The Beginner's Guide to Prompting

In Data Analysis

2D.point
SPEAK DATA

1. Context

Provide relevant background information to help the artificial intelligence understand the purpose of the analysis.



"You are an analyst at a global technology company, and you have been asked to analyze salary differences across various roles in the company and compare salary patterns between different countries where the company operates."



"Analyze the salaries."

2. Clarity and Accuracy

Make sure to formulate the prompt clearly and concisely, avoiding vague phrasing.



"Calculate the total sales for the first quarter of 2024 and compare it to the corresponding quarter in 2023."



"Analyze the sales data."

3. Working with Formulas or Code

Ask AI for the formula or code you need.

If you know exactly what you need, request it directly.

- "I need an Excel formula that counts how many cells in column A contain the value 'Yes'."

If you are unsure, describe your need and ask the AI for suggestions.

- "I have data on height and weight. I want to check if there is a correlation between them. Which statistical formula is appropriate?"

4. Task Breakdown in Steps

For complex tasks, divide them into smaller, clear sub-tasks.

Breaking Down Complex Tasks into Steps:

1. "Calculate the average score for each category in the questionnaire."
2. "Identify which categories have the greatest impact on overall satisfaction."
3. "Recommend three improvements that would lead to a higher score."

5. Request for explanations

Requesting Explanations for the Process.

- "Find the variable with the greatest impact on productivity and explain to me in detail based on which calculations or models you arrived at this answer."

6. Advanced Analysis

Incorporate advanced statistical models such as forecasting or clustering (grouping data based on similarities).

- "Calculate a model for predicting employee attrition based on the data in the attrition table from the past five years."

7. Advanced Visualizations

Incorporate advanced visualizations such as interactive charts, heatmaps, or network diagrams to illustrate data more clearly and comprehensibly.

- "Display the sales distribution by geographic regions using a heatmap."

8. Forecasts and Recommendations

Integrating Data-Driven Forecasts and Recommendations

- "Based on sales trends from the past three years, forecast the total sales for the upcoming quarter."

9. Result Format

Predefine the desired result format: table, list, chart, detailed text, etc.



"Present the findings in a table with three columns: 'Region,' 'Average Sales,' and 'Monthly Percentage Change'."

10. Critical Review and Validation

Critically assess the response, request explanations, or verify the data sources the model relied on.



"Check your calculations to ensure there are no errors in the model's performance metrics



"Thank you for the analysis."