Course : Excel with Copilot: Analyze and Make Decisions Faster

Practical course - 0,5d - 3h50 - Ref. CBZ
Price : 640 CHF E.T.

NEW

This training course helps you use Copilot in Excel to explore data, perform analyses, generate formulas, create visualizations, and save time on routine tasks, with a particular focus on the reliability of the results.

Teaching objectives

At the end of the training, the participant will be able to:

- Use Copilot in Excel to analyze, summarize, and make use of data based on natural language queries.
- Automatically identify trends, anomalies, and key indicators to facilitate data interpretation and decision-making.
- Quickly generate visualizations, pivot tables, and automated reports tailored to business needs.
- Automate the creation, interpretation, and correction of Excel formulas to optimize calculations and ensure the production of reliable reports.

Intended audience

Excel users who need to analyze tables, generate metrics, and format data for management or reporting purposes.

Prerequisites

Master the basic functions of Excel, understand the structure of a spreadsheet, and learn the fundamentals of formulas, filters, and sorting.

Practical details

Please enter the instructional description here

Teaching methods

A combination of lectures and hands-on exercises.

Course schedule

PARTICIPANTS

Excel users who need to analyze tables, generate metrics, and format data for management or reporting purposes.

PREREQUISITES

Master the basic functions of Excel, understand the structure of a spreadsheet, and learn the fundamentals of formulas, filters, and sorting.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Analyzing and Using Data with Copilot

- Getting Started with Copilot in Excel
- Querying a table using natural language
- Get automatic summaries
- Identify trends, anomalies, and discrepancies
- Create Pivot Tables
- Quickly create relevant charts
- Clean and restructure data

Hands-on work

Analysis of a sales table. Automatic creation of a chart. Generation of a data summary

2 Automate calculations and reporting

- Generate Formulas with Copilot
- Understanding and Correcting Existing Formulas
- Automate complex calculations
- Format a table automatically
- Generate a summary report
- Generate analytical comments

Hands-on work

Assisted formula creation. Correcting calculation errors. Building a mini dashboard.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

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Dates and locations

REMOTE CLASS
2027 : 25 Mar., 22 Apr., 20 May, 24 June, 19 Aug., 14 Oct., 18 Nov., 9 Dec.