Microsoft Excel & Copilot workshop: data analysis with AI

Course code: MSCOP_EX

Join us for a one-day workshop "Microsoft 365 Copilot in Excel" where you will learn how to make your work more efficient with the help of the revolutionary tool Copilot. This course is for anyone who uses Excel 365 and wants to learn how to use Copilot to automate routine tasks, analyze data, and create compelling reports. With a series of practical examples and exercises, we will guide you step by step so that you can use Copilot to the fullest and become more productive than ever before.Microsoft Office version 365 with Copilot is installed in the classroom. You do not need to arrange the license yourself.In this workshop, a lot of emphasis is placed on individual exercises. The range of independent exercises is at least 30 percent.

Affiliate	Duration	Course price	ITB
Praha	1	5 900 Kč	0
Brno	1	5 900 Kč	0
Bratislava	1	250 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
16.10.2026	1	5 900 Kč	Online	CZ/SK	Online
16.10.2026	1	250 €	Online	CZ/SK	Online
29.10.2026	1	250 €	Presence	EN	GOPAS Bratislava
05.11.2026	1	250 €	Presence	CZ/SK	GOPAS Bratislava
23.11.2026	1	5 900 Kč	Presence	CZ/SK	GOPAS Brno
30.11.2026	1	5 900 Kč	Presence	CZ/SK	GOPAS Praha
11.12.2026	1	5 900 Kč	Online	CZ/SK	Online
11.12.2026	1	250 €	Online	CZ/SK	Online

The prices are without VAT.

Who is the course for

The course is designed for everyone who wants to use the power of artificial intelligence in working with Excel. The acquisition, processing and analysis of data is moving into new ones dimensions that were sci-fi just a few years ago. AI can help you with the format, formulas and impressive reports. And at the same time it saves everyone time.

Required skills

A good knowledge of Excel is an advantage.

Course Outline

Introduction to Microsoft 365 Copilot

- Introduction to the work of Copilot in Excel
- Tool options and limitations
- Rules for Entering Challenges/Prompts

Basic functions of Copilot

- How to activate and use Copilot in Excel
- Automatic completion of data and formulas
- Learning new features
- Creating and editing tables with Copilot

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- Examples and practical demonstrations
- Separate exercises

Advanced Copilot features

- Data analysis and graphing
- Using Copilot for predictive analytics
- Automating tasks with Copilot
- Examples and practical demonstrations
- Separate exercises

Conclusion

- A comparison of different AIs and a summary of the current stage of development
- Practical examples and problems of course participants.

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