Data Analysis using ChatGPT & Excel

Training Course	Data Analysis using ChatGPT & Excel
Course Language	**Bilingual – Material in English , training in Arabic/English.**
Course Duration	Total Number of hours : 12
Course Objectives	• Apply data cleaning and transformation techniques in Excel. • Perform statistical analysis and generate visualizations using Excel. • Use ChatGPT to generate formulas, interpret results, and create summaries. • Develop clear, data-driven reports and dashboards. • Demonstrate critical thinking in analyzing and communicating data insights.
Course Content	Course Key Topic Area Includes: • Introduction to Data Analysis & Tools Overview • Excel Basics for Data Management. • Data Cleaning and Preparation in Excel. • Introduction to ChatGPT for Analytical Support. • Descriptive Statistics and Visualization in Excel. • Using ChatGPT to Explain Statistical Results. • Advanced Excel Functions (Lookup, Conditional Logic. • Time Series and Trend Analysis. • Dashboard Design and Reporting. • Case Studies Using ChatGPT and Excel.
Learning Outcomes	At the end of the program the trainees will be able to: • Understand core concepts of data analysis and spreadsheet modeling. • Use Excel to organize, manipulate, and visualize data. • Leverage ChatGPT for formula suggestions, data pattern insights, and report writing. • Interpret statistical outputs and draw conclusions. • Automate repetitive analysis tasks using ChatGPT prompts and Excel tols.

Target Audience	Any person having basic knowledge of Microsoft Excel (365 or 2019+)ChatGPT (Web-based access or integrated plugins)
Course Material /Technology used/ Details Relevant to the course.	- Course Handouts containing the discussed topics with examples will be given to attendants before and during the training sessions - Attendants will also get the example files used during the course. - All sessions will be accompanied by practical exercises.