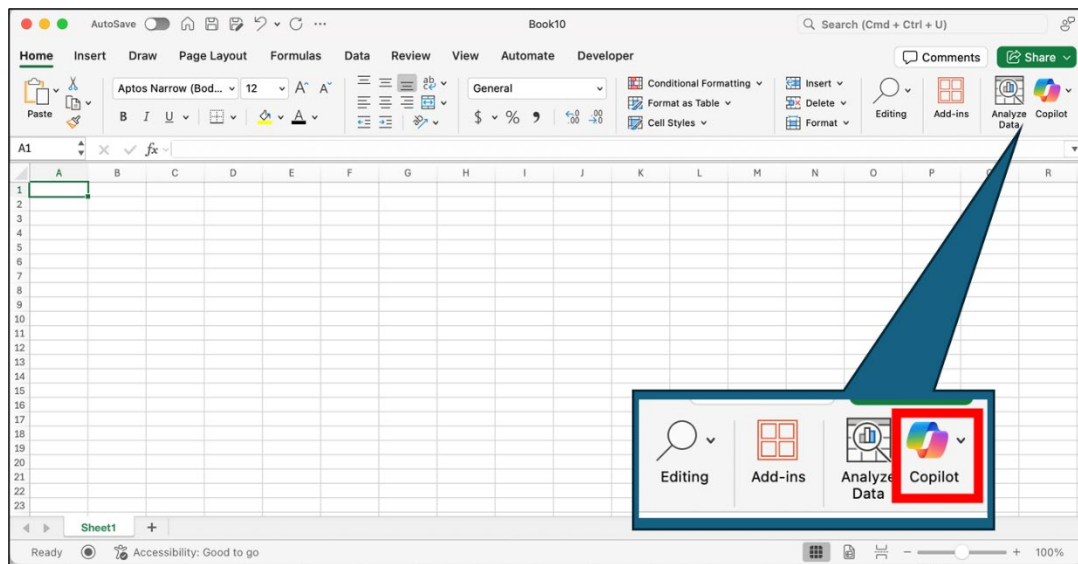


Navigating Microsoft 365 Copilot in Excel Requirement

Each participant must have an active Microsoft 365 Copilot license associated with their organizational Microsoft 365 account to participate fully in this hands-on course. The free version of Copilot Chat is not sufficient for this training.

Open Excel and the Copilot icon should appear in the Home ribbon at the top right of the screen once you're signed in with your Microsoft 365 account.



If you do not see this icon, please contact your organization's IT department or Microsoft 365 administrator before the course to confirm that your Copilot license has been activated.

During the session, you'll use Microsoft 365 Copilot in Excel to perform hands-on exercises such as:

- Cleaning and formatting datasets
- Writing effective prompts for data analysis
- Summarizing and visualizing information
- Performing "what-if" and forecasting scenarios

Having a licensed working version of Microsoft 365 Copilot in Excel will allow you to follow along in real time and maximize your learning experience.