AI-POWERED DATA ANALYTICS

EXCEL · POWER BI · CHATGPT · CLAUDE

BCA International Training & Consulting

Informative Brochure



ABOUT US

BCA International is a Lebanese-based **Training and Consulting firm** that offers a wide range of professional services across the **Middle East and Gulf region.**

OUR SERVICES

- **TRAINING & DEVELOPMENT**
- **OUTSOURCING SERVICES**
- **ADVISORY & CONSULTING**
- **AUDIT & ASSURANCE**
- **TAXATION**

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PROGRAM OVERVIEW

Data is at the heart of every business decision, and **AI is changing how we work with it.**

This practical program shows participants how to use **ChatGPT and Claude with Excel and Power BI** to prepare, analyze and present data faster and more accurately.

Step by step, participants move **from raw data to clean files, formulas, PivotTables, dashboards and Power BI reports,** while learning to check AI outputs and use AI safely and responsibly.

PROGRAM DETAILS

- 5 Interactive Sessions
- 2.5 Hours Per Session
- 2 Sessions Per Week
- Online via Zoom
- Access to Recorded Sessions
- Certificate of Completion

SPECIAL LAUNCHING PRICE: USD 250

MEET THE INSTRUCTOR



WILLIAM AOUN

AI Expert | PMI Certified | Claude Certified

Expert in Data Analytics, Business Intelligence and Artificial Intelligence, specializing in Excel, Power BI and Generative AI tools.

PROGRAM OUTLINE

Getting Started with the ChatGPT and Claude Add-ins for Excel

- Installing the ChatGPT and Claude add-ins
- Signing in to ChatGPT and Claude
- Opening the add-ins and the Copilot pane
- Working with the add-ins in your sheet
- Using the add-ins safely

Introduction to Data Analysis with AI in Excel

- How AI helps with data analysis
- Overview of Copilot, ChatGPT and Claude
- How to use each tool
- Writing good prompts
- Data privacy and safe use of AI

Preparing and Cleaning Data with AI

- Importing data into Excel
- Finding data problems with AI
- Cleaning data with Copilot
- Getting a clean file from ChatGPT and Claude
- Cleaning formulas with AI
- Checking the clean data

Excel Formulas with AI

- Creating formulas with AI
- Lookup and summary formulas
- New Excel formulas
- Finding and fixing formula errors
- Comparing and testing AI formulas

Quick Insights with Analyze Data and AI

- Using Analyze Data in Excel
- Asking questions in simple words
- Inserting suggested PivotTables and charts
- Comparing answers from the AI tools
- Choosing the right tool

PivotTables and PivotCharts with AI

- Planning PivotTables with AI
- Creating PivotTables and PivotCharts with AI
- Grouping, % of total and growth
- Calculated fields and Top 10 filters
- Explaining PivotTable results with AI

PROGRAM OUTLINE

Data Analysis and Insights with AI

- Actual vs budget and targets
- Finding the reasons behind the numbers
- Finding unusual values and losses
- Analyzing customer comments with AI
- Checking AI answers
- Common AI mistakes

Charts and Visualization with AI

- Choosing the right chart with AI
- Creating Excel charts with AI
- Quick charts from ChatGPT and Claude
- Conditional formatting and sparklines
- Clear chart titles and labels

Building Dashboards with AI

- Planning a dashboard with AI
- KPIs, PivotTables and charts
- Slicers and timelines
- Design advice from AI
- Checking dashboard numbers

Reports with AI

- Writing management summaries with AI
- Checking AI-written reports
- Comparing the three AI tools
- From raw data to a final report

PROGRAM OUTLINE

POWER BI WITH AI

Getting Started with Power BI and AI

- Introduction to Power BI Desktop
- Importing Excel data into Power BI
- Cleaning data in Power Query with AI
- Building the data model
- Overview of Copilot in Power BI

DAX Measures with AI

- Creating measures with AI
- Explaining DAX formulas with AI
- Year to date and growth measures
- Fixing DAX errors with AI
- Checking measures against Excel

Power BI Reports and Dashboards with AI

- Creating visuals and report pages with AI
- Slicers, filters and drill-down
- Asking questions about the data
- Design advice and summaries from AI
- Publishing and sharing reports

From raw data to a final report.

WHAT YOU WILL TAKE AWAY

Participants will leave the program with **practical skills they can apply right away** in their daily work, including:

- Setting up and using the ChatGPT and Claude add-ins in Excel
- Cleaning and preparing data quickly with AI
- Creating, fixing and testing Excel formulas with AI
- Building PivotTables, charts and interactive Excel dashboards with AI
- Finding insights, unusual values and the reasons behind the numbers
- Building data models and DAX measures in Power BI with AI
- Creating, publishing and sharing Power BI reports and dashboards
- Writing management summaries and reports with AI
- Checking AI answers and using AI safely with your data

WHO SHOULD ATTEND?

- Data Analysts
- Business Analysts
- Accountants
- Finance Professionals
- Managers & Team Leaders
- Sales & Marketing Teams
- HR & Operations Staff
- Reporting Specialists
- Anyone Working with Data

It is suitable for anyone who works with data and wants to analyze and present it faster with AI.

No previous AI or Power BI experience is needed.

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AI WON'T REPLACE YOU.
SOMEONE USING AI WILL.

REGISTER NOW!

FOR REGISTRATION & INQUIRIES

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