

Power Excel with AI Tools & Powerpoint

Duration: 8 Hours

Prerequisite: -

- Participants should have Intermediate Excel Knowledge (else 12 hours required)
- Latest Edition of Ms-Excel & PowerPoint (2019 or 2021)
- Only Windows Computer allowed for power Excel

Powerpoint

- Designing and formatting slides
- transition & Animation.
- AI Capabilities
- Smart Arts
- Shapes & pictures
- Charts with Excel
- Video & Audio
- Slide master.
- Export options.
- Cameo
- Templates

Module 1. Introduction To Power Excel

- Understanding the “Power Excel” Workflow
- Introduction to 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
- 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

Creating Dashboards

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

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
 - Generating API key
 - Integrating ChatGPT with MS-Excel
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- How to use copilot
 - Attaching data to copilot and finding solutions