

# MS Office Using AI – Custom Training

**Course Duration: 16 Hours**

**Course Code: AI-MSOFFICE**

## 1. Course Overview

The **MS Office Using AI – Custom Training** program is designed to enhance productivity by integrating Artificial Intelligence into daily Microsoft Office tasks. This course covers smart automation, AI-powered tools, and advanced features in Word, Excel, PowerPoint, and Outlook to streamline workflows, improve accuracy, and boost efficiency in business environments.

## 2. What You'll Learn

- How to use AI features in MS Word for content creation and editing
- Automating Excel tasks using AI formulas and data insights
- Creating impactful presentations with AI-powered PowerPoint tools
- Smart email drafting and management in Outlook using AI
- Data analysis and visualization using AI tools
- Time-saving automation techniques for daily office work

## 3. Target Audience

- Working professionals and corporate employees
- Digital marketers and business analysts
- Administrative and operations staff
- Students and job seekers
- Anyone looking to improve productivity using MS Office and AI

## 4. Pre-Requisites

- Basic knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Familiarity with computer operations
- No prior AI knowledge required

## 5. Course Content

### **Module 1: Introduction to AI in MS Office**

- Basics of Artificial Intelligence
- AI integration in Microsoft Office tools

### **Module 2: AI in MS Word**

- AI-based content writing and editing
- Grammar correction and summarization

### **Module 3: AI in MS Excel**

- Data analysis using AI
- Predictive insights and automation
- AI-powered formulas and charts

### **Module 4: AI in PowerPoint**

- AI-based slide design
- Automated content suggestions
- Visual enhancements

### **Module 5: AI in Outlook**

- Smart email drafting
- Automated replies and scheduling

### **Module 6: Productivity & Automation**

- Workflow automation
- Integration with AI tools for daily tasks