

Excel 365 - Task Automation for Non-Programmers Using AI

Course code: GOC3101

The course is designed for all Excel users who no longer want to waste time on tedious manual work and are looking for a modern way to automate their daily tasks. In the course, you will learn how to easily record your repetitive tasks and transform them into functional Office Scripts. We will show you how to edit these scripts in the Code Editor environment without the need for deep coding - we will fully utilize AI (LLM) assistants to write and edit logic, which we will teach you to effectively instruct. You will master automatic manipulation of tables, cell ranges and graphs and adapt Excel to your exact needs. The course assumes only basic knowledge of working with MS Excel, no previous programming experience is required.

What we will teach you

- Solving practical examples and scenarios from real working life
- Basics and principles of Office Scripts in MS Excel environment
- Recording repeated actions using an automatic recorder
- Editing and customizing scripts in the Code Editor environment
- Using AI (LLM) assistants for writing, editing and generating script code
- Automatic manipulation of tables, cell ranges and data
- Working with graphs and formatting reports
- Running and managing created scripts to speed up everyday work

Required entry knowledge

- Microsoft Excel - basic course.

Course Outline

Introduction to Office Scripts

- Difference between VBA and Office Scripts
- Office Scripts environment in MS Excel on the web and in the application
- When and why to choose scripts for automation

Action Recorder and the first script

- Creating a script without writing code using Recorder
- Analyzing the generated script
- Saving, editing and running scripts

Involving AI (LLM) in script creation

- How to correctly enter a request to an AI assistant (Prompting)
- Generating new code using AI without the need to actively control the TypeScript syntax
- Correcting errors and explaining unknown code using AI

Working with data, tables and formatting

- Reading and writing data to cells and ranges
- Automatic cleaning, filtering and sorting of data
- Formatting tables, rows and generating graphs

Practical scenarios from real practice

- Automating a regular monthly/weekly report
- Bulk editing and unifying inconsistent data
- Create your own button tools to speed up your work

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