



AI Excel Validation Checklist

Before You Trust AI-Generated Excel Results — Check This

AI tools like Microsoft Copilot and ChatGPT can improve Excel productivity, but they can also generate incorrect formulas, summaries, and calculations that appear believable.

AI produces language — not truth.

Use this practical checklist before accepting AI-generated Excel outputs.

Excel AI Validation Checklist

1. Check Totals Against Source Data

Confirm that totals, averages, and summaries match the original dataset.

- Totals reconciled
- Averages verified
- No missing values identified

2. Confirm Formulas Were Used

AI tools sometimes generate static values instead of formulas.

- Formulas checked
- No hardcoded totals
- Formula ranges verified

3. Review Data Ranges and Filters

Incorrect ranges are one of the most common AI-related Excel issues.

- Correct rows included
- Filters reviewed
- Hidden rows checked

4. Check for Duplicated or Missing Data

AI outputs can become inaccurate if source data contains duplicates or incomplete records.

- Duplicate rows reviewed
 - Missing records identified
 - Data structure checked
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5. Validate AI Assumptions

AI tools may assume column meanings or business logic incorrectly.

- Column meanings confirmed
 - Assumptions reviewed
 - Business logic verified
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6. Save the Workbook Before Using Copilot

Microsoft Copilot often relies on the latest saved version of the workbook.

- Workbook saved
 - Latest version confirmed
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7. Test Calculations Manually

Always validate important calculations independently.

- Manual spot-check completed
 - Key calculations verified
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8. Avoid Sharing Confidential Information

Never paste sensitive business or personal data into public AI tools.

- No confidential data shared
 - POPIA considerations reviewed
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Final Reminder

AI can improve speed and productivity — but validation remains essential.

Strong Excel skills still matter.

College Africa Group (CAG) provides practical corporate training in:

- Excel
- Microsoft Copilot
- ChatGPT and AI in the Workplace
- Data validation and reporting skills

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 This checklist is designed to remain POPIA-appropriate when implemented correctly.

What our clients say about us

Regards

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