

**START YOUR AI
MS OFFICE
CAREER TODAY!!**

CREDO SYSTEMZ
**AI MS Office
Program**

Capstone Projects :

Real Time Business Scenario using
AI MS Office



AI-Powered Excel Sales Forecasting

Use AI models in Excel to analyze historical data and build predictive forecasts for sales trends and seasonal demand.



PowerPoint Slide Generator

Build an AI tool that converts raw text or reports into polished PowerPoint presentations with visuals and summaries.



Automated Email Insights in Outlook

Apply AI to classify, prioritize, and draft responses for emails, improving productivity and customer communication.



Task Automation with Power Automate + AI

Create workflows that use AI to extract data from invoices, classify documents, and update records across MS Office apps.



Customer Sentiment Dashboard in Power BI

Use AI sentiment analysis on feedback or survey data and visualize customer satisfaction trends in interactive dashboards.



Smart Document Summarizer in Word

Integrate AI to automatically summarize lengthy reports, highlight key insights, and generate executive summaries.



AI MS OFFICE COURSE SYLLABUS

● Section 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

● Section 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

● Section 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

● Section 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

● Section 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

● **Section 6 : MS PowerPoint Fundamentals**

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

● **Section 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

● **Section 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

● **Section 9 : Results from Interviews**

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

● **Section 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

● **Section 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

● **Section 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

● **Section 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.



Earn your AI MS Office Course Completion Certificate

Credo Systemz's certificate is highly recognized by
30K Global companies around the world.



WHAT OUR **TRAINEE** SAYS?



Yuvaraj

4.7 ★★★★★

The AI Project Management course at Credo Systemz was well-organized. Trainers explained with patience and clarity. Very useful for improving AI skills.



Madhumathi

4.2 ★★★★★

Credo Systemz offered excellent AI Excel training. The trainers taught with clarity, practical exercises were given, and the course felt valuable.



Tharun

5.0 ★★★★★

I completed Agentic AI training from credo Systemz, Velachery. The training provided has been excellent and from a real-time perspective. I would recommend anyone looking for Agentic AI training.



Gokulnath

4.9 ★★★★★

Very good institution, I have completed my AI MS Office course with Credo systemz and our Mentor was extremely good and supportive it was very great session throughout the course!!!



sivasankari

4.0 ★★★★★

Very satisfied with Credo Systemz! The AI course gave me confidence. Trainers explained concepts well and provided useful practice sessions. Thank you Credo Systemz.



Rajiv

4.5 ★★★★★


Credo Systemz provided a professional AI Business Analyst course. Content was easy, trainers were friendly, and I gained practical skills effectively.



CHENNAI


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OVERSEAS

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