

Duration: 3h

Prerequisites:

- Have access to a computer and Microsoft Copilot for Business
- Have a basic knowledge of Copilot and Excel
- A paid Microsoft 365 Copilot license active on a Microsoft 365 Business account

Teaching methods:

- Remote training
- Demonstration
- Course material included

Certified certificate: yes

Audience: Organizations, teams and individuals working in administration, operations, HR and communications who wish to manage and analyze Excel data, coordinate communications, gain time and efficiency, and create visualizations

Skills acquired at the end of the training:

- Prepare, clean, and structure data efficiently in Excel with Copilot
- Analyze a dataset and produce clear, relevant visualizations thanks to Copilot
- Automate tasks in Excel, including generating VBA code with Copilot

DESCRIPTION:

This course will show you how to unlock the full power of Copilot in Excel to work faster and more confidently with your data. You'll learn how to clean up information, organize tables, and fix common errors with ease. You'll also discover how to analyze data, create impactful charts, and use conditional formatting to make insights stand out. The course goes beyond the basics by showing you how Copilot can help automate tasks and even generate VBA code. With practical, hands-on examples, you'll build skills you can apply immediately in your everyday work. It's the perfect class to help you save time, boost productivity, and get more value from Excel.

PROGRAM:

1. Introduction and Data Preparation

- Introduction to Copilot in Excel
- Modify a table with Copilot

- Fix errors with Copilot
- Create a mock dataset

2. Table Structuring

- Structure a data table – Part 1
- Structure a data table – Part 2

3. Analysis and Visualization

- Create charts with Copilot
- Analyze data tables
- Conditional formatting with Copilot
- Data analysis with Copilot

4. Automation and Conclusion

- Generate VBA code with Copilot
- Conclusion

Q&A

