



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

AI and Data Analytics Using Excel, Copilot and ChatGPT

AI can produce a convincing report in seconds. Can you prove the numbers?

Tools: Excel, Microsoft Copilot, ChatGPT | **Level:** Business users; no coding required

The business problem

Employees already use ChatGPT and Copilot for reporting and analysis. Professional-looking AI output creates false confidence.

The result can be incorrect reports, poor decisions, financial errors and compliance issues, because AI cannot verify business context or accept responsibility for outcomes.

You need this course if...

- AI is used to summarise data or write management commentary
- Reports and dashboards go to management without independent checks
- Staff cannot explain the formulas behind their numbers
- You need POPIA-aware rules for using business data with AI

How this course solves it

A practical programme that teaches employees and managers to use Excel, Microsoft Copilot and ChatGPT together for analysis, reporting and decision support while maintaining accuracy, validation and accountability. It is not a data science course.

Core principles: AI generates language, not the truth. AI supports decisions; humans remain responsible. AI suggests, Excel proves.

Who should attend?

- Finance managers, accountants, analysts and reporting teams
- HR professionals analysing workforce, leave and training data
- Administrators who prepare reports and maintain spreadsheets
- Managers and supervisors who rely on dashboards and KPIs
- Operations and business support teams

Prerequisites: no programming, coding or data science background is required.

Course content

Module 1: What AI Really Is in Data Analysis and Reporting

- AI in business reporting; AI vs traditional analysis
- Understanding AI limitations
- Human accountability and ownership of outcomes

Module 2: Data Quality, POPIA and Safe AI Use

- Data quality principles and classification

- POPIA considerations and confidential information risks
- Safe prompting; garbage in, garbage out

Module 3: ChatGPT for Data Analysis and Reporting

- Analysing datasets and uploading Excel data
- Identifying trends and explaining results
- Management summaries and executive commentary
- Asking better analytical questions

Module 4: Microsoft Copilot for Excel and Data Analysis

- Copilot in Excel; "Chat First, Edit Later" method
- Data summaries, formula assistance, charts and visualisation
- Saving workbooks before prompting
- Copilot limitations

Module 5: Excel Skills Required for AI Success

- Structured data, Tables and PivotTables
- Understanding formulas before trusting AI output
- Data validation
- AI Suggests → Excel Proves

Module 6: Dashboards, Reporting and Business Insights

- KPI analysis and dashboard interpretation
- Variance analysis, trends and anomalies
- Executive-ready summaries: turning data into decisions

Module 7: AI Errors, Hallucinations and Data Validation

- Confidently wrong answers and hallucinations
- Validation techniques and cross-checking
- Testing assumptions and verification workflows

Module 8: Responsible AI Use and Workplace Guidelines

- Governance principles and approval workflows
- Role-based applications: finance, HR, administration, management
- AI workplace policies and implementation roadmap

Included resources

- AI Data Validation Checklist
- AI Reporting Accuracy Checklist
- Excel Validation Checklist
- AI Reporting Review Checklist
- AI Data Analysis Prompt Library

After the course

Delegates will be able to:

- Use ChatGPT and Copilot to support analysis and reporting
- Apply structured prompting to get more useful analytical outputs
- Interpret dashboards, KPIs and reports more effectively
- Validate AI-generated insights before they are used
- Recognise hallucinations and confidently incorrect outputs

- Apply POPIA-aware practices and practical verification in their teams

Training format

Approach: Practical exercises using Excel with Copilot and ChatGPT

Related courses

AI for Finance — Core

Reconciliation, PDF extraction, Budget vs Actual and reporting with AI and Excel controls.

[View course](#)

Advanced Excel — Modern Excel 365 & Dynamic Formulas

Modern Excel functions that make AI-assisted analysis easier to verify. [View course](#)

Microsoft 365 Copilot Training

Practical, responsible use of Copilot across Microsoft 365. [View course](#)

ChatGPT for Business

One-day hands-on programme using the CAG Source-to-Output Method. [View course](#)

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/ai-and-data-analytics-course/ | [What our clients say about us](#)

Regards

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