27 1991 10:45 AM	3/27/1991
10	14 February 71	2/14/1971



# Format currency amounts

```
=GPT_FORMAT(A2, "iso currency")
```

	A	B
1	<b>currency amount in any format</b>	<b>amount in ISO format</b>
2	\$1232.32	USD 1,232.32
3	€1.343,76	EUR 1,343.76
4	10,322 Pound Sterling	GBP 10,322.00
5	CAD\$ 45	CAD 45.00
6	₹ 1,41,245	INR 141,245.00
7	₱ 567,789 peso	PHP 567,789.00
8	R\$ 124.50	BRL 124.50
9	¥ 648000	JPY 648,000
10	a thousand dollars and fifty cents	USD 1,000.50





# Format phone numbers

**=GPT\_FORMAT(A2, "international phone number")**



	A	B
1	<b>phone number in dirty format</b>	<b>international format</b>
2	(212) 555 1924	+1 212-555-1924
3	82 02-312-3456	+82 2-312-3456
4	India 985.512.3456	+91 985 512 3456
5	+45 33 15 32 86	+45 33 15 32 86
6	1 404 404 4044 (salon)	+1 404 404 4044
7	(34) 912 345 678	+34 912 345 678
8	+54 (01135) 24-5566	+54 1135 245566
9	Japan 012 344-5566	+81 12 344-5566
10	+32 0423/67.78.98	+32 423 67 78 98



# Convert table/json/ html...

**=GPT\_FORMAT(A1:D3, "json")**

	A	B	C	D
1	<b>First Name</b>	<b>Last Name</b>	<b>Year of birth</b>	<b>Occupation</b>
2	John	Smith	1985	Teacher
3	Jane	Doe	1990	Doctor
4	<pre>[   {     "First Name": "John",     "Last Name": "Smith",     "Year of birth": 1985,     "Occupation": "Teacher"   },   {     "First Name": "Jane",     "Last Name": "Doe",     "Year of birth": 1990,     "Occupation": "Doctor"   } ]</pre>			



# Format addresses

```
=GPT_FILL(A1:B2, A3:A6)
```

## Examples

	A	B
1	address in any format	address in standard format
2	413 w 52nd Street, New York, 10019	413 West 52nd Street, New York, NY 10019
3	624 Brush St, 48226	624 Brush Street, Detroit, MI 48226
4	73 Blooming st, LA, CA 90014	73 Blooming Street, Los Angeles, CA 90014
5	417 Harrison ave, Chicago, 60601	417 Harrison Avenue, Chicago, IL 60601
6	45 Bellowing Ct, Dallas, TX 75205	45 Bellowing Court, Dallas, TX 75205

Addresses

Formatted addresses



GPT for Work

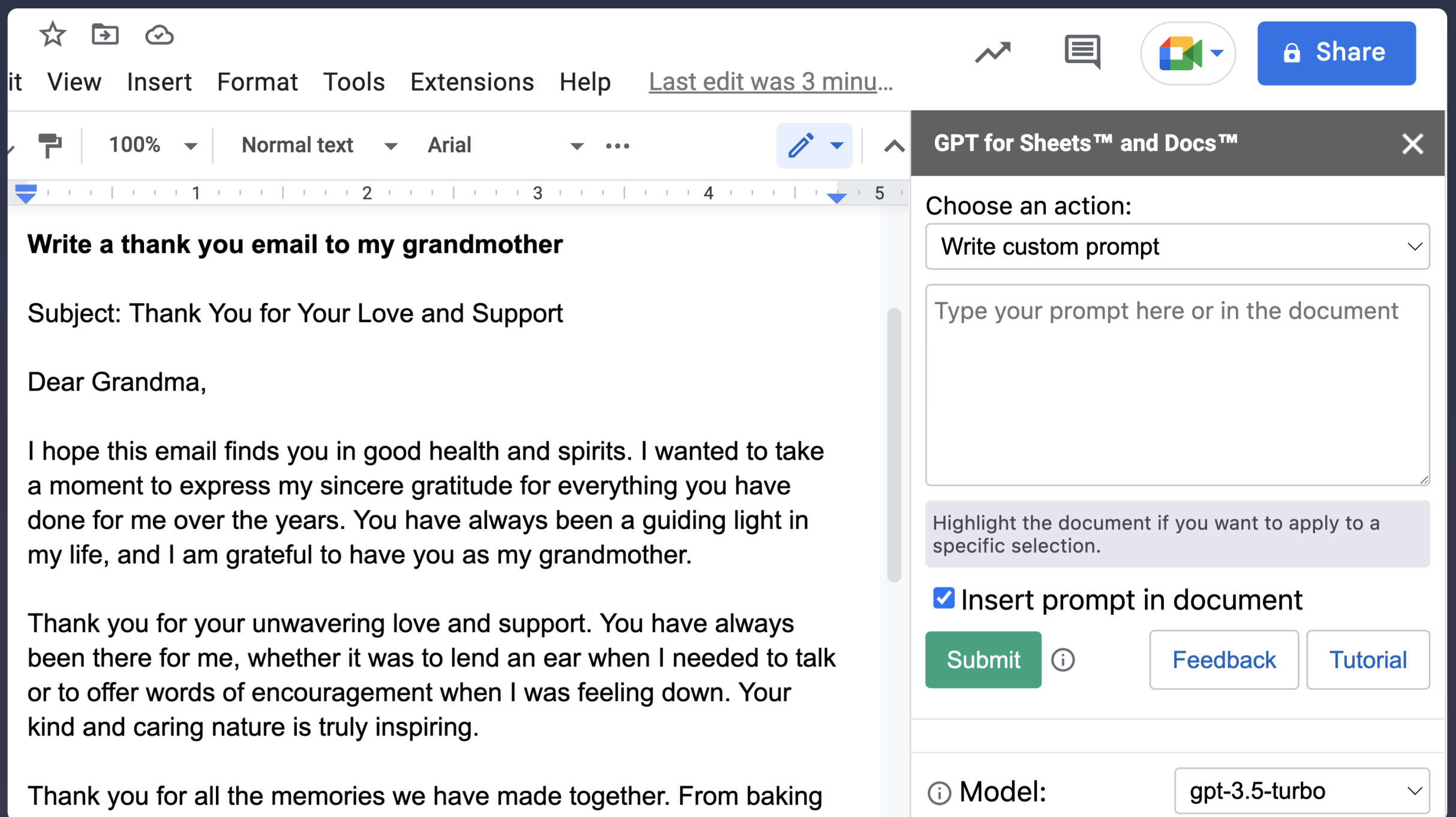
# Change text case

**=GPT\_FORMAT(B\$1, A2)**

	A	B
1		powered by the ChatGPT model: gpt-3.5-turbo
2	<b>Title case</b>	Powered by the ChatGPT Model: GPT-3.5-Turbo
3	<b>Sentence case</b>	Powered by the ChatGPT model: GPT-3.5-Turbo.
4	<b>Lower case</b>	powered by the chatgpt model: gpt-3.5-turbo
5	<b>Upper case</b>	POWERED BY THE CHATGPT MODEL: GPT-3.5-TURBO
6	<b>Camel case</b>	PoweredByTheChatGPTModelGpt35Turbo
7	<b>Snake case</b>	powered_by_the_ChatGPT_model:_gpt-3.5-turbo
8	<b>Kebab case</b>	powered-by-the-chatgpt-model-gpt-3-5-turbo
9	<b>URL encoded</b>	powered%20by%20the%20ChatGPT%20model%3A%20gpt-3.5-



# Write emails



The screenshot displays a Google Docs document titled "Write a thank you email to my grandmother". The document content includes a subject line, a salutation, and three paragraphs of text. A sidebar extension titled "GPT for Sheets™ and Docs™" is open on the right, showing a "Choose an action:" dropdown set to "Write custom prompt", a text input field, a "Submit" button, and a "Model:" dropdown set to "gpt-3.5-turbo".

it View Insert Format Tools Extensions Help Last edit was 3 minu...

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**Write a thank you email to my grandmother**

Subject: Thank You for Your Love and Support

Dear Grandma,

I hope this email finds you in good health and spirits. I wanted to take a moment to express my sincere gratitude for everything you have done for me over the years. You have always been a guiding light in my life, and I am grateful to have you as my grandmother.

Thank you for your unwavering love and support. You have always been there for me, whether it was to lend an ear when I needed to talk or to offer words of encouragement when I was feeling down. Your kind and caring nature is truly inspiring.

Thank you for all the memories we have made together. From baking

Choose an action:  
Write custom prompt

Type your prompt here or in the document

Highlight the document if you want to apply to a specific selection.

Insert prompt in document

Submit Feedback Tutorial

Model: gpt-3.5-turbo

# Generate a blogpost outline

The image shows a Google Docs document with a generated blogpost outline. The document title is "Generate a blogpost outline" and the subtitle is "Title: The Benefits of Practicing Meditation Daily". The outline is structured as follows:

- I. Introduction
  - A. Explanation of what meditation is
  - B. Popular misconceptions about meditation
  - C. Importance of practicing meditation daily
- II. Benefits of Meditation
  - A. Physical benefits of meditation
    - 1. Reduces stress and anxiety
    - 2. Lowers blood pressure and heart rate
    - 3. Improves sleep quality
  - B. Mental benefits of meditation
    - 1. Boosts brain function and memory
    - 2. Increases focus and concentration

The GPT for Sheets™ and Docs™ sidebar is open, showing a "Choose an action:" dropdown menu with "Write custom prompt" selected. Below this is a text input field with the placeholder "Type your prompt here or in the document". There is a checkbox labeled "Insert prompt in document" which is checked. At the bottom of the sidebar, there is a "Prompt history:" section with a "clear" button.



GPT for Work

# Change tone

The screenshot shows a Google Docs document with a sidebar extension titled "GPT for Sheets™ and Docs™". The document text is as follows:

**Change the tone to Hilarious:**  
Subject: Grandma, You're the Bomb-diggity!

Hey Grandma!

What's up, my homie? I just wanted to give you a huge shout-out and say THANK YOU for being the most awesome grandma on the planet! Seriously, you rock my world!

Your love and support mean everything to me. You're like a superhero, always there to save the day and make everything better. I mean, who needs Batman when they have Grandma, right?

You're wise beyond your years and your guidance has helped me

The sidebar extension shows the following options:

- Choose an action: Change the tone to
- Input field: Hilarious
- Option:  Highlight the document if you want to apply to a specific selection.
- Option:  Insert prompt in document
- Buttons: Submit, Feedback, Tutorial
- Prompt history: clear

# Fix grammar and spelling

Dear Mr. Halpert,

I am exciting to apply for the oportunity to join your team as a markting manager. With fawrteen years of experience in the field, I am confidant in my abilities to contribute to your company success. Thank you for considering my application.

**Fix grammar and spelling:**  
Dear Mr. Halpert,

I am excited to apply for the opportunity to join your team as a marketing manager. With fourteen years of experience in the field, I am confident in my abilities to contribute to your company's success. Thank you for considering my application.

Sincerely,

**Choose an action:**  
Fix grammar and spelling

Highlight the document if you want to apply to a specific selection.

Insert prompt in document

Submit Feedback Tutorial

**Prompt history:** clear

- Write a cover letter in 3 sentences
- Write 3 sentences demonstrating motivation
- Write a short email demonstrating the motivation of the applicant

Model: gpt-3.5-turbo



GPT for Work



# Summarize

☆ 📁 ☁️

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- we talked about the importance of work-life balance and making time for family, friends, and other hobbies.

- Overall, it was a productive and insightful meeting and I left with a renewed sense of motivation and direction.

**Summarize in 3 sentences:**  
The author had a two-hour meeting with their boss to discuss their performance in the company. They received advice on communication, taking initiative, setting achievable goals, prioritizing workload, and maintaining work-life balance. The meeting was productive and left the author feeling motivated and focused.

**GPT for Sheets™ and Docs™**

Choose an action:  
Summarize

in 3 sentences

Highlight the document if you want to apply to a specific selection.

Insert prompt in document

Submit Feedback Tutorial

Prompt history: clear

Prompt "Summarize"

# Translate to

☆ 📁 ☁

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**Translate to French:**  
Écrire un e-mail de remerciement à ma grand-mère

Sujet : Merci pour votre amour et votre soutien

Chère grand-mère,

J'espère que cet e-mail vous trouve en bonne santé. Je voulais prendre un moment pour exprimer ma sincère gratitude pour tout ce que vous avez fait pour moi au fil des années. Vous avez toujours été une guide dans ma vie, et je suis reconnaissant de vous avoir comme grand-mère.

Merci pour votre amour et votre soutien inébranlables. Vous avez toujours été là pour moi, que ce soit pour prêter une oreille quand j'avais besoin de parler ou pour offrir des paroles d'encouragement quand j'étais triste. Votre nature gentille et attentionnée est vraiment

Choose an action:  
Translate to  
French

Highlight the document if you want to apply to a specific selection.

Insert prompt in document

Submit Feedback Tutorial

Prompt history: clear



GPT for Work

# Try it out!

[gptaddon.com](https://gptaddon.com)

## GPT for Google Sheets and Docs



485,000+ installations



**GPT for Work**