

# EXCEL & AI

MICROSOFT COPILOT, GOOGLE GEMINI, CHATGPT



10:30 AM - 1:30 PM



JANUARY  
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ONLINE TRAINING



## CONTENTS

- Foundations & AI Overview
- What problems AI solves in Excel & reporting
- Difference between Automation vs Intelligence
- Overview of AI Tools for Analysts
- Microsoft Copilot (Excel, Office ecosystem)
- ChatGPT (logic building, formulas, VBA, analysis)
- Google Gemini (Sheets, insights, storytelling)
- When to use which AI in real work scenarios
- AI Readiness for Excel Users
- Can AI replace Excel experts?
- AI limitations & data privacy awareness
- Microsoft Copilot in Excel – Practical Demo
- ChatGPT for Excel Power Users
- Google Gemini for Data Insights

- How to write effective AI prompts
- Prompt structure for Excel users
- Common mistakes to avoid
- AI + Human judgment = Best results

## FACILITATOR

MR. IRFAN BAKALY, who got Pakistan's first Microsoft Most Valuable Professional (MVP) award in Excel category, is also having 20+ years of experience in technology training field and served many institutions & organizations of repute. He is also a YouTuber with an active tutorial channel by the name of "Irfan Wazir Ali" which has more than 525+ videos.

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**FEE: PKR 6,000** per participant  
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