Microsoft Excel Webinar October 7th 2025



Welcome

The webinar will begin at 2.30pm

Your microphone and camera will be automatically disabled, but if you have questions, please use the Q&A option at the top of your screen.

Todays Speakers

James Earl,
Digital Transformation Manager

James has been with Heliocentrix for the last 4 years and works with clients to develop bespoke web applications, websites, low-code apps, and power solutions that help companies achieve more with less by fully leveraging digital technology.

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Agenda

- Conditional Formatting
- Identifying Duplicate Entries
- Pivot Tables
- Copilot Function
- Time Saving Tips & Shortcuts



Microsoft Copilot Function

- Not widely available yet
- Requires a Microsoft 365 Copilot licence
- Use AI to interact with data
 - Sentiment
 - Key topics
 - Classify information

Microsoft Copilot Function

Single Prompt & Context

- =COPILOT(prompt, [context])
- =COPILOT("review the sentiment of the feedback and assign it to either positive, neutral or negative", B1)

Multiple Prompt Parts & Context

- =COPILOT(prompt_part1,[context1],prompt_part2,[context2]
- =COPILOT("Classify", B1:B10, "into one of the following categories", C1:C4)

Quick Review

- Conditional formatting
 - Great for reviewing data at a glance
- Identifying duplicates
 - Always be sure to review the data before deleting
- Pivot tables
 - Used to summarise and compare data in table format
- Copilot function
 - Use prompts to analyse data and create new data
- Flash Fill
 - Excel identify patterns and finish the work for you
- Quick Find and Sum
 - CTRL + F
 - ALT + =

How to learn more

- Further webinars
- Bespoke Training and Consultancy



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