



MICROSOFT TRAINING

AI in Microsoft Office for Educators Course Overview

Empower educators with AI in Microsoft Office. Learn to leverage AI tools to enhance teaching and create engaging learning experiences.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This "AI in Microsoft Office for Educators Course Overview" is meticulously designed to empower educators with the essential knowledge and practical skills required to seamlessly integrate cutting-edge artificial intelligence functionalities embedded within Microsoft Office applications into their daily teaching, administrative, and research activities. In just 2 hours, participants will embark on a comprehensive exploration of how powerful AI tools like Microsoft Copilot, intelligent content suggestions, advanced data analysis features, and automation capabilities across Word, PowerPoint, Excel, Outlook, and Teams can profoundly transform classroom management, lesson planning, assessment creation, and student engagement. The course places a strong emphasis on practical application, providing clear demonstrations of how these AI enhancements can dramatically streamline workflows, free up invaluable time, and foster more dynamic, personalized, and impactful learning experiences for students.

By mastering the robust AI features available within the Microsoft Office suite, educators will gain a significant competitive advantage in leveraging modern technology to elevate educational outcomes and prepare the next generation for an AI-driven world. This concise yet impactful course offers tangible professional benefits, including substantially increased productivity through intelligent task automation, improved quality and relevance of instructional materials with AI-driven content creation, and deeper, more actionable insights into student performance through intelligent data analysis. Ultimately, participants will emerge better equipped to cultivate an innovative learning environment, lead by example in technology adoption, and solidify their professional standing as forward-thinking, tech-savvy educators.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Foundations of AI in Education with Microsoft Office

- Defining Artificial Intelligence and its transformative relevance for educators
- Overview of core AI capabilities within the Microsoft 365 ecosystem
- Introduction to Microsoft Copilot: an AI assistant for educators
- Ethical considerations and responsible AI use in the classroom

02 Module 2: Boosting Productivity with AI in Word, PowerPoint, and Outlook

- Leveraging AI for faster content generation and intelligent summarization in Word and PowerPoint
- Enhancing presentation design, accessibility, and visual impact with AI features
- Streamlining email communication, scheduling, and task management with AI in Outlook
- Automating repetitive administrative tasks for increased efficiency

03 Module 3: Data Insights and Student Engagement with AI in Excel & Teams

- Utilizing AI features in Excel for quick data analysis of student performance and trends
- Generating intelligent dashboards and reports for educational metrics
- Harnessing AI in Microsoft Teams for meeting summaries, transcription, and collaborative learning enhancements
- Exploring AI's potential for personalized learning pathways and automated feedback mechanisms

04 Module 4: Integrating AI for Innovative Teaching & Learning

- Practical scenarios: Applying AI across diverse teaching contexts and subject matters
- Overview of future AI trends and their projected impact on education

- Strategies for continuous learning and adaptation to evolving AI tools in Microsoft 365
- Designing AI-enhanced learning activities and assessments

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Instructional Technology Specialist (K-12 or Higher Education)**
- > **Curriculum Developer specializing in AI-enhanced content**
- > **Educational Administrator focused on technology integration**

FREQUENTLY ASKED QUESTIONS

Q: How will this course specifically help me personalize learning experiences for my students using Microsoft Office tools?

This course will demonstrate how AI features within Microsoft Office, such as intelligent data analysis in Excel, can identify student learning patterns and areas needing improvement, allowing you to tailor feedback and allocate resources more effectively. You'll also learn to utilize AI-generated content suggestions and summarization tools in Word and PowerPoint to quickly adapt instructional materials to different learning styles and levels, providing a more individualized and engaging educational journey for each student.

Q: Do I need specific versions of Microsoft Office or prior access to Microsoft Copilot to fully benefit from this course?

While this course highlights advanced capabilities like Microsoft Copilot, it primarily focuses on the general AI features increasingly integrated across modern Microsoft 365 applications. A subscription to Microsoft 365 (e.g., an A3 or A5 plan for education) is highly recommended to fully engage with and practice the AI functionalities discussed. Basic familiarity with the core operations of Word, PowerPoint, and Excel is expected, but no prior AI experience is required.

Q: Beyond basic productivity enhancements, what advanced teaching methodologies can I implement after completing this overview?

Upon completing this overview, you'll be equipped to integrate AI for innovative teaching methodologies such as flipped classrooms (using AI to efficiently prepare pre-lecture content and summaries), project-based learning (leveraging AI for research, content creation, and presentation design), and differentiated instruction (utilizing AI for content adaptation to meet diverse student needs). The course provides foundational strategies to use AI to enhance critical thinking activities, automate aspects of formative assessments, and foster a more dynamic, technology-integrated learning environment.

ABOUT COMPUTER PRIDE



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With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading

technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

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READY TO ENROL?

Take the next step in your technology career.

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