

Mastering Excel with ChatGPT, Co-Pilot, and Power BI in One Day (8-Hrs)

Leveraging AI for Enhanced Productivity in Excel and Data Analysis

Part 1: Using ChatGPT in Excel

Introduction to ChatGPT

- What is ChatGPT?
- Key Capabilities, Examples, and Limitations
- How to Access ChatGPT
- Difference Between ChatGPT 3.5 & ChatGPT 4

Excel Functions with ChatGPT

- **Working with ChatGPT 3.5**
 - Common Functions: **SUM, AVERAGE, MAX, MIN, COUNT**
 - Conditional Function: **IF**
 - Text Functions: **PROPER, LOWER, UPPER, LEFT, RIGHT**
 - Date Functions: **DATEDIF, NETWORKDAYS**
 - Advanced Functions: **SUMIF, COUNTIF, VLOOKUP**
- **Working with ChatGPT 4**
 - Assistance with Common and Logical Functions
 - Generating VBA Macro Code
 - **Productivity Enhancements with ChatGPT**
 - Converting PDF to Excel/CSV
 - Merging and Organizing Data: **Tables, Sheets, Sorting, Filtering**
 - Highlighting Important Data
 - Combining Data Across Sheets

Part 2: Using Co-Pilot in Excel

Smart Formula Assistance with Co-Pilot

- Performing Simple and Conditional Functions
- Generating Insights from Data
- Asking Questions Based on Data

Data Management with Co-Pilot

- Highlighting and Formatting Data
- Filtering (Standard and Advanced) and Sorting Data
- Visualizing Data with Charts

Advanced Features with Co-Pilot

- Generating VBA Macro Code

Part 3: Using Power BI for Data Analysis

Getting Started with Power BI

- Introduction to Power BI: What It Is and Why Use It
- Power BI Desktop vs Power BI Service
- Connecting Power BI to Excel Data

Power Query in Power BI

- **Connecting to Various Data Sources:** Excel, CSV, Web, etc.
- **Transforming and Cleaning Data** with Power Query
- **Shaping and Combining Data** from Multiple Sources
- **Loading Data to Power BI for Analysis**

Data Modelling in Power BI

- Creating Data Models and Relationships
- Using DAX for Calculations

Visualizing Data with Power BI

- Building Interactive Reports: **Charts, Graphs, and KPIs**
- Using Map Visuals and Slicers
- Adding Report Pages for Better Insights