Master AI Tools Training

Course Duration: 08 Hours **Course code: MAIT-01**

1. Course Overview

Master AI Tools Training is designed to help professionals and beginners learn how to use popular AI tools to improve productivity, automate tasks, and enhance creativity. This course covers practical applications of AI across industries, helping learners integrate AI tools into daily work and business processes effectively.

2. What you'll learn?

By the end of this course, you will be able to:

- Introduction to AI and its real-world applications
- How to use popular AI tools for productivity and automation
- AI tools for content creation, marketing, and data analysis
- Automating repetitive tasks using AI platforms
- Using AI for business growth and decision-making
- Best practices for integrating AI tools into daily workflows

3. Target Audience

This course is ideal for:

- Digital Marketers and Content Creators
- Business Owners and Entrepreneurs
- Students and Fresh Graduates
- IT Professionals
- Data Analysts and Business Analysts
- Anyone interested in learning and using AI tools for productivity

Phone: +91-999-911-1686 **Mail Us:** info@ssdntech.com

4. Pre-Requisites

Learners should have:

- Basic computer and internet knowledge
- Familiarity with using web-based tools and applications
- Interest in AI technologies and automation
- No prior AI or programming knowledge required (Beginner-friendly course)

5. Course content

Module 1: Introduction to Artificial Intelligence and AI Tools

- Introduction to Artificial Intelligence
- Evolution of AI in modern workplaces
- Understanding AI tools and their applications
- Difference between AI, Automation, and Machine Learning
- Overview of popular AI tools used in different industries
- Ethical and responsible use of Artificial Intelligence

Module 2: Prompt Engineering Fundamentals

- Introduction to Prompt Engineering
- Importance of prompts in AI tools
- Structure of an effective prompt
- Role, Context, Task prompting technique
- Improving AI responses using better prompts
- Common prompt mistakes and best practices

Module 3: AI Tools for Content Creation

- AI-powered content writing tools

- AI for blog and article writing
- AI for email drafting and communication
- AI for marketing and promotional content
- AI for social media content generation
- AI for rewriting, summarizing, and improving content

Module 4: AI Tools for Productivity and Office Work

- AI tools for workplace productivity
- AI for meeting summaries and note-taking
- AI for document generation and report creation
- AI for task management and planning
- AI for brainstorming and idea generation
- AI for organizing and managing information

Module 5: AI Tools for Image and Design Creation

- Introduction to AI image generation tools
- Writing prompts for image generation
- AI for creating marketing creatives
- AI for presentation design and visual content
- AI for social media graphics and branding

Module 6: AI Tools for Video and Audio Creation

- Introduction to AI video generation tools
- AI for text-to-video creation
- AI voice generation and narration
- AI-based video editing tools
- Creating promotional and explainer videos using AI

Module 7: Real-World Applications and Best Practices of AI

- Applications of AI in marketing and business
- AI in education and professional work environments
- AI in content creation and productivity improvement
- Best practices for using AI tools effectively
- Understanding the limitations of AI

- Responsible and ethical use of AI tools
- ft PL-400 certification

Phone: +91-999-911-1686 **Mail Us:** info@ssdntech.com