Mastering Microsoft Copilot for Microsoft Excel

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Microsoft Copilot is reshaping how people work in Excel by helping them explore data, build formulas, and generate insights more efficiently. This course focuses on practical, real-world ways to use Copilot in Excel to understand data, prepare it for analysis, create and fix formulas, and turn results into meaningful insights. Participants will learn how to work alongside Copilot as an intelligent assistant—using natural language to accelerate common Excel tasks while staying in control of their work.

About This Course

Microsoft Copilot is reshaping how people work in Excel by helping them explore data, build formulas, and generate insights more efficiently. This course focuses on practical, real-world ways to use Copilot in Excel to understand data, prepare it for analysis, create and fix formulas, and turn results into meaningful insights. Participants will learn how to work alongside Copilot as an intelligent assistant—using natural language to accelerate common Excel tasks while staying in control of their work.

Who Should Attend

This course is designed for intermediate Excel users who regularly work with data and want to improve efficiency and confidence using Microsoft Copilot. It is ideal for professionals who analyze, report on, or summarize data in Excel and want a realistic, practical understanding of how Copilot fits into everyday Excel work. Beginners at Excel are encouraged to gain foundational Excel skills before attending.

Prerequisites & Entry Requirements

General Prerequisites:

Before taking this course, it is highly recommended that students complete MS-4005 Craft effective prompts for Microsoft Copilot for Microsoft 365

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Provide participants with a practical understanding of Microsoft Copilot in Excel, enabling them to use AI to explore data, prepare it for analysis, create and troubleshoot formulas, and generate meaningful insights.

Detailed Course Outline

Introduction to Copilot in Excel

- Write effective prompts
- Use the Copilot interface

Explore and Understand Your Data with Copilot

- Ask natural-language questions about data
- Get high-level summaries and explanations
- Compare groups, categories, or time periods

Prepare Data for Analysis with Copilot

- Identify structural issues that affect analysis
- Identify helper or descriptive columns
- Identify derived fields for grouping and time-based analysis

Create and Fix Formulas and Functions with Copilot

- Create formulas from plain-language descriptions
- Work with functions across tables and ranges
- Explain and fix existing formulas

Turn Data into Insights with Copilot

- Summarize data across categories or time periods
- Create PivotTables and summary views
- Build charts to support analysis and insights

Upcoming Schedule

Available training dates for Mastering Microsoft Copilot for Microsoft Excel:

Start Date	End Date	Location	Delivery	Price
17 Dec 2026	17 Dec 2026	Online	Virtual	€495.00
11 Jan 2027	11 Jan 2027	Online	Virtual	€495.00

Frequently Asked Questions

Q: What delivery options are available for Mastering Microsoft Copilot for Microsoft Excel?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Mastering Microsoft Copilot for Microsoft Excel course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Mastering Microsoft Copilot for Microsoft Excel training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Mastering Microsoft Copilot for Microsoft Excel?

Yes, we provide corporate training, dedicated training, and closed classes for Mastering Microsoft Copilot for Microsoft Excel. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Mastering Microsoft Copilot for Microsoft Excel?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Mastering Microsoft Copilot for Microsoft Excel training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

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