PROFESSIONAL DEVELOPMENT TRAINING

Microsoft 365 Copilot for Excel - Online Instructor-led Training

1300 121 400

REQUEST QUOTE

0.5 DAY COURSE

"Copilot Business License is required."

Unlock the full potential of Excel with Microsoft 365 Copilot in this comprehensive instructor-led online training. Designed for professionals looking to enhance productivity and data skills, this hands-on course guides you step-by-step through the powerful AI-driven features now embedded in Excel.

Start by understanding what Copilot is, how to access it, and how to write effective prompts. Learn how to use Copilot to clean and structure data, apply advanced formulas and functions, and edit and format spreadsheets efficiently. Dive into data visualisation with charts and PivotTables and explore the integration of Python in Excel for deeper analysis.

Whether you're an Excel beginner or looking to take your skills to the next level, this course equips you with the tools to work smarter and faster using Microsoft 365 Copilot.

These courses are facilitated in English, and are open to people from different industries in all countries especially across Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

Welcome to the future of working with data in Excel.

In today's fast-paced business environment, the ability to analyze, clean, and visualize data efficiently is no longer a competitive advantage - it's a necessity. With the introduction of **Microsoft 365 Copilot**, Excel has been transformed into an intelligent productivity partner, enabling you to work faster, smarter, and with greater confidence.

This course has been thoughtfully designed to bridge the gap between traditional Excel skills and the revolutionary capabilities brought by AI. Whether you're a data analyst, business professional, team leader, or simply someone who wants to harness the full power of Excel, this training will show you how to use Copilot to simplify complex tasks, generate insights in seconds, and even leverage the power of Python - all within a familiar interface.

Led by experienced instructors in real-time sessions, this training offers not just theory, but practical, hands-on skills that can be applied immediately. You'll walk away equipped to not only keep up with the rapid changes in technology, but to lead the way in how data is handled and decisions are made in your organization.

We look forward to guiding you on this journey toward smarter, AI-assisted Excel mastery.

Outcomes

In this course, participants will Learn:

- What Microsoft Copilot is and how to activate and use it effectively
- How to Craft Structured Prompts and use hte Mobile App
- How to Clean and Prepare data quickly with AI Assistance
- Apply Formulas and functions, including Lookup, Logical and Conditional Formulas
- Format, Filter and sort data like a pro
- Build Charts and PivotTables
- Get started with Python in Excel for tasks like data analysis and word clouds

---

Modules

Lesson 1: What is Copilot

- Define
- Licensing
- Guides
- Prompt Structure
- Mobile App

Lesson 2: Exploring Copilot

- Settings Required
- Access Copilot
- Navigate Copilot Pane
- Prompt Gallery and Bookmarks

Lesson 3: Data Cleaning

- Remove Blanks
- Split Data
- Trim Data
- Case Change
- Clean Data Tool

Lesson 4: Formulas and Functions

- Basic Operations
- Statistical Functions
- Logical Functions
- Lookup Functions
- Errors

Lesson 5: Editing and Formatting

Lesson 6: Visuals and Analysis

- Sort
- Filter
- Conditional Formatting
- Charts
- PivotTables

Lesson 7: Python

- Define
- Word Cloud
- Data Analysis

Talk to our expert team

Phone: 1300 121 400

Email: enquiries@pdtraining.com.au