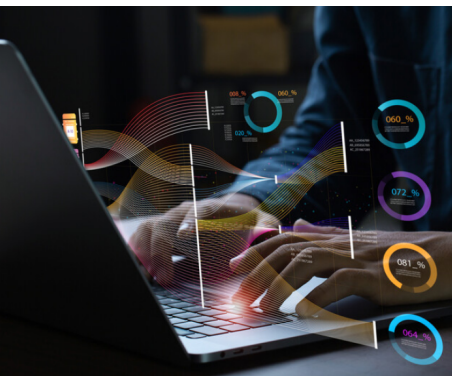


COPILOT WITH MICROSOFT EXCEL



An **SGS** Company



This course is designed to help you leverage and extend your current knowledge and utilise Copilot to help you do everything from clean data to build dashboards quickly and easily. Learn how to work more efficiently and effectively to streamline your entire Microsoft Excel workflow using Copilot.

Prerequisites

Participants do not need any prior experience with AI or with Copilot, but you should have a working familiarity with Excel at an intermediate level.

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

Topics covered

- 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

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

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developed for the Australian
workplace.

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