



MICROSOFT TRAINING

Mastering Ms Office Course With Chatgpt

Master MS Office applications and boost productivity by integrating ChatGPT for advanced document creation and data analysis.

DURATION

2 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 skillset with Computer Pride's 'Mastering Ms Office Course With ChatGPT'. This intermediate-level course is meticulously designed for professionals seeking to revolutionize their daily workflows by integrating the powerful capabilities of Microsoft Office applications with the cutting-edge intelligence of ChatGPT. Over two intensive hours, you will delve into practical strategies for leveraging AI to streamline document creation, enhance data analysis, craft compelling presentations, and optimize communication within Word, Excel, PowerPoint, and Outlook. This unique blend ensures you not only master the core functionalities of Office but also gain a significant competitive edge in today's AI-driven professional landscape.

This course transcends traditional Office training by focusing on practical, hands-on applications of generative AI. You will learn to use ChatGPT to automatically generate content, summarize lengthy documents, draft professional emails, brainstorm ideas, and even assist with complex data formulas, transforming how you approach common office tasks. By the end of this certification, you will be equipped to work smarter, faster, and more efficiently, directly contributing to improved organizational productivity and allowing you to take on more strategic responsibilities. This is an essential program for anyone looking to future-proof their career by embracing the synergy between established productivity suites and transformative artificial intelligence.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to AI Productivity & ChatGPT Fundamentals

- The evolving landscape of AI in the workplace
- Understanding ChatGPT: Capabilities and limitations
- Setting up and interacting with ChatGPT for professional use
- Ethical considerations and best practices for AI integration

02 Module 2: Revolutionizing Document Creation with ChatGPT and MS Word/Outlook

- Generating professional document drafts, reports, and proposals with ChatGPT
- Summarizing lengthy texts and extracting key information using AI
- Crafting compelling and error-free emails and communications in Outlook with ChatGPT
- Brainstorming and outlining content for various written tasks

03 Module 3: Enhancing Data Analysis and Presentations with ChatGPT and MS Excel/PowerPoint

- Using ChatGPT to generate Excel formulas and interpret data insights
- Creating structured data sets and cleaning data with AI assistance
- Developing engaging presentation outlines and content for PowerPoint using ChatGPT
- Refining slide content, titles, and talking points with AI for maximum impact

04 Module 4: Advanced AI-Powered Office Workflows and Productivity Hacks

- Combining AI prompts for complex multi-application tasks
- Leveraging ChatGPT for creative problem-solving in Office environments
- Tips and tricks for maximizing efficiency across the Office suite with AI
- Staying updated with new AI features and tools for ongoing productivity gains

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **AI-Enhanced Administrative Assistant**
- > **Digital Content Creator (AI-assisted)**
- > **Productivity Specialist (leveraging AI tools)**

FREQUENTLY ASKED QUESTIONS

Q: How will mastering Microsoft Office with ChatGPT specifically enhance my daily productivity in an administrative or professional role?

This course uniquely positions you to automate and accelerate many routine tasks. You'll learn to use ChatGPT to instantly draft emails, summarize lengthy documents, generate ideas for reports, and even create initial content for presentations, freeing up significant time. This means you can focus on more strategic initiatives, improve the quality and speed of your output, and handle a higher volume of work with greater efficiency, making you an invaluable asset to any team.

Q: What are the prerequisites for enrolling in this 'Mastering Ms Office Course With ChatGPT'? Do I need prior AI experience?

While no prior experience with AI or ChatGPT is required, a foundational working knowledge of Microsoft Office applications (Word, Excel, PowerPoint, Outlook) is highly recommended, as this is an intermediate-level course. Basic computer literacy and internet navigation skills are also essential. The course focuses on integrating ChatGPT into existing Office workflows, so familiarity with the core Office suite will allow you to grasp the AI applications more effectively.

Q: Can I expect to work on real-world examples or projects that demonstrate the practical application of ChatGPT within Office programs during the course?

Absolutely. The 'Mastering Ms Office Course With ChatGPT' is designed with a strong emphasis on practical application. You will engage in hands-on exercises and case studies that simulate real-world scenarios, such as using ChatGPT to help write a business proposal in Word, generating spreadsheet formulas in Excel, creating a presentation outline in PowerPoint, and drafting professional emails in Outlook. These practical applications will solidify your understanding and provide tangible skills to immediately implement in your professional life.

ABOUT COMPUTER PRIDE



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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