

MS Office with AI

Course Duration: 2 months

Qualification: Open to all individuals interested in mastering MS Office and AI productivity tools.

Eligibility:

No prior experience required; open to students, professionals, and anyone interested in office productivity and AI.

Medium of Instruction:

English

Duration:

Minimum 2 months and Maximum 3 months

Program Details:

The program is divided into modules with practical assignments and projects. You will learn both the basics and advanced features of MS Office, as well as how to leverage AI for smarter work.

Curriculum: View Specialization: -

Module 1: MS Word with AI

- Creating Documents
- Formatting Text and Paragraphs
- Using AI for Editing Suggestions
- Smart Templates
- Automating Repetitive Tasks
- Practical Exercise: AI-assisted Document

Module 2: MS Excel with AI

- Data Entry Basics
- Basic Data Analysis
- AI-driven Data Insights

- Automated Charts & Graphs
- Reporting with AI Features
- Practical Project: Analyze Sample Data

Module 3: MS PowerPoint with AI

- Designing Presentations
- Layout and Slide Formatting
- AI-based Design Ideas
- Smart Animations & Transitions
- Practical Project: AI-enhanced Presentation

Module 4: Office Automation & Productivity

- Integrating AI Tools in Office Suite
- Automating Workflows
- Productivity Tips with AI
- Capstone Project: Smart Office Solution

