

AI for Excel

Enhance your everyday tasks with AI capabilities to make data analysis, visualization, and automation more efficient. Learn how to integrate AI features in Excel to streamline workflows and gain deeper insights from your data.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://sdfm.graduateschool.edu/courses/ai-excel>



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Course Outline

Introduction to AI & Excel

Overview of AI in Everyday Tasks

- Benefits of integrating AI with Excel
- Real-world applications

Basic Data Manipulation with AI

Cleaning & Preparing Data

- Removing duplicates and handling missing values with Power Query
- Using Flash Fill for pattern recognition

Formulas & Functions Enhancement

Automating Complex Formulas

- Using AI suggestions for formula creation
- Troubleshooting and optimizing formulas with AI

Data Analysis Made Easy

Quick Analysis & Excel Ideas

- Automatic insights and trend detection
- Enhancing Pivot Tables with AI recommendations

Advanced Data Visualization

AI-Powered Chart Creation

- Recommended Charts and customization
- Creating interactive dashboards with Power View and Power BI

Automating Tasks with AI

Introduction to Power Automate

- Setting up AI-powered workflows
- Automating data entry and report generation

Text Analysis & NLP

Simplifying Text Analysis

- Using text functions for data extraction
- Sentiment analysis with AI add-ins

Integrating External Data & AI Tools

Importing Data from Various Sources

- Using Power Query for data transformation
- Connecting to external AI APIs for enhanced functionality

Practical Applications & Case Studies

Real-World Examples of AI in Excel

- Financial reporting automation
- Sales data analysis enhancement

Hands-On Projects

- Creating an AI-enhanced Excel template
- Implementing a real-world AI solution

Tips & Tricks for Efficiency

Shortcuts & Best Practices

- Improving workflow efficiency with AI
- Organizing and managing large datasets effectively