Mastering Excel with AI and Copilot

SNEF
SINGAPORE NATIONAL EMPLOYERS FEDERATION

JAMES COOK INSTITUTE

Course Objective

At the end of the course, participants will confidently integrate AI into Excel, use Copilot for advanced tasks, automate processes, and enhance productivity, ensuring data-driven decision-making proficiency at course completion.

Target Audience

Excel users seeking to elevate data analysis skills with AI, office workers aiming for advanced Excel proficiency, and individuals interested in automating tasks using macros and AI in spreadsheets.

Assumed Skills

Familiarity with Excel basics and fundamental data analysis skills. Familiarity with AI concepts are prerequisites. No prior experience with Copilot is required.

Full Fees (inclusive 9% GST)

All: $414.20

Opt for customised group training to unlock cost-effective quotes from us on top of following quantifiable/qualitative benefits:

- ✓ Receive tailored recommendations and dedicated support from our team of specialists
- ✓ Benefit from course content adapted to your organisation's context, enriched with industry-focused case studies
- ✓ Achieve higher training effectiveness through relatable and practical learning
- ✓ Strengthen team bonding and cohesion through shared learning experiences
- ✓ Enjoy full flexibility in course scheduling and venue selection

Key Takeaways

Empowers learners to maximise the potential of Excel and Copilot by integrating AI-assisted tools into their daily workflows, improving efficiency, enhancing analytical capabilities, and supporting data-driven decision-making.

- ✓ Confidently navigate Microsoft Excel and apply essential features, functions, tables, PivotTables, and worksheet protection techniques.
- ✓ Import, organise, and manage data efficiently for analysis and reporting.
- ✓ Leverage built-in AI capabilities in Excel to automate repetitive tasks, transform data, uncover insights, create visualisations, and forecast trends.
- ✓ Understand the role of AI chat interfaces and how they can enhance productivity within Excel.
- ✓ Use Copilot to generate, simplify, explain, optimise, and troubleshoot Excel formulas ranging from basic calculations to advanced lookup functions.
- ✓ Accelerate spreadsheet development by using Copilot to enhance tables, document formulas, and provide contextual assistance.
- ✓ Clean, prepare, and transform data from multiple sources, including Excel workbooks and PDF documents.

Key Takeaways (continued)

- ✓ Conduct advanced data analysis, comparative analysis, and sentiment analysis using AI-powered tools.
- ✓ Generate meaningful visualisations and business insights beyond traditional Excel reporting methods.
- ✓ Automate Excel workflows by creating, understanding, enhancing and debugging VBA macros with Copilot assistance.
- ✓ Combine Excel's core capabilities, AL-powered features, and Copilot support to improve productivity, make better decisions, and work more efficiently with data

Schedule | Venue | Contacts

Dates [2026]: 27 Nov, 11 Dec

Duration: 1-day, 9am-5pm (7 hours)

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Registration

Click / Scan here to download our Excel registration form