CERTIFICATE IN AI INTEGRATED EXCEL

DURATION: 30 Hours
TOTAL CREDITS: 1

COURSE SYLLABUS

Objective

The objective of this course is to provide students with a comprehensive understanding of AI tools and their integration within Microsoft Excel. Students will learn to leverage AI for enhanced data analysis, visualization, automation, and more, equipping them with the skills necessary to excel in various data centric roles.

Exit Profile

- Integrating and using AI tools within Microsoft Excel.

- Performing advanced data analysis and visualization using AI.

- Automating repetitive tasks and creating macros enhanced with AI.

- Utilizing Microsoft Copilot and ChatGPT for advanced data manipulation and analysis.

- Implementing AI-driven data cleaning and pre-processing techniques.

Career Path

- Data analyst
- Business Intelligence Analyst
- AI Specialist
- Automation Specialist

Course Outline

Course Name:	CERTIFICATE IN AI INTEGRATED EXCEL	Duration:	30 H
Module	Topic	Dur.	Total Dur.
Module - I	Introduction to AI in Excel	6 H	30 H
	Advanced AI Tools and Techniques	10 H	
	Introduction to Microsoft Copilot in Excel	8 H	
	Introduction to ChatGPT and Excel Integration	6 H	

Course in Detail

MODULE - 1:

INTRODUCTION TO AI IN EXCEL

- ✓ Understanding AI and its applications
- ✓ Overview of AI tools available in Excel
- ✓ Installing necessary add-ins and tools
- ✓ Setting up Microsoft Excel for AI integration
- ✓ Basic data analysis with AI
- ✓ Using AI tools for data cleaning and preprocessing

ADVANCED AI TOOLS AND TECHNIQUES

- ✓ AI for Data Visualization
  - Enhancing charts and graphs with AI
  - Using AI for better data storytelling
- ✓ Automating Tasks with AI
  - Using AI to automate repetitive tasks
  - Creating and using macros with AI enhancements

INTRODUCTION TO MICROSOFT COPILOT IN EXCEL

- ✓ Overview of Microsoft Copilot
- ✓ Setting up Copilot in Excel
- ✓ Copilot Features and Tools
  - Data analysis tools
  - Automation features
- ✓ Data Analysis with Copilot
  - Advanced data analysis tools
  - Using Copilot for statistical analysis
- ✓ Automation and Macros
  - Automating repetitive tasks
  - Creating and using macros

INTRODUCTION TO CHATGPT AND EXCEL INTEGRATION

- ✓ Overview of ChatGPT and its capabilities

- ✓ Setting Up ChatGPT in Excel

- ✓ Basic Integration Techniques

    - Using ChatGPT for basic data queries and responses
    - Simple automation with ChatGPT

- ✓ Using ChatGPT for data cleaning and preprocessing

- ✓ Data Analysis with ChatGPT

- ✓ Automating Excel Tasks with ChatGPT

- ✓ ChatGPT for Data Visualization

- ✓ Using ChatGPT with Power Query for data transformation