



e: hello@camanda.academy | WhatsApp: +234 806 234 7059 | w: camanda.academy

Data Analytics For Professionals (Excel, Power BI + Co-Pilot AI)

Duration: 8 Weeks [3 to 4 hours per day]

Venue: Live Online Class (Google Meet)

Delivery: Hands-on, practical, interactive, Instructor-led

Who should enrol? Anyone seeking to enhance their data analytics skills for practical application. Whether you're starting out or already using spreadsheets and power bi in your role, this comprehensive program is designed just for you to learn all you need to know to start making sense of your data.

Overview

Learn to make sense of your own data. Data has become the fuel for modern decision-making but how well can you interpret, manage, and present it? **Data Analytics for Professionals (Excel, Power BI + Co-Pilot AI)** is a comprehensive hands-on program designed to equip professionals with essential data handling, analysis, and visualization skills using industry tools like Microsoft Excel, Power BI, and the latest AI productivity tool—Microsoft Co-Pilot.

At the end of this program, learners shall be able to demonstrate practical understanding of **Excel for data management** and **Power BI for creating meaningful visualisations and accelerate productivity using Co-Pilot AI** to drive business insights. The focus is on practical skills and their application in a business context.

Target Audience

- Analysts, Managers & Decision Makers
- Business Professionals & Executives
- Data Analysts & Operations Teams
- Sales, Marketing & Finance Officers
- HR Professionals managing reports
- Anyone working with reports, data entry, or decision support

Training Goals

- Understand the role of data analytics in business decision-making.

- Build confidence in spreadsheet creation, data formatting, and organization using Excel.
- Apply Excel functions for business insights, trend analysis, and reporting.
- Use Excel for cleaning, manipulating, and visualizing business data.
- Learn Power BI fundamentals for interactive dashboard creation and reporting.
- Navigate and utilize Power BI to derive actionable insights from data.
- Integrate Microsoft Co-Pilot AI to automate data analysis, summaries, and reporting workflows.
- Solve real-world business problems using Excel, Power BI, and Co-Pilot in a capstone project.

Training Modules Overview

Module #	Module Title	Duration
1	Getting Started With Data	3 hours
2	Excel For Everyday Business Use	3 hours
3	Introduction To Power BI And Data Visualisation	3 hours
4	Going Further With Power BI For Business Insight	3 hours
5	Data Analysis, KPIs And Decision Making	3 hours
6	Enhancing Productivity With Co-Pilot AI	3 hours
7	Capstone Project	3 hours
8	Capstone Project Finale And Certificates	3 hours

Week 1: Getting Started with Data

Session 1

- Understanding the relevance of data analytics in business decision-making.

- Exploring common data challenges in business contexts.

Session 2

- Introduction to Spreadsheet Fundamentals
- Alternative Spreadsheet apps - Google Sheet, Sharepoint, Smartsheet, etc.
 - ◆ Hands-on activity: Creating and formatting spreadsheets for data entry.

Week 2: Excel for Everyday Business Use

Session 3

- Leveraging Excel for Business Data Management
 - ◆ Hands-on activity: Organizing and cleaning data using Excel.
- Essential Excel Functions for Business
 - ◆ Hands-on activity: Using Excel functions for basic data analysis.

Session 4

- Data Visualization with Excel
 - ◆ Hands-on activity: Creating insightful charts and graphs.
- Group Exercise: Analysing a sample business dataset using Excel.

Week 3: Introduction to Power BI and Data Visualization

Session 5

- Introduction to Power BI for Business Insights
 - ◆ Hands-on activity: Navigating the Power BI interface and connecting to data.
- Creating Informative Visuals
 - ◆ Hands-on activity: Building basic visualisations in Power BI.

Session 6

- Crafting a Data-Driven Story
 - ◆ Hands-on activity: Designing a narrative with data visualisations.
- Group Activity: Analysing a business scenario and creating a visual report.

Week 4: Going Further with Power BI for Business Insights

Session 7

- Advanced Data Modelling & Transformation in Power BI

- ◆ Hands-on activity: Transforming complex data for meaningful analysis using Power Query & Implementing advanced data modelling techniques.
- Advanced Power BI Visualisations
 - ◆ Hands-on activity: Creating advanced visuals to represent business data effectively.

Session 8

- Business Intelligence Best Practices
 - ◆ Discussing effective visualisation strategies and data storytelling.
- Business-Focused DAX (Data Analysis Expressions)
 - ◆ Hands-on activity: Creating DAX measures aligned with business objectives.
- Optimization and Publishing in Power BI
 - ◆ Hands-on activity: Optimising reports and publishing them for wider consumption.
- Power BI Service and Collaboration
 - ◆ Overview of sharing and collaboration features in Power BI.

Week 5: Data Analysis, KPIs and Decision Making

Session 9

- Introduction to Data Analysis Techniques
 - ◆ Hands-on activity: Applying basic data analysis techniques to business data.
- Understanding Key Performance Indicators (KPIs)
 - ◆ Hands-on activity: Defining and measuring KPIs for a business scenario.

Session 10

- Interactive Dashboards for Business Insights
 - ◆ Hands-on activity: Creating an interactive dashboard in Power BI.
- Group Exercise: Analysing a real-world business scenario and presenting findings.

Week 6: Enhancing Productivity With Co-Pilot AI

Session 11

- Introduction To Co-Pilot AI
 - ◆ Overview of Co-Pilot AI in the Microsoft ecosystem.
 - ◆ Benefits of using AI for everyday business and data tasks.
 - ◆ Where Co-Pilot is integrated: Excel etc.
- Using Co-Pilot in Excel for Data Analysis
 - ◆ Hands-on activity: Asking Co-Pilot to analyze data trends.
 - ◆ Hands-on activity: Auto-generating summaries and insights from spreadsheet data.

- ◆ Hands-on activity: Automating formatting and data cleaning steps with prompts.

Session 12

- Using Co-Pilot in Power BI
 - ◆ Exploring how AI is embedded in Power BI (Quick Insights, Smart Narratives, etc.).
 - ◆ Hands-on activity: Generating quick summaries using Smart Narratives.
 - ◆ Hands-on activity: Enhancing visual storytelling with AI-generated text insights..
- Co-Pilot for Business Productivity
 - ◆ Prompt engineering basics: How to write effective instructions for Co-Pilot.
- Responsible Use of AI Tools
 - ◆ Data privacy and security considerations.

Week 7: Capstone Project

Session 13 & 14

- Capstone Project Briefing
 - ◆ Introducing the capstone project, its objective, and expectations.
 - ◆ Providing a sample dataset and explaining the business problem.
- Capstone Project Work
 - ◆ Participants work on their capstone projects in teams.
 - ◆ Mentors provide guidance and assistance as needed.
- Progress Check and Q&A
 - ◆ Reviewing the progress of capstone projects.
 - ◆ Addressing questions and challenges.

Week 8: Capstone Project Finale and Certificates

Session 15 & 16

- Final Touches on Capstone Projects
 - ◆ Teams make final adjustments to their capstone project presentations.
 - Capstone Project Presentations and Certificates
 - ◆ Teams present their completed capstone projects to the entire group, showcasing their findings and insights.
 - ◆ Review of capstone projects by instructors.
 - ◆ Awarding of certificates of completion.
-