



The Institute of Certified Public Accountants of Cyprus (ICPAC)

AGENDA

“Copilot with Excel for Advanced Excel users”

Time / Duration	Session
09:00 – 10:30	• Introduction: Objectives • Section 1 - First Things First ◦ 365 Copilot Chat – Work and Copilot – Personal ◦ Comparing Business with Personal licensing • Section 2 - “Allow Editing” ◦ The most powerful form of AI ◦ Addressing Advanced Excel requirements
10:30 – 10:45	Break
10:45 – 12:15	• Section 2 – “Allow Editing” (continued) ◦ Big data: Insights, Analysis, PivotTables and Charts • Section 3 - “Chat only” ◦ Descriptive but highly effective AI • Section 4 – Copilot Ribbon and Other Commands ◦ Data - Analyse data ◦ Data - Clean Data ◦ Copilot Suggestions ◦ COPILOT function with natural language ◦ Functions: Classic help vs Copilot



	• Section 5 – Copilot Outside Excel, for Excel ◦ Work, Personal web and Personal app Google/Bing - AI Mode or Usual Search
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Duration: 3,25 hours (break included) | Corresponding to **3 CPDs**

Instructor:

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