



AI for Microsoft Excel

Available In:

- ☒ English
- ☐ Spanish
- ☒ Virtual

Transform your Excel Capabilities with Artificial Intelligence

The "AI for Microsoft Excel" course is an intermediate program designed to equip users with AI-powered skills for maximum Excel efficiency. This 8-hour course covers AI integration from intelligent formula creation to VBA automation and ethical data considerations. Participants will learn to leverage AI for complex problem-solving, automate processes, and implement comprehensive AI workflows.

What will trainees learn?

- AI Overview - Available Models and How LLMs Work
- Creating Formulas with AI Assistance
- VBA Code Generation Using AI
- AI and Excel's Automate Tab Features
- Ethical Data Considerations and Best Practices
- Prompt Crafting for Maximum Effectiveness
- Complex Problem-Solving Through AI Integration

How will this training benefit your company and employees?

Participants will start by mastering the fundamentals of Large Language Models and AI prompt crafting techniques, progressing to complex formula generation and VBA automation tasks through AI assistance. They will gain skills in creating sophisticated calculations, automating repetitive processes, and implementing AI-driven workflows that significantly reduce manual work and increase accuracy. Additionally, the course will cover advanced AI integration strategies including ethical data handling, prompt optimization, and seamless workflow automation using Excel's built-in AI features. Trainees will also learn to navigate AI model selection, manage data privacy concerns, and create intelligent Excel solutions that adapt and scale with business needs. By the end of this course, participants will be well-prepared to serve as AI-powered Excel experts and support their teams in leveraging artificial intelligence for maximum spreadsheet productivity and innovation.

Training is recommended to be deployed in 4- or 8-hour blocks for 8 Hours Total Training.



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