# COPILOT IN MICROSOFT EXCEL

**ODYSSEY TRAINING™**

By **SGS**

This course helps you build on your existing skills and use Copilot to clean data, create dashboards and streamline your Excel workflow quickly and efficiently.

**1 DAY**

### Copilot with Microsoft Excel

- Familiarisation with Copilot in Excel
- Understanding the current limitations/ considerations of Copilot
- Clever prompt building in Copilot
- Testing and verification of Copilot results

- Using Copilot for data cleansing, summarising and returning insights
- Work with Copilot for data consistency and quality control
- Transform your data with Copilot
- Formula assistance with Copilot
- Resolve spreadsheet errors using Copilot

- Format your workbook using Copilot
- Dynamic data analysis using Conditional Formatting
- Generate Pivot Tables and charts using Copilot to build visualisations and reports
- Expand your knowledge of coding in Excel with the assistance of Copilot

### Expected outcomes

- Enable Copilot in Excel
- Clean and review your data with Copilot
- Ask questions of the data to query and gain insights
- Write and improve formulas with the aid of Copilot
- Improve the layout and format of your spreadsheets
- Use Copilot to provide appropriate summaries of your data
- Generate charts, pivot tables and analyse your data more effectively
- Use Copilot to expand your current knowledge of coding in the Excel interface

### Prerequisites

Participants will need to have attended or be familiar with the topics covered in the Microsoft Excel Introduction course.

Practical, relevant training developed for the Australian workplace.

**1300 793 951**
odysseytraining.com.au