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Microsoft Copilot Syllabus For Advance Excel & Power Point

- **Module 1: Introduction to Microsoft Copilot**
  - What is Microsoft Copilot?
  - Copilot in Microsoft 365 ecosystem
  - How Copilot works with Excel & PowerPoint
  - Data security & access permissions
  - Real-world use cases in MIS & Analytics

- **Module 2: Copilot in Advanced Excel - Data Handling**
  - Using Copilot to understand datasets
  - Asking natural language questions on data
  - Data cleaning & preparation using Copilot
  - Auto-identifying errors, blanks & duplicates
  - Column understanding & data explanation

- **Module 3: Copilot for Excel Analysis & Insights**
  - Generating summaries & insights automatically
  - Trend analysis & variance analysis
  - KPI identification using Copilot prompts
  - Forecasting & what-if analysis
  - Business question answering from Excel data

- **Module 4: Copilot with Excel Formulas & Automation**
  - Formula generation using plain English
  - Advanced formulas (XLOOKUP, INDEX, MATCH, IF, SUMIFS)
  - Copilot for logical & conditional formulas
  - Explaining existing formulas
  - Reducing manual effort using AI

- **Module 5: Copilot for Excel Dashboards**
  - Creating charts using Copilot prompts
  - Choosing the right chart automatically
  - Formatting charts for MIS dashboards
  - Creating dashboard layouts
  - Executive summary from dashboard data

- **Module 6: Copilot in PowerPoint - Slide Creation**
  - Creating presentations from prompts
  - Generating slides from Excel data
  - Structuring MIS & Analytics presentations
  - Auto slide titles, bullets & layouts

- Corporate design suggestions

Module 7: Copilot for MIS & Analytics Presentations
- Management-level MIS presentation creation
- Monthly / Weekly MIS reports using Copilot
- KPI storytelling for leadership
- Data-to-slide automation
- One-click executive summary slides

Module 8: Copilot + Excel + PowerPoint Workflow
- Converting Excel analysis into PPT slides
- Linking Excel insights with PowerPoint
- Auto-updating presentations from data
- Productivity shortcuts using Copilot
- Reducing report preparation time

Module 9: Prompt Engineering for Office Copilot
- Writing effective prompts for Excel
- Prompt styles for analysis, summaries & charts
- PowerPoint-specific prompt techniques
- Do's & Don'ts of Copilot usage
- Improving accuracy & relevance

Module 10: Corporate Use Cases & Case Studies
- Sales MIS reporting
- Finance & Budget analysis
- HR dashboards & presentations
- Operations & performance reporting
- Real corporate case scenarios

Module 11: Interview & Job Readiness
- Copilot-related interview questions
- Excel + Copilot practical tests
- PowerPoint case-study presentation
- How to mention Copilot skills in resume
- Corporate best practices

Learning Outcomes

- Automate **Excel analysis using AI**
- Create **professional MIS dashboards faster**
- Generate **management-ready PowerPoint decks**
- Improve productivity by **50-70%**
- Become **AI-ready MIS / Data Analyst**

