



April - May 2026

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ILT = Instructor Led Training

VILT = Virtual Live Instructor Training

\*Private Group Learning - Multiple students at your location or ours.

<p><b>Microsoft Excel, Power BI, Business Intelligence, Copilot, AI</b></p> <p><b>Customize Any Course at No Additional Charge - 208.327.0768</b></p> <p>Choose Topics   Eliminate Redundancy   Select Date/Time   Custom Materials   We Work for You</p>
<p><b>Microsoft Excel for Beginners</b></p> <p>Learn how to create and format spreadsheets, apply Excel formulas and Excel functions, design and modify Excel charts, and organize information into structured tables and worksheets.</p>
<p><b>Microsoft Excel Beyond the Basics</b></p> <p>Work confidently within Microsoft Excel—applying logical, date/time, and text functions; managing lists of data using tables and filters; and using conditional formatting to highlight trends. You'll also learn how to create, modify, and enhance workbooks with charts, PivotTables, and Pivot Charts. These real-world skills will help you transform raw data into clear, actionable information and support smarter, data-driven decision-making.</p>
<p><b>Microsoft Excel Power User</b></p> <p>Collaborate more effectively with colleagues, automate complex or repetitive tasks, and use conditional logic to create powerful formulas and functions. The more you master Excel's advanced tools, the more you can shift your focus from manual work to extracting the insights your organization needs from its vast amounts of data. From building dynamic dashboards to forecasting trends, this course unlocks the full potential of Excel at your fingertips.</p>
<p><b>Data Analysis and Visualization</b></p> <p>Perform robust and advanced data and statistical analysis with Microsoft Excel using PivotTables, use tools such as Power Pivot and the Data Analysis ToolPak to analyze data, and visualize data and insights using advanced visualizations in charts and dashboards in Excel.</p>
<p><b>PL-300 Design and Manage Analytics Solutions Using Power BI</b></p> <p>Design and manage analytics solutions using Power BI by connecting to data sources, transforming raw data with Power Query, and developing insightful reports and dashboards that support business and technical requirements.</p>
<p><b>Use Complex Lookups</b></p> <p>Use advanced LOOKUP functions to quickly find answers within a dataset. Learn a variety of functions for formula and error management.</p>

<p><b>Formulas and Functions</b></p> <p>Create Intermediate Formulas and Charts using Microsoft Office Excel</p>
<p><b>Data Analysis with Pivot Tables, Pivot Charts and Conditional Formatting</b></p> <p>Prepare data for PivotTable reporting and create PivotTables from various data sources. Analyze Data Using PivotTables. Work with Pivot Charts.</p>
<p><b>Data Analysis with Power Pivot</b></p> <p>Prepare data for PivotTable reporting and create PivotTables from various data sources. Analyze Data Using PivotTables. Work with Pivot Charts.</p>
<p><b>Trace and Defend your Data</b></p> <p>Designed to teach you how to prevent errors in a worksheet. You will learn how to use tools to evaluate formulas, encrypt data with passwords and prevent unwanted changes.</p>
<p><b>Direct Dates &amp; Tangle with Text</b></p> <p>Use date and text functions, ensure formulas using dates, and properly calculate how to manipulate text. Use Flash Fill for quick data entry to combine multiple text functions into one formula.</p>
<p><b>Macros - Programming and Data Wrangling with VBA and Excel</b></p> <p>Gain the skills necessary to use VBA to automate tasks in Excel such as collecting data from external sources, cleaning, and manipulating data. The target student may also want to learn how to create custom worksheet functions to streamline worksheet formulas and make complex worksheets easier to support, maintain, and understand.</p>
<p><b>Tips, Timesavers, and Tricks</b></p> <p>Make the tasks simple by using the correct methods</p>
<p><b>Functional Logic</b></p> <p>Learn to apply conditional logic to data with formulas and in-depth data analysis. Check that a range of data meets certain criteria and apply functions to specific data. Learn when and why to execute functions.</p>
<p><b>Simple Formulas First</b></p> <p>Use tools to automate formulas and simplify analysis. Build basic formulas with Flash Fill, and write basic functions in a cell. Learn how to create relative, absolute and mixed cell references.</p>
<p><b>Forecast, Project, &amp; Explore Data</b></p> <p>Determine potential outcomes using data tables to forecast data and see the impact. Use the Add-In - Analysis ToolPak to analyze data and Solver to project an outcome.</p>
<p><b>Get Started with Copilot for Excel</b></p> <p>Embark on a journey to revolutionize how you work with data. Whether you are a seasoned Excel user or new to its capabilities, this course will open your eyes to the transformative power of AI. Picture yourself effortlessly automating tedious tasks, uncovering hidden insights within seconds, and crafting dynamic reports that tell a compelling story.</p>
<p><b>Mastering Microsoft Copilot for Excel</b></p> <p>Delve into the advanced features of Microsoft Copilot, learning how to streamline their workflow and optimize their use of Microsoft Excel.</p>
<p><b>MS-4004 Empower your workforce with Copilot Use Cases</b></p> <p>Perform a series of hands-on exercises involving ten Use Cases - Executives, Sales, Marketing, Finance, IT, HR, Operations, Communications, Customer Service, and Legal. These exercises focus on using Copilot in various Microsoft 365 apps (such as Word, PowerPoint, Outlook, and so on) to complete a series of common business-related tasks pertaining to each Use Case.</p>

### [MS-4005 Craft effective prompts for Microsoft Copilot](#)

Discover ways to craft effective and contextual Prompts for Copilot that create, simplify, transform, and compile content across applications. Learn the importance of providing a clear goal, context, source, and expectation in your prompt for the best results. This course covers real world scenarios and examples using Copilot in Microsoft 365 apps like Word, Excel, PowerPoint, Teams, Outlook, OneNote, and Chat. Framework to help you create and implement a robust adoption plan.

### [MS-4018 Draft, analyze, and present with Copilot](#)

Learn common prompt flows in Microsoft 365 apps including PowerPoint, Word, Excel, Teams, and Outlook. It also introduces Copilot Chat and discusses the difference between work and web grounded data.

### [AB-900T00 Introduction to AI administration](#)

Learn foundational concepts, core services, and administrative controls of Microsoft 365. It then builds upon this foundation by exploring how Copilot and agents can utilize AI to automate tasks, enhance collaboration, and personalize user experiences across the Microsoft 365 suite.

### [Microsoft Power BI for Beginners](#)

Gain the basic skills and knowledge to manage and analyze data in Power BI.

### [Introduction to Data Analytics](#)

Gain a clear understanding of data analytics purpose, tools, and techniques. In addition, it will help attendees to plan the data and digital strategy for their organizations.

### [Power BI: Dashboard Training](#)

Watch and perform exercises to connect to 7 million records from various sources, refine the data in Power Query

### [DP-605 Prepare and Visualize Data with Microsoft Power BI](#)

Master data analysis and visualization with Microsoft Power BI training course. Our DP-605 training course prepares you for the exam and equips you with the skills to create compelling reports and dashboards. Import the tables into Power BI.

### [Crystal Reports – All You Need to Know](#)

### [QuickBooks Everything You Need](#)