

Copilot in Excel

One-day live course - virtual or at your offices

Your team already has Copilot in Excel. Most are still using it as a novelty. This day turns it into how they work - asking real business questions like why a region missed target, which customers are worth keeping, and what your customer feedback is actually telling you, and getting reliable answers in minutes.

What you will be able to do

- Set data up so Copilot works first time - the table structure rules that make or break every prompt
- Create new calculations and lookups by prompt, and have Copilot explain any formula it writes
- Personalise Copilot with your number formats, date formats and table styles, and set .Rules so it follows your standards every time
- Build summary tables, column and trend graphs, and interactive Pivot Tables with slicers - all by asking
- Analyse free-text data: summarise, classify and extract from customer comments and survey responses
- Clean up messy data and leave with a plan for where Copilot fits your own work

The day at a glance

- Getting started - the Copilot pane, the three types of prompts, and privacy: how enterprise data protection keeps your data yours
- Structuring data so Copilot delivers - then your first prompts
- Formulas by prompt - new calculations, lookups, and formulas explained
- Make it yours - Personalisation, .Rules, and Python in Excel
- Analysing data - summary tables, graphs, and Pivot Tables with slicers
- Unstructured and messy data - summarise, classify, extract, and clean up - then plan where you will use it

398,000 learners taught · 4.59 average from 139,641 reviews · Delivered by Ian Littlejohn

Practical details

6 hours of live teaching, fully hands-on with exercises throughout. Delegates need Microsoft 365 with a Copilot licence.

VIRTUAL LIVE TRAINING

£995 + VAT

Up to 8 delegates

FACE TO FACE AT YOUR OFFICES

£1,395 + VAT

Up to 10 delegates

Book your team's day - enquire at datainsighttraining.com or email ian@datainsighttraining.com