

MS office with AI Course Content

Chapter 1: Introduction to MS Office & AI

- Overview of MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Role of AI in productivity tools
- Microsoft Copilot & AI-powered assistants
- Benefits of integrating AI with MS Office

Chapter 2: MS Word Fundamentals with AI

- Creating, formatting, and editing documents
- AI-assisted grammar, style, and tone correction
- Using AI for summaries & content generation
- Smart document design with templates

Chapter 3: Advanced Word & AI Features

- Citation and bibliography automation
- AI-powered translation & proofreading
- Speech-to-text and dictation tools
- Collaboration with real-time AI suggestions

Chapter 4: MS Excel Fundamentals

- Basics: Worksheets, formulas, charts
- Data entry and formatting shortcuts
- Introduction to AI data insights in Excel
- Using Copilot to generate formulas

Chapter 5: Advanced Excel with AI

- AI-driven data analysis and forecasting
- Power Query & Power Pivot with AI
- Automating reports using Copilot
- AI for error detection & optimization

Chapter 6: MS PowerPoint Fundamentals

- Creating slides, layouts, and themes
- AI-powered design suggestions
- Smart slide structuring & storytelling with AI

- Adding animations and transitions efficiently

Chapter 7: Advanced PowerPoint with AI

- AI-based presentation rehearsal & feedback
- Using Designer & Copilot for visuals
- AI for creating charts & infographics
- Converting text into presentation automatically

Chapter 8: MS Outlook & AI Productivity

- Managing emails, calendars, and tasks
- AI for email drafting & scheduling
- Smart filtering & prioritization of messages
- Using Copilot for meeting notes & summaries

Chapter 9: Results from Interviews

- Microsoft Teams & AI integration
- OneDrive collaboration with AI
- Co-authoring and version control
- AI-powered meeting transcription

Chapter 10: Analysis & Discussion – Project Management Community

- Protecting sensitive data in AI workflows
- AI-powered threat detection in emails
- Privacy considerations when using AI assistants
- Compliance with corporate and personal data policies

Chapter 11: Building and Implementing AI Systems for Project Managers

- Automating repetitive tasks with AI & macros
- Workflow automation using Power Automate
- Integrating AI chatbots with MS Office
- AI for report generation and business intelligence

Chapter 12: Governance, Ethics, and the Future

- AI-driven business reports in Word
- Data-driven dashboards in Excel
- AI-enhanced presentations in PowerPoint

- AI-based communication strategies in Outlook

Chapter 13: Capstone Projects

Business Proposal Package:

- Word: AI-generated report & formatting
- Excel: AI-driven data analysis & forecasting
- PowerPoint: AI-enhanced presentation slides
- Outlook: AI-assisted communication plan
- Personal Productivity Dashboard: Combining Office + AI tools to showcase workflow automation.



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