infoTech
Institute for Private Training
معهد إنفوتك للتدريب الأهلي

Course Title	**AI Data Analysis**
Course Duration	4 Days
Schedule	2027 - 2028
Timings	08:00 AM - 1:00 PM
Trainer Name	AHMAD ALGHAMDI
Contact	+965 2227 3890 +965 9736 5237
Venue	⅘ Star Hotel
Upon Arrival Catering	Snack Break And Refreshments Throughout Training Days
Daily Schedule	Snack Break: 10:30 AM - 11:00 AM 12:30 PM - 01:00 PM

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Outline

Course Goal:
Use AI tools to clean and analyze data, discover patterns, and create simple indicators and dashboards to support decision-making.

Day 1 — AI and Data Analysis Basics

- What is Data?
- What is Data Analysis?
- Why is Data Analysis Important?
- What is Artificial Intelligence (AI)?
- How AI Models Work
- How AI Understands and Processes Data
- AI Tools for Data Analysis
- How AI Can Help Data Analysts
- Introduction to AI Prompts
- Practical Activity: Ask AI to understand and summarize a dataset

Day 2 — Data Analysis Tools and Excel

- Common Data Analysis Tools
- Excel vs. Power BI vs. Python vs. SQL
- When to Use Each Tool
- Choosing the Right Tool for the Task
- Introduction to Excel for Data Analysis
- Excel Tables and Data Organization
- Sorting and Filtering Data
- Basic Excel Formulas
- Basic Data Analysis in Excel
- Practical Activity: Analyze a simple dataset using Excel

Day 3 — AI Tools for Excel and Data Cleaning

- AI Tools for Excel : Copilot , ChatGPT , Claude
- AI ADs in Excel
- Using AI to Understand Excel Data
- Using AI to Create Excel Formulas
- Using AI to Find Errors in Data
- Missing Values and Duplicate Data
- Incorrect and Inconsistent Data
- Data Types and Data Formatting
- Introduction to Power Query
- Using Power Query for Data Cleaning
- Practical Activity: Use AI and Excel to clean a dataset

Day 4 — Data Analysis, Patterns, KPIs and Dashboards

- Basic Data Analysis
- Summarizing Data
- Pivot Tables
- Finding Trends and Patterns
- Finding Unusual Values
- Comparing Data
- Using Analyze Data to Find Insights
- What is a KPI?
- Creating Simple KPIs
- What is a Dashboard?
- Choosing the Right Charts
- Introduction to Interactive Dashboards
- Final Practical Project: From Raw Data to an AI-Assisted Dashboard