



MICROSOFT TRAINING

MS Office Bootcamp Using AI Course Overview

Master essential MS Office applications and supercharge your efficiency by integrating powerful AI tools.

DURATION

24 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

Unlock unparalleled productivity and elevate your professional capabilities with Computer Pride's MS Office Bootcamp Using AI Course Overview. This intermediate-level, 24-hour program is meticulously designed to transform your interaction with the essential Microsoft Office suite by integrating cutting-edge Artificial Intelligence tools and features. You'll move beyond basic functionality, learning to leverage AI within Excel for advanced data analysis and predictive modeling, craft compelling documents and presentations faster with AI-powered assistance in Word and PowerPoint, and streamline communication and collaboration using intelligent features in Outlook and Teams. This course is not just about using software; it's about mastering a new paradigm of efficient and insightful work.

Participants will gain a significant competitive edge by understanding how AI can automate repetitive tasks, generate insights from complex datasets, enhance content creation, and improve decision-making processes across the Microsoft 365 ecosystem. By the end of this bootcamp, you will be proficient in utilizing AI to optimize workflows, create more impactful reports and presentations, manage projects with greater efficiency, and communicate more effectively, making you an invaluable asset in any modern professional environment. This practical, hands-on training ensures you are well-equipped to tackle contemporary business challenges with intelligent solutions.

Duration	24 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to AI in MS Office and Core Excel with AI

- Understanding AI's role in modern productivity suites
- Overview of AI features across MS Office 365
- Data entry, formatting, and basic formulas in Excel
- Introduction to 'Ideas' and 'Analyze Data' features in Excel
- Using Flash Fill and Text to Columns with intelligent pattern recognition

02 Module 2: Advanced Excel Functions and Data Analysis with AI

- Advanced Excel functions (LOOKUPS, IF statements, nested functions)
- Power Query for data transformation and cleaning with AI suggestions
- Creating interactive dashboards and charts enhanced by AI insights
- Introduction to AI-driven forecasting and what-if analysis in Excel
- Using Excel's 'Text to Speech' and 'Smart Lookup' for data understanding

03 Module 3: AI-Enhanced Word and PowerPoint for Professional Communication

- Advanced document creation and formatting in Word
- Leveraging AI-powered 'Editor' for grammar, style, and conciseness
- Using 'Researcher' and 'Insights' for quick content generation and citation
- Designing impactful presentations with PowerPoint's 'Designer' and 'Presenter Coach'
- Automating slide creation and content suggestions with AI in PowerPoint

04 Module 4: Outlook, Teams, and OneNote Productivity with AI

- Mastering email management with Outlook's 'Suggested Replies' and 'Insights'
- Using AI for intelligent scheduling and meeting summaries in Outlook
- Optimizing collaboration in Teams with AI-powered meeting transcription and highlights

- Leveraging OneNote for intelligent note-taking and content organization
- Integrating Microsoft To Do and Planner with AI for task management

05 Module 5: Integrating Office Applications and AI for Workflow Automation

- Introduction to Power Automate (Flow) for cross-application automation
- Building simple AI-driven workflows between Office apps (e.g., Excel to Outlook)
- Creating custom templates and macros for repetitive tasks
- Best practices for secure and efficient use of AI in business workflows
- Overview of Copilot and its potential for future productivity enhancements

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **AI-Enhanced Business Analyst**
- > **Digital Workflow Specialist**
- > **Productivity and Collaboration Consultant**

FREQUENTLY ASKED QUESTIONS

Q: What specific AI tools or features within MS Office will I learn to utilize in this bootcamp?

This bootcamp focuses on practical application of built-in AI features such as Excel's 'Ideas' and 'Analyze Data', Word's 'Editor' and 'Researcher', PowerPoint's 'Designer' and 'Presenter Coach', Outlook's 'Suggested Replies' and 'Insights', and an introduction to AI-driven automations via Power Automate. You'll gain hands-on experience in leveraging these tools to enhance data analysis, content creation, communication, and overall workflow efficiency across the Microsoft 365 suite.

Q: Will this course help me improve my data analysis skills, even if I'm not a data scientist?

Absolutely. While not a data science course, this bootcamp significantly enhances your data analysis capabilities within Excel. You will learn to use AI-powered features like 'Analyze Data' to quickly identify trends, patterns, and insights in your datasets without complex formulas. The course also covers advanced functions and Power Query, which, when combined with AI suggestions, empower you to clean, transform, and derive meaningful conclusions from your data more efficiently and effectively, making you a more astute business professional.

Q: What are the prerequisites for enrolling in the MS Office Bootcamp Using AI Course Overview?

This is an intermediate-level course, so a foundational understanding and basic working knowledge of Microsoft Office applications (Excel, Word, PowerPoint, Outlook) is essential. Participants should be comfortable with basic navigation, data entry, and common functions within these applications. While no prior experience with AI is required, a willingness to explore and adopt new technological approaches to productivity will be beneficial.

ABOUT COMPUTER PRIDE

**computerpride*****East Africa's Premier IT Training Center***

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+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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