



Getting the Most from Your Spreadsheets with GenAI

Course ID #: 7000-1202-ZZ-Z

Hours: 7

Delivery Method: Group Internet Based

Course Content

Description:

Artificial intelligence (AI) has rapidly become a phenomenon; a much-talked-about technological sea change. It's also a major disruptive force in the world of business. Generative AI tools can provide value in many ways, one of which is by assisting people who work with data stored in spreadsheets. No matter what spreadsheet software you use, what the data is about, or how it's structured, you can use freely available generative AI tools to enhance your productivity and help you find solutions to problems that can guide crucial business decisions. And, you can do all of this without having to pay for expensive AI integrations into your spreadsheet software. You just need to know what generative AI can do for you, what free tools to leverage, and the right questions to ask to get the most from your spreadsheets.

Objectives:

Upon successful completion of this course, students will:

- Select and use generative AI tools to generate spreadsheet content.
- Use generative AI to enhance your productivity while working in spreadsheets.
- Use generative AI to solve spreadsheet-related problems.

Prerequisites:

To ensure your success in this course, you should be able to perform basic data-driven tasks using spreadsheet software. You should be familiar with spreadsheet concepts like functions, conditional formatting, charts, and PivotTables. You can obtain this level of skills and knowledge by taking the following courses from The Computer Workshop:

- Excel level 1
- Excel level 2

Target Audience:

This course is designed for professionals in a variety of roles who currently use spreadsheets to accomplish business tasks, and who want to enhance their use of spreadsheets by leveraging freely available generative AI tools.



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Topics:

Lesson 1: Using AI to Generate Spreadsheet

Content

- Generate Spreadsheet Content
- Using the Right GenAI Tool for the Job

Lesson 2: Enhancing Your Spreadsheet

Productivity with GenAI

- Ask GenAI for Basic Help
- Ask GenAI for Help Performing Specific Tasks

Lesson 3: Solving Problems Using GenAI

- Identify Problem-Solving Limitations of GenAI
- Solve Problems Strategically Using GenAI

Register for this class by visiting us at:

www.tcworkshop.com or by calling us at 800-639-3535

NASBA CPE details are provided on the following pages.



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NASBA Information

Level: Intermediate

Advanced Preparation:

Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.

Recommended Field(s) of Study: Computer Software and Applications

Recommended CPEs: 7.80

Policies: Course Registration, Cancellation, Refund, and Complaint Resolution

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: www.tcworkshop.com

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NOTE: Since our information is in multiple places on our website or in PDF format that is sent to clients, we have provided our normal course content with the NASBA Information added along with links to our policy page on the web. We will add our name to the Official National Registry Statement after we are approved.