

Excel Training – The Most Comprehensive

Introduction to Excel & AI Training

- Presentation of the syllabus and the impact of AI on productivity
- Interface overview (Ribbon, Quick Access Toolbar, etc.)

Module 1 – Excel Fundamentals

- File structure (workbooks, worksheets, and cells)
- Modifying your data: Incrementing series, Smart Flash Fill, and Freezing panes
- Overview of top shortcuts and time-saving tricks
- Customizing the Ribbon and Quick Access Toolbar
- Creating and managing worksheet tabs

Module 2 – Using Named References

- Creating named references
- Navigating to a named element
- Using the Name Manager
- Using a named reference inside a formula

Module 3 – Tables, Layout, and Smart Analysis

- Automatic table formatting
- Creating and applying custom table styles
- Conditional formatting
- Database functions: Filtering and Sorting
- Cell formatting and layout
- Printing tables and sheets
- AI-guided exploration: Using the “Analyze Data” (Insights) feature to automatically generate visual suggestions

Module 4 – Leveraging Formulas and AI Formula Assistance

- Relative and absolute references
- Searching for and inserting functions
- Using basic formulas: SUM, AVERAGE, MAX, DATE
- Using logical (IF), text, and date functions
- Using lookup functions: VLOOKUP, HLOOKUP, XLOOKUP
- Introduction to connected data types : Stock and Geography data

Module 5 – Creating Data Visualizations

- Selecting data to include in a chart

- Chart types: Column, line, pie charts in 2D or 3D
- Choosing the right chart type based on needs (Using Recommended Charts powered by Excel's algorithm)
- Applying chart styles

Module 6 – Pivot Tables & Pivot Charts

- Understanding the utility of a Pivot Table (use cases and examples)
- Creating a Pivot Table (and utilizing Recommended Pivot Tables)
- Formatting a Pivot Table
- Using Slicers for interactive filtering
- Modifying source data and refreshing tables
- Extracting key metrics and statistics from your table
- Customizing Pivot Tables
- Creating a Pivot Chart
- Customizing Pivot Charts

Module 7 – First Steps with Macros and Automation

- Core principles of how a macro works
- Recording, writing, and running macros
- Executing macros via shortcuts (in the ribbon, buttons, etc.)
- Managing macros
- Introduction to modern automation: Differences between Macros (VBA) and cloud-optimized Office Scripts using AI

Module 8 – Using Microsoft Copilot in Excel

- Overview of Copilot in Excel
- Writing Clear Requests in Natural Language
- Generating and Explaining Formulas with Copilot
- Analyzing a Table and Identifying Key Trends
- Creating a Summary from the Data
- Reviewing AI-Generated Formulas and Results
- Workshop: Analyzing a Dataset and Creating Formulas with Copilot

Advanced Training to Go Further

[Advanced Training: Mastering Macros, AI, and Introduction to Programming](#)