AI Data Analysis in MS Excel:
Automate Reports, Improve Insights, Drive Growth

The Hands On Blueprint: Master **AI Powered** Formulas, **Automation**, and **Advanced Data Analysis** in **Excel**.

DATES

5th - 6th
August 2026

ONLINE

SOUTH AFRICA: 9:00 AM - 3:30 PM
DUBAI: 11:00 AM – 5:30 PM
MALAYSIA: 3:00 PM – 9:30 PM
LONDON: 8:00 AM – 2:30 PM

Duncan Williamson

Excel & AI Driven Data Analysis Consultant and Trainer

COURSE TRAINER

training@indulead.com   www.indulead.com

INDULEAD
INDUSTRY LEADERS

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South Africa: 9:00 am - 3:30 pm (GMT +2)
Dubai: 11:00 am – 5:30 pm (GMT+4, Gulf Standard Time)
Malaysia: 3:30 pm – 9:30 pm (GMT+8, Malaysia Time)
London: 8:00 am – 2:30 pm (GMT+1, British Summer Time)

Course Overview

In today's fast paced digital landscape, Excel remains a cornerstone for data analysis, reporting, and decision making, but AI is transforming how we interact with it. This 2 day hands on course is designed to equip professionals with the knowledge and skills to supercharge their Excel capabilities using AI tools like Copilot and ChatGPT.

Key Learning Outcomes

By the end of this training, attendees will be able to:

- Understand how AI tools like Copilot and ChatGPT can enhance productivity within Excel.
- Confidently navigate and utilise the interfaces and key features of leading AI tools.
- Craft effective prompts to solve Excel tasks, troubleshoot issues, and explore new capabilities.
- Manage and organise Excel data more efficiently using AI assisted sorting, filtering, and formatting.
- Use ChatGPT and Copilot to build, explain, and fix Excel formulas from basic lookups to advanced calculations.
- Use AI to extract, clean and prepare datasets for analysis.
- Automate repetitive Excel tasks by generating Power Query and VBA code with AI.
- Analyse data with AI to uncover trends, identify outliers, and produce insightful summaries.
- Integrate AI into everyday workflows to save time, improve accuracy, and support decision making.

Why You Should Attend?

- Learn from real life demos and hands on activities not just theory.
- Discover how to automate the mundane and unlock Excel's full potential with AI.
- Stay ahead of technological trends and increase your personal and team productivity.
- Reduce errors and increase data reliability by letting AI assist with complex tasks.
- Future proof your skills for an AI driven work environment.

Course Facilitator

Duncan Williamson

Excel & AI Driven Data Analysis Consultant and Trainer

Mr. Duncan Williamson is an Accounting and Management Consultant with extensive international experience across the Middle East, Africa, Central Asia, South Asia, the Caucasus, the Balkans, Central Europe, and Denmark. He combines a strong academic and training background with substantial manufacturing, commercial, and consultancy experience, establishing a sustained record of success across the financial, commercial, and educational sectors.

Duncan is recognised for his strong analytical, problem-solving, and decision making skills, coupled with a deep commitment to customer care and quality, which underpin his consultancy work. His professional practice is marked by practical insight, clarity, and consistently high standards of delivery.

He has published widely over the years, including books, textbooks, case studies, eBooks, and articles in various magazines and journals. His publications include The Bookkeeping and Accounting Coach (Hodder & Stoughton), a Cost and Management Accounting textbook (Prentice Hall), multiple eBooks on accounting topics, and his latest work, Excel Solutions for Accountants, including an online series published by Bookboon.com.

Duncan has worked with a wide range of notable clients, including Saudi Aramco, Dubai Ministry of Finance, Oman Oil Corporation, Bank Simpanan Nasional Malaysia, Electricity Generating Authority of Thailand, Maldives Airport Company, and the Brunei Economic Development Board, among others.

Trainer's Clientele:

ADNOC · sabic · EGAT · Saudi Aramco · amazon.com · MARKS & SPENCER · BRITISH AIRWAYS · MALDIVES AIRPORTS Co · Kuwait Petroleum Corporation · UNITED ARAB EMIRATES MINISTRY OF FINANCE

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Day 1

Foundations of AI in Excel & Formula Intelligence

Session 1: Welcome to AI in Excel
- Understand how AI is transforming Excel workflows
- Real world applications and use cases
- Overview of what AI can and can't do

Session 2: Getting Started with AI Tools
- Exploring ChatGPT, Copilot, and other tools
- Interfaces, key features, and limitations
- How to choose the right tool for your needs

Session 3: Crafting Effective Prompts
- Elements of a powerful AI prompt
- Common mistakes and how to avoid them
- Practice sessions on creating high impact Excel queries

Session 4: Data Management Made Easy with AI
- Smart sorting, filtering, and data organization
- Auto formatting and conditional formatting hacks
- Exercises using Copilot to streamline messy spreadsheets

Session 5: Excel Formulas with AI Superpowers
- Generate formulas from natural language
- Use AI to explain and debug complex formulas
- Advanced lookups, nested functions, and text operations
- Hands-on: Real time formula generation with Copilot

Session 6: Real Time Application & Recap
- Exercise: Solve a mini challenge using AI tools
- Recap of learnings with interactive Q&A
- Tips and tricks to prepare for Day 2

Day 2

Data Cleaning, Automation & AI-Powered Analysis

Session 1: Data Cleaning & Preparation with AI
- Identify fix blanks, errors, and duplicates
- Use AI to transform raw data into usable formats
- Extract structured data from PDFs and images
- Hands-on: AI assisted dataset cleaning challenge

Session 2: Power Query & VBA Automation
- Use AI to generate Power Query steps
- Automate Excel tasks with AI generated VBA code
- Understand what to review in generated scripts
- Exercise: Automate a workflow from start to finish

Session 3: Smart Data Analysis
- Use Copilot to summarize datasets and spot outliers
- Perform trend analysis and derive insights
- AI assisted PivotTables and dynamic summaries
- Exercise: Build an interactive dashboard with AI

Session 4: Visualizing Data with AI Tools
- Create charts with Copilot suggestions
- Customize visuals using ChatGPT prompts
- Explore AI generated design tips for better storytelling
- Exercise: Before and after chart redesign

Session 5: Text & Sentiment Analysis
- Extract keywords, classify data, and analyze sentiment
- Use AI for social media or customer feedback analysis
- Enhance qualitative data interpretation in Excel
- Hands-on: Run sentiment analysis on sample comments

Session 6: Wrap Up, Resources & The Road Ahead
- Recap: What you've learned, what's next
- Bonus tips, tools, and cheat sheets for AI in Excel
- Q&A and final reflections on integrating AI into your workflow

Programme Schedule

09:00 am – 09:30 am	Registration & Coffee Break
09:30 am – 11:30 am	Course
11:30 am – 12:00 am	Networking & Coffee Break
12:00 am – 01:30 pm	Course
01:30 pm – 02:30 pm	Networking & Luncheon
02:30 pm – 03:30 pm	Course

Who Should Attend?

- Financial Analysts/Finance Managers
- Audit Officers/Accountants
- FP&A Professionals
- BI Specialists/Treasury Specialists
- Business Analysts/Data Analysts/Strategy Analysts
- Operations Managers
- IT Specialist

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Registration Form

Please fill & sign below form & send us on
training@indulead.com

Delegate 1
Name : ______________________________
Job title: ______________________________
Email: ______________________________
Mobile: ______________________________

Delegate 2
Name : ______________________________
Job title: ______________________________
Email: ______________________________
Mobile: ______________________________

Delegate 3
Name : ______________________________
Job title: ______________________________
Email: ______________________________
Mobile: ______________________________

Delegate 4
Name : ______________________________
Job title: ______________________________
Email: ______________________________
Mobile: ______________________________

Delegate 5
Name : ______________________________
Job title: ______________________________
Email: ______________________________
Mobile: ______________________________

Note: In case of 6 or more nominations make a duplicate of this form & fill in the details.

ORGANIZATION DETAILS:

Company : ______________________________
Address: (to be used on invoice):
____
____
Telephone: ______________________________
Country: ______________________________

AUTHORIZED BY:

Signature: ______________________________
Name: ______________________________
JobTitle: ______________________________
Email: ______________________________
Date: ______________________________

PAYMENT DETAILS:

Credit Card Holder's Details - To send Payment Link
First Name: ______________________________
Last Name: ______________________________
Email: ______________________________
Country: ______________________________

Event Code: IL-AIDA-020

Course Fee

Registration Fees:

• Book 1 delegate	Pay USD 695/delegate
• Book 2 or 4 delegates	Pay USD 495/delegate
• Book 5 or more	Pay USD 395/delegate

(All pricing excludes all taxes)

Payment Mode:

- Payments will be made by **Credit Card** or by **Bank transfer**, an Invoice will be sent soon after we receive the signed & filled registration form.
- Payment is required within **5 working days** after the receipt of the invoice.
- Payment must be received in full prior to the Course Origination.

Terms & Conditions:

1) Fee Includes (For Face 2 Face Training): the course fee covers all course material, lunch & refreshments. Please note that hotel accommodation is not included in the course fee.
2) Fee Includes (For Virtual Training): the course fee covers the live course session & the course material soft copies along with Certificates of Attendance.
3) Payment terms: Payments are required within 5 working days from the date of receipt of an invoice; all payments should be transferred by Credit Card/bank transfer to the corsol International account. A receipt will be issued as payment is received.
4) Cancellation /Substitution Policy: Cancellation is only acceptable if submitted to us by email & will be subject to charges, cancellation received 60 days prior to the event 25% of the training fee will be charged, 30 Days prior to the event 50% of the training fee will be charged. 15 days prior to the event 75% of the training fee will be charged, 7 days prior to the event 100 % of the training fee will be charged. Substitution is the best option to avoid cancellation, as the cancellation is required in writing via email likewise Substitution is also required by email with complete details of the substituted delegates (Name, Position, Email & Mobile).
5) In the case of No Show, clients cannot claim any refund, & are not entitled to claim the Credit Voucher.
6) Cancellation by a paid client; does not subject to any cancellation charges, corsol International will either accept the substitution or will provide a Credit Voucher of the Invoice amount which can be utilized in any of our future training, with validity up to 6 months.
7) Every possible effort is made to incorporate the event as it campaigns, however, due to any unforeseen circumstances corsol International reserves the right to change the venue, location, and trainer. Also due to unforeseen circumstances, the event may be canceled or postponed, in this case, the paid delegate(s) corsol International will process & refund the full amount, less the bank/service charges up to 5 % or less.
8) While all topics shown in this brochure will be covered in the course, the facilitator/instructor reserves the right to restructure and delivers them in a different order or sequence.
6) The client is considered aware of all the above terms and conditions, as they sign on this registration form & corsol International will not be responsible for any expectation or monetary loss as indicated above.