

MICROSOFT EXCEL INCORPORATING COPILOT



Corporate IT Course

LEARNING OUTCOMES

- Understand how Copilot can dramatically boost productivity and streamline everyday Excel work.
- Confidently access and use Copilot so your team can start gaining value immediately.
- Use natural language prompts to quickly generate formulas, insights and visualisations without advanced Excel knowledge.
- Automate repetitive tasks to save time and improve accuracy across your workflows.
- Apply Copilot's insights to make faster, more informed decisions.
- Use proven prompting and troubleshooting techniques to get consistently high-quality results.

COURSE OVERVIEW

Unlock the full power of Excel with Copilot—your AI partner for faster insights, smarter decisions and effortless productivity. In this dynamic, hands-on course, learners discover how to use natural language prompts to generate formulas, analyse data and automate time-consuming tasks. With practical exercises, real-world scenarios and expert guidance, participants leave equipped to work more efficiently, streamline reporting and transform the way they use Excel every day.

TOPICS COVERED IN THIS COURSE

Introduction to Copilot

A high-level overview of what Copilot is, how it enhances Excel, and the benefits it brings to data analysis, productivity, and workflow optimisation.

Installation, Setup & Access

Step-by-step guidance on enabling Copilot in Excel, checking licensing requirements, accessing it through the interface, and confirming that all features are active.

Navigating the Copilot Interface

A tour of the Copilot panel, commands, prompts, and settings. Learners understand where Copilot lives in Excel and how to incorporate it into their regular workflow.

Configuring Copilot for Your Needs

Covers initial configuration options such as data permissions, workbook preparation, prompt best practices, and ensuring Copilot works smoothly with organisational settings.

Using Copilot for Data Analysis

Demonstrates how to ask Copilot for insights, summaries, trends, correlations, and visualisations, helping learners transform raw data into meaningful findings.

Automating Routine Tasks

Shows how Copilot can write formulas, build tables, clean data, create reports, and automate repetitive tasks—reducing manual effort and saving time.

Natural Language Queries in Action

A hands-on section where learners practise asking questions in plain English and get Copilot to generate formulas, pivot tables, charts, and explanations.

Guided Practice, Q&A & Best Practices

Interactive exercises, troubleshooting common issues, open Q&A, and a set of best practices for prompting Copilot, maintaining data accuracy, and integrating Copilot into daily work.