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

Formulas & functions

* Add a column to convert Status to proper case
* The Size column is in ounces. Can you convert it to cups and label the new column as Size (cups)?
* What is the average of Price?

Data profiling

* How many rows are in this dataset
* Are there any outliers in the body\_mass\_g column?
* What are the unique values in the Island column?
* What is the distribution of the Island column?
* What is the distribution of body\_mass\_g?

Sorting & filtering

* Sort by Price from high to low
* Sort by status, then price
* Filter out rows where Status is discontinued
* Remove all filters
* Return rows where status is Active then sort by Variety from A-Z

Conditional formatting

* Highlight is\_capital = “yes” in green
* Bold the three highest values in the density column
* Underline the values where area is between 300 and 400
* Add blue data bars to the population column
* Clear all conditional formatting

Data analysis and insights

* Visualize total sales by month of order\_date
* Find sum of total\_sales grouped by product\_category for June 2016 of order\_date
* What is the most popular product\_category by sum of total\_sales for each month of order\_date?

Data visualization

* Plot the population of each city
* Visualization average area by is\_capital
* Visualize the relationship between area and population