

# Copilot for Excel

## Snapshot

Duration: 90 Minutes

Audience: Professionals and learners who want to use Copilot to enhance productivity and data analysis in Excel.

Requirements: Participants should have access to Excel with a Copilot Pro or Copilot M365 License.

## Course Outline

### 1. Introduction & Goals

- Overview of Copilot in Excel
- What participants will learn
- Real-world use cases

### 2. Getting Started with Copilot in Excel

- Accessing Copilot in Excel
- Interface overview and key features

### 3. Data Analysis with Copilot

- Summarising data trends
- Identifying outliers and patterns
- Create Image Visuals Using Chat
- Analysing a financial dataset (Activity)

### 4. Formula Assistance & Automation

- Generating formulas with natural language
- Using Conditional Formatting
- Creating pivot tables and charts

- Automating repetitive tasks
- Explaining complex formulas

#### 5. Hands-On Activity

- Data Transformation Techniques
- Insights into Data
- Create a summary Report
- Other examples relevant to the session