

# 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](mailto: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