

Data Analyst

TECHNOLOGY · O*NET 15-2051.00 · DATA SCIENTISTS

SPEND LESS TIME ON THE PLUMBING AND MORE ON THE QUESTION BEHIND THE DATA.

1 YOUR ROLE TODAY

Data analysts and scientists find the story in the numbers and make it useful. The framing of the question and the judgement on what's sound stay yours. The cleaning, the boilerplate code and the write-ups are where AI moves quickest — with care, because a confident wrong answer is the real risk.

WHAT THE JOB INVOLVES

- Collect, clean and prepare data for analysis.
- Build models and run analyses.
- Visualise findings and build dashboards.
- Interpret results and make recommendations.
- Write code for data processing.
- Communicate findings to non-technical audiences.

SKILLS THAT MATTER MOST

- Mathematics
- Critical thinking
- Programming
- Complex problem solving
- Reading comprehension
- Active learning

O*NET job zone: Job Zone 4 — considerable preparation.

2 THE FOUR COPILOT TOOLS

COPILOT CHAT	Free, secure chat. Works from the open web and anything you paste or upload. No access to your internal files unless you give it.
M365 COPILOT	Sits inside Word, Excel, PowerPoint, Outlook and Teams. Works on your own emails, files and meetings (only what you already have permission to see).
COPILOT COWORK	You hand over a longer job and it works through the steps, showing progress so you can steer. Good for multi-stage work that used to eat an afternoon.
COPILOT AGENTS	A custom helper you (or IT) set up once to handle a specific, repeatable job — answering a common question, triaging a queue, drafting from a template.

3 AI OPPORTUNITY MAP

Where the four tools fit the real work — with a practical example for each.

TASK	BEST TOOL	PRACTICAL EXAMPLE
Write or fix analysis code	M365 COPILOT	Draft a query or a cleaning script from a description, then review the logic.
Explain a result to a non-technical audience	M365 COPILOT	Draft the plain-English summary of your findings, then check the claims.
Explore an unfamiliar dataset	COPILOT CHAT	Talk through what to check first and which charts would show it.
Build a dashboard or report	M365 COPILOT	Draft the structure in Excel/Power BI, then refine the measures.
Run a full recurring analysis	COPILOT COWORK	Delegate the routine monthly analysis: pull, clean, chart, draft commentary for review.
Answer 'what does this metric mean' for the business	COPILOT AGENTS	An agent grounded in your data dictionary that explains definitions and sources.

4 SKILLS TO BUILD

The AI-literacy habits this role needs.

- Checking the method, not just the output — AI will produce a clean wrong answer.
- Writing the question precisely before you write the prompt.
- Validating any AI-written code against known results.
- Watching for bias in data and in generated interpretations.

5 GETTING STARTED — 3 QUICK WINS THIS WEEK

- ✓ Ask Copilot to draft and explain one analysis query this week.
- ✓ Turn your last finding into a plain-English summary for the business.
- ✓ Use Chat to plan the first checks on a new dataset.

6 GETTING AHEAD — YOUR 90-DAY PLAN

Days 1–30 · Get started Use Copilot for code, summaries and exploration. Validate every result against something you trust.

Days 31–60 · Build the habit Delegate a recurring analysis to Cowork. Build prompts for your common tasks.

Days 61–90 · Get ahead Set up a metric-definitions agent for the business. Document a verification routine for AI output.

7 WHERE TO LEARN NEXT

Four short intro courses, in order. Start at the top.

- 01** Start with Copilot Chat
The no-risk way in. Ask, draft, summarise, compare. One hour.

02 Work inside M365 Copilot
Use it in the apps you already live in: Outlook, Word, Excel, Teams.

03 Delegate with Copilot Cowork
Hand over the multi-step jobs. Learn to brief, check and steer.

04 Build a Copilot Agent
Turn your most repeated task into a helper that runs itself.

Sources — Occupation overview: O*NET 30.2, occupation 15-2051.00 (oneline.org/link/summary/15-2051.00) and the ESCO occupational profile (esco.ec.europa.eu). Copilot tool descriptions: Microsoft 365 Copilot and Copilot Cowork product documentation, Microsoft, May 2026. AI mapping and pathways: Craig Stanley Studio. Verify figures and policy against your own systems before acting.

