Copilot in Excel

As an Excel user, you recognize the potential of Microsoft Copilot and want to start using it effectively—but you may not be sure where to begin. In this hands-on course, you'll be introduced to the fundamentals of AI-powered assistance in Excel. You'll explore how Copilot can automate complex tasks, uncover creative solutions, and perform accurate analyses—without requiring deep Excel expertise.

This course is designed for professionals who want to maximize the benefits of Copilot in their daily work. You'll gain insights into both the capabilities and limitations of Copilot, helping you work more efficiently and intelligently.

Training duration
This one-day training course consists of six effective teaching hours.

Target group

The Copilot in Excel training is tailored for professionals who regularly work with Excel and want to enhance their productivity using AI tools.

Starting level
No specific prior knowledge of AI or advanced Excel is required. Basic Excel skills and general computer literacy are recommended.

Content
- **Introduction to Copilot in Excel**
    - What is Microsoft Copilot?
    - Benefits of AI integration in Excel
- **Setting Up and Configuring Copilot**
    - Customizing personal settings
    - Language and style preferences
- **Using Copilot for Data Analysis**
    - Automating calculations
    - Grouping and filtering data
- **Efficient Workflow with Copilot**
    - Automating repetitive tasks
    - Reducing errors with AI
- **Security and Privacy**
    - Data protection when using Copilot
    - Compliance and risk management
- **Practical Applications**
    - Examples of everyday tasks with Copilot
    - Case studies and real-world scenarios
- **Further Development and Innovation**

- o Continuous learning with Copilot
- o Emerging trends in AI for office applications

By the end of this course, you'll be able to use Copilot effectively for a wide range of Excel tasks and share your knowledge within your organization. You'll also develop a broader understanding of the role of AI in modern business environments.