

COURSE OVERVIEW

Course Name:

Getting the Most from Your Spreadsheets with GenAI

COURSE DURATION: 1 Day

Gauteng:

3rd Floor 34 Whately Road
Melrose Arch
Johannesburg
2196
Tel: 087 941 5764
sales@impactful.co.za

Gauteng:

192 on Bram
192 Bram Fischer Drive
Ferndale, Randburg
Johannesburg
2160
sales@impactful.co.za

Cape Town:

3rd Floor Thomas Pattullo Building
19 Jan Smuts St
Cape Town
8000
sales@impactful.co.za

COURSE DESCRIPTION

Artificial intelligence (AI) has rapidly become a phenomenon; a much-talked-about technological sea change. It's also a major disruptive force in the world of business. Generative AI tools can provide value in many ways, one of which is by assisting people who work with data stored in spreadsheets. No matter what spreadsheet software you use, what the data is about, or how it's structured, you can use freely available generative AI tools to enhance your productivity and help you help you find solutions to problems that can guide crucial business decisions. And, you can do all of this without having to pay for expensive AI integrations into your spreadsheet software. You just need to know what generative AI can do for you, what free tools to leverage, and the right questions to ask to get the most from your spreadsheets.

COURSE OBJECTIVES

In this course, you will use generative AI to assist you as you work with spreadsheets.

You will:

- Select and use generative AI tools to generate spreadsheet content.
- Use generative AI to enhance your productivity while working in spreadsheets.
- Use generative AI to solve spreadsheet-related problems.

TARGET AUDIENCE

This course is designed for professionals in a variety of roles who currently use spreadsheets to accomplish business tasks, and who want to enhance their use of spreadsheets by leveraging freely available generative AI tools.

PREREQUISITES

To ensure your success in this course, you should be able to perform basic data-driven tasks using spreadsheet software. You should be familiar with spreadsheet concepts like functions, conditional formatting, charts, and PivotTables. You can obtain this level of skills and knowledge by taking the following courses:

- Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1
- Microsoft® Excel® for Office 365™ (Desktop or Online): Part 2

COURSE CONTENT

Lesson 1: Using AI to Generate Spreadsheet Content

Topic A: Generate Spreadsheet Content

Topic B: Using the Right GenAI Tool for the Job

Lesson 2: Enhancing Your Spreadsheet Productivity with GenAI

Topic A: Ask GenAI for Basic Help

Topic B: Ask GenAI for Help Performing Specific Tasks

Lesson 3: Solving Problems Using GenAI

Topic A: Identify Problem-Solving Limitations of GenAI

Topic B: Solve Problems Strategically Using GenAI