

Mastering Excel with AI and CoPilot

Description

In today's rapidly evolving digital landscape, the capability to efficiently manipulate, analyse, and derive insights from data is more crucial than ever. This course combines AI integration in Microsoft Office Excel with focused Copilot training to enhance productivity and data-driven decision-making skills.

Who is this Course For?

Excel users seeking to elevate data analysis skills with AI, office workers aiming for advanced Excel proficiency, and individuals interested in automating tasks using macros and AI in spreadsheets.

Course Objectives

At the end of the course, participants will confidently integrate AI into Excel, use Copilot for advanced tasks, automate processes, and enhance productivity, ensuring data-driven decisionmaking proficiency at course completion.

Course Duration

8 Hours

Mode of Training

Classroom

Full Fee

\$380

(Subject to 9% GST)

Nett Fee

\$414.20

(After GST)

UTAP subsidy available for eligible participants

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.



Course Content

Learning Unit 1: Leveraging AI Tools in Excel

- Automating Tasks with Flash Fill
- Streamlining Data Transformation with Power Query
- Insights and Analysis with AI in Excel
- Visualizing Data with Recommended Charts
- Visualizing Data with Recommended Pivot Table
- Forecasting Trends with Excel's AI

Learning Unit 2: Integrating Copilot with Excel

- What is Copilot
- How to Get Copilot
- Understanding the Capabilities of Different Copilot Versions
- Practical Applications of Copilot in Excel

Learning Unit 3: Enhancing Excel Formulas with Copilot

- Crafting Formulas from Simple to Advanced
- Utilizing Copilot for Excel Table Enhancements
- Documenting and Commenting on Formulas with Copilot's Help

Learning Unit 4: Advanced Formula Assistance with Copilot

- Simplifying Lookup Formulas
- Working with Copilot to Write Advanced Excel Formulas
- Deciphering Complex Formulas
- Debugging and Optimizing Formulas
- Improving Existing Formulas with Copilot

Learning Unit 5: Data Cleaning and Transformation

- Transforming Data from PDFs
- Transforming Data from Excel
- Cleaning and Preparing Data for Analysis

Learning Unit 6: Advanced Data Analysis Techniques

- Conducting Comparative Analysis
- Generate Non-Excel Visuals using Copilot
- Performing Sentiment Analysis on Customer Feedback

Learning Unit 7: Automating Excel Tasks with Macros and Copilot

- Writing Macros with Copilot
- Understanding and Enhancing VBA Code
- Adding Comments and Enhancing Code
- Debugging VBA Code with Copilot Assistance

