

Advanced & Power Excel with AI Tools

Duration: 16 hours

Day 1: Advanced Excel

Excel Intermediate Concepts Refreshed

Advance Functions:

- Lookups
- Pivot Table
- Slicers and timelines
- Conditional timelines
- Filter & sorting
- Data validation
- Designing dashboard layouts
- Excel Inbuilt AI Capabilities
- Logical Function
- IF
- sumif
- sumifs
- countif'
- countifs
- filter
- xlookup
- sumproduct
- textjoin

Day 2 Data Cleaning & Modelling

Module 1. Introduction To Power Excel

- Understanding the “Power Excel” Workflow
- Introduction to Power Query + Power Pivot
- When to use Power Query & Power Pivot

Module 2: Connecting & Transforming Data With Power Query.

- Introduction
- Getting to Know Power Query in Excel
- Exploring Excel's Power Query Editor
- Power Query Data Loading Options
- IMPORTANT: Updating Locale Settings
- Applying Basic Table Transformations with Power Query
- Power Query Demo: Text Tools
- Power Query Demo: Number & Value Tools
- Power Query Demo: Date & Time Tools
- PRO TIP: Creating a Rolling Calendar with Power Query
- Power Query Demo: Generating Index & Conditional Columns
- Power Query Demo: Grouping & Aggregating Records
- Power Query Demo: Pivoting & Unpivoting Data

- Modifying Excel Workbook Queries
- Merging Queries with Power Query
- Appending Queries with Power Query
- Power Query Demo: Connecting to a Folder of Files
- Excel Power Query Best Practices

Module 3: Building Table relationships with Excel Data Model.

- Introduction
- Meet Excel's "Data Model"
- The Data Model Data vs. Diagram View
- Principles of Database Normalization
- Understanding Data Tables vs. Lookup Tables
- Benefits of Relationships vs. Merged Tables
- Creating Table Relationships in Excel's Data Model
- Modifying Data Model Table Relationships
- Managing Active vs. Inactive Table Relationships
- Understanding Relationship Cardinality

Day 3 Creating Dashboards

- Creating dashboards with Power Pivot
- Creating dashboards
- Using relational data for database
- Using DAX Functions.
- Introduction to Excel Macro Recording & Editing

Day 4 : Using AI Tools With Excel

- Introduction ChatGPT 3.5 vs ChatGPT 4 .
- Built In Excel AI Tools
- Getting Started With ChatGPT For Excel
- Using ChatGPT for Excel Formulas
- Data Cleaning & Transformation using ChatGPT
- Data Analysis Using Chat GPT
- Data Analysis using ChatGPT
- Creating Dashboards using AI tools
- ChatGPT and Macros
- Generating API key
- Integrating ChatGPT with MS-Excel
- How to use copilot
- Attaching data to copilot and finding solutions