



MASTERPATH SDN BHD
LEARN. GROW. MASTER.

EFFECTIVE USE OF AI TOOL IN MICROSOFT EXCEL

(2 DAYS)



Normal Fee : RM 2800 PER PAX

Early Bird Fee : RM 1900 PER PAX

Group Fee : RM 2050 PER PAX

(Min 3 PAX)

- Excel Basics + Shortcuts
- AI for Troubleshooting and Explanation
- Validation & Name Manager
- XLOOKUP, VLOOKUP & AI Lookup Tips
- PivotTables + Conditional Formatting with AI

REGISTER NOW



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TRAINER: CLARA TAN CHAI FENG

6 years of extensive experience in
Microsoft Excel, AI and Data Analytics,
worked with more than 30 brands



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COURSE OVERVIEW

This course combines essential Excel skills with the power of AI tools like ChatGPT, Copilot, and GPTs from the Plugin Store. Participants will learn how to use AI to write formulas, validate data, troubleshoot errors, and accelerate common Excel workflows. By the end, participants will have mastered Excel fundamentals and developed smart prompting habits to work faster and more accurately.

LEARNING OUTCOMES

- Master Excel essentials: formulas, formatting, sorting/filtering, tables
- Use AI tools (ChatGPT, Copilot, GPT Store) to generate and explain Excel formulas
- Automate common Excel tasks with shortcuts and AI prompts
- Understand the difference between Excel tables vs ranges
- Create pivot tables and apply conditional formatting efficiently
- Apply validation, manage data with name manager, and remove duplicates

COURSE CONTENT

- INTRODUCTION TO AI IN EXCEL
- EXCEL BASICS + SHORTCUTS
- AI FOR TROUBLESHOOTING AND EXPLANATION
- DATA TOOLS + TABLE FORMATTING
- VALIDATION & NAME MANAGER
- XLOOKUP, VLOOKUP & AI LOOKUP TIPS
- PIVOTTABLES + CONDITIONAL FORMATTING WITH AI