



The Institute of Certified Public Accountants of Cyprus (ICPAC)

Agenda for the webinar: “Advanced Excel: Copilot and AI”

Time / Duration	Session
09:00 – 10:30	• Introduction: Objectives • Section 1 – Comparing Free Copilot, Copilot Pro (for individuals) & Copilot for Microsoft 365 (for business) • Section 2 - Basic Excel Features with Copilot ○ Basic formulas and functions ○ Data Input and formatting ○ Communicating with Copilot using natural language • Section 3 – Advanced Features with Copilot ○ Data analysis, pivot tables and charts ○ Working with text
10:30 – 10:45	Break
10:45 – 12:15	• Section 3 – Advanced Features with Copilot (continued) ○ Lookups, data import, dynamic links ○ Dashboards and visualizations ○ Troubleshooting and optimisation
	END OF SEMINAR

Duration: 3,25 hours (break included), corresponding to **3 CPD units**

Instructor:

Stratos Panayides, BA(Econ) | ACA | Instructor at **AKTINA** IT Training Centre