
Efficiency Tools in Excel

1. Quick Insights

- Quick Analysis takes a range of data and helps you pick the perfect chart with just a few commands.
- Select a range of cells.
- Select the Quick Analysis button that appears at the bottom right corner of the selected data.

2. Data Analyze

- Select a cell in a data range
- Select Home > Analyze Data. The Analyze Data pane will appear and show different visual and analysis types, such as Rank, Trend, Outlier, and Majority
- Choose an option and select Insert PivotChart

3. Data Type

- The 'Data Types' function allows users to convert raw text data into structured data types, such as stocks, geography, or dates, facilitating easier analysis and visualization

4. Unbelievable "Data Handler" – Powerful Ctrl E

- Ctrl+E is a keyboard shortcut used to activate the "Flash Fill" feature in Excel.
- Flash Fill is a powerful tool that can quickly and easily format, fill, or extract data based on a pattern that you specify.

Making an impact through PowerPoint

5. PowerPoint as a 'Coach' to improve communication/presentations (Rehearse with coach)

- Focus on improving communication speed
- Minimizing the use of unwanted fillers
- Ensuring that you're not solely reading from slides
- Practice maintaining eye contact to establish connection and credibility with your audience.

6. How To "Impress" Through PPT?

- **AI-Based Designer:** An AI-Based Designer in PPT offers automated design suggestions, streamlining the creation process by providing optimized color schemes and ultimately enhancing the visual appeal.
- **AI for Smart:** Automates the creation of visually appealing diagrams and graphics, enhancing presentation aesthetics and efficiency

7. Power-Point – Translator

- **Translate Text:** To translate text in PowerPoint, select the text then navigate to the Review tab and select Translate.
- **Translate subtitle:** You can provide translated subtitles to your presentations on the **Slide Show** ribbon tab by selecting **Subtitle Settings**.

AI Tools

8. ChatGPT/ Bardgemini/ Bing-AI

- **Where can we use these tools?**

Email

Interview

Tour Plan

Emotion

Excel Formula

Research

Note: The above Power Point features are available in MS Office 365

9. 'Magical' Tool

- **Auto Filled Templates**

To autofill templates with other information you find online, you can use the Magical AI tool.

- **Quick Comparison**

Magical AI's quick comparison feature streamlines analysis by swiftly contrasting data points, enabling efficient decision-making.

What's Next?

Solutions for Companies

- Excel-based Automation of routine tasks Boosting Productivity

Productivity Tool

- "SMART KIT" for Smart Work

Merge files [Save hours]

Index with hyperlink

Analyse duplicates

Fill blanks with top data

Specialized PDF converter

Data cleaning [remove blanks, line breakers, remove blank row/columns]

Power Course – Maximizing Efficiency & Impact through AI & Excel

Smart use of Excel

- Interactive Dashboards
- Power Pivot
- Create Your Own Functions