Day 1

Introduction to using AI tools with Excel (75 minutes):  This session on using AI tools with Excel, including Copilot, is designed to take the fear out of AI, and enhance productivity and efficiency in data management tasks. Learn how to take advantage of Copilot and ChatGPT with Excel to work smarter, automate repetitive tasks, analyze data more effectively, and gain insights using AI capabilities. You're welcome to bring your laptop if you would like to follow along (optional).

Introduction to using Excel's Power Query and Power Pivot - (2x75-min sessions with break in between) Learn how to leverage Excel’s Power Query to import your data from nearly any source, then automate the steps to clean and prepare it for analysis, saving time and reducing the risk of errors. Then use PowerPivot to step up your summary and analysis capabilities. PowerPivot lets you delve into your data to see it in ways that you have not been able to achieve before. This **2-part session will be hands-on** with examples and software provided in KSU's new computer lab

Day 2

Repeat of Day 1, with minor changes:

Introduction to using AI tools with Excel: this session will only be 60 minutes on day 2.

Introduction to using Excel's Power Query and Power Pivot: Vary some of the examples used in case people want to get some reinforcement if they choose to attend both days.