Getting data into Copilot

* To use Copilot, data must be stored
  + as a table
  + In a OneDrive/Sharepoint location with Copilot license
  + With AutoSave turned on
* Make sure you are familiar with table notation / structured references!
* Select the table of interest and click Copilot. Experiment with some of Microsoft’s suggested prompts such as “Show data insights”
* Remember that these are going to be probabilistic!

Format the NYC table:

* “Format the population column with a thousands comma separator, no decimals”
* “Format the text using the Broadway font”
* “Remove filter buttons”
* “Add a total row”

EXERCISE

1. Set up the data for Copilot
2. Format the date column in mm/dd/yyyy format
3. Format price and sales columns as currency
4. Add footer to display total sales
5. Set table’s font size to 30