

AI-Powered Data Analysis & Presentation with Microsoft Copilot

(Excel & PowerPoint)

Course Duration: 2-day; Instructor-led

Time Schedule: 9am-5pm

Lunch: 1:00pm- 2:00pm

Morning Tea-break: 10:30am-10:45am

Afternoon Tea-break: 3:30pm -3:45pm

LEARNING OBJECTIVE

By the end of this 2-day program, participants will be able to leverage Microsoft Copilot in Excel and PowerPoint to efficiently clean, analyze, visualize, and present data, transforming raw datasets into meaningful business insights and executive-ready presentations using AI-powered workflows.

METHODOLOGY

This program will be conducted with Microsoft Excel, Copilot & ChatGPT, PowerPoint presentation, discussion and lab exercise

TARGET AUDIENCE

Beginners and professionals with limited Excel and AI exposure.

COURSE CONTENTS

DAY 1 – Using Copilot in Excel for Data Analysis

Module 1: Introduction to Microsoft Copilot for Data Work

Objective: Understand how Copilot enhances productivity in Excel.

Topics

- What is Microsoft Copilot and how it integrates with Excel
- Copilot vs traditional Excel workflows
- Understanding **natural language prompts**
- Best practices for prompting Copilot
- Data privacy and governance considerations

Module 2: Preparing Data with Copilot

Objective: Use Copilot to clean and structure data.

Topics

- Importing datasets into Excel
- Asking Copilot to:
 - detect missing values
 - remove duplicates
 - standardize formats

- Creating structured tables
- Converting raw data into analysis-ready datasets

Module 3: Automated Analysis with Copilot

Objective: Use Copilot to generate insights automatically.

Topics

- Asking Copilot to generate formulas
- Auto-generating:
 - calculations
 - summary tables
 - key metrics
- Using Copilot to build:
 - SUMIFS
 - XLOOKUP
 - ranking formulas

Module 4: Creating Visual Insights

Objective: Use Copilot to generate charts and dashboards.

Topics

- Ask Copilot to recommend charts
- Creating:
 - bar charts
 - trend charts
 - comparison charts
- Generating quick dashboards
- Copilot chart explanation feature

DAY 2 – Advanced Excel Insights & Export to PowerPoint (*Morning*)

Module 5: Summarizing Insights for Business Reporting

Objective: Generate executive summaries.

Topics

- Ask Copilot to summarize datasets
- Generate written insights
- Build narrative explanations
- Prepare executive-ready insights

Module 6: Exporting Excel Insights to PowerPoint

Objective: Automatically convert analysis into presentation slides.

Topics

- Using Copilot with Excel and PowerPoint integration
- Export charts to PowerPoint
- Ask Copilot to create slides from data
- Creating presentation-ready summaries

DAY 2 – Copilot in PowerPoint for Data Storytelling (Afternoon)

Module 7: Creating Presentations with Copilot

Objective: Use Copilot to build presentations quickly.

Topics

- Generating slides from prompts
- Turning reports into presentations
- Slide outline generation
- Automatic design suggestions

Module 8: Enhancing Slides with Copilot

Objective: Improve slide clarity and storytelling.

Topics

- Rewriting slide text
- Generating speaker notes
- Creating executive summaries
- Improving slide design and layout

Module 9: AI-Powered Data Storytelling

Objective: Present insights clearly using Copilot.

Topics

- Turning analysis into stories
- Structuring slides:
 - Situation
 - Insight
- Building executive presentations