

## **Microsoft Excel with Copilot (4 Hours)**

### Module 1: Basic Excel Functions & Data Management

#### 1. **Basic Functions**

- SUM, AVERAGE, MAX, MIN
- UPPER, LOWER, PROPER

#### 2. **Format as Table**

- Benefits of formatting data as a Table
  - Moving between data and tables
  - Creating and modifying tables
  - Table structure and headers
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### Module 2: Advanced Functions for Data Analysis

#### 1. **SUMIF and COUNTIF**

- Applying conditional sum and count functions

#### 2. **VLOOKUP & HLOOKUP**

- Using lookup functions to find and match data

#### 3. **XLOOKUP**

- Introduction to XLOOKUP as a modern and flexible alternative
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### Module 3: Advanced Data Analysis with Pivot Tables

#### 1. **Pivot Tables**

- Creating pivot tables
  - Customizing pivot layouts
  - Analysing data using pivot tables
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### Module 4: Data Formatting & Formula Management

#### 1. **Conditional Formatting**

- Applying conditional formatting
  - Using built-in rules and styles
2. **Define Names**
- Creating named ranges for simpler formula management
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## Module 5: Excel Copilot (Free Version) – Quick Productivity Boost

1. **Copilot Overview (Free Version)**
- What Copilot can do in Excel for Web
  - Key limitations vs Copilot Pro
2. **Using Copilot for Analysis & Formulas**
- Asking Copilot to summarize data
  - Getting formula suggestions (SUMIF, XLOOKUP)
  - Validating Copilot outputs
3. **Hands-on Exercise**
- Ask Copilot 2–3 business questions on a dataset
  - Cross-check one insight using Pivot Tables or formulas