



MICROSOFT TRAINING

Microsoft Office Ai Course

Unlock the power of AI in Microsoft Office. Learn to automate tasks and enhance productivity with intelligent features.

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 innovation with our comprehensive Microsoft Office AI Course. This program is meticulously designed to equip professionals with the skills to harness the transformative power of Artificial Intelligence embedded within the Microsoft 365 suite, including the revolutionary Microsoft 365 Copilot. You'll delve into cutting-edge AI features across Word, Excel, PowerPoint, and Outlook, learning how to automate tasks, generate insights, streamline content creation, and enhance communication efficiency.

This course transcends basic application usage, focusing on strategic implementation of AI tools to elevate your daily workflow. By mastering AI-driven functionalities, you will dramatically reduce time spent on repetitive tasks, produce higher-quality documents and presentations, and gain deeper, faster insights from complex data. The practical, hands-on approach ensures you can immediately apply your new skills, making you an indispensable asset in any modern, data-driven organization.

Embrace the future of work by integrating intelligent automation into your professional toolkit. This certification will not only boost your individual productivity but also position you as a leader in leveraging technology for smarter, more effective business outcomes, ultimately accelerating your career growth in an increasingly AI-centric world.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to AI in Microsoft Office & Microsoft 365 Copilot

- Understanding Artificial Intelligence in the workplace
- Overview of Microsoft 365 Copilot and its capabilities
- Setting up and accessing AI features within Office applications
- Ethical considerations and responsible AI usage

02 Module 2: Enhancing Productivity with AI in Microsoft Word

- Generating document drafts and summaries with AI
- Refining text, improving grammar, and adjusting tone
- Automating content creation for reports and proposals
- Using AI for research assistance and citation management

03 Module 3: Advanced Data Analysis and Insights with AI in Excel

- Leveraging "Analyze Data" feature for quick insights
- Using AI for complex formula generation and error checking
- Automating data cleaning and transformation tasks
- Creating intelligent charts and pivot tables

04 Module 4: Dynamic Presentations and Visuals with AI in PowerPoint

- Designing professional slides from outlines or text
- Using AI for image suggestions and layout optimization
- Generating presentation summaries and speaker notes
- Enhancing visual appeal and engagement with smart design features

05 Module 5: Streamlining Communication with AI in Outlook

- Drafting emails and generating professional responses
- Summarizing long email threads and meeting notes
- Prioritizing emails and managing calendars intelligently
- Utilizing AI for meeting scheduling and action item extraction

06 Module 6: Integrated Workflows & Future of AI in Office

- Connecting AI features across different Office applications
- Exploring advanced Copilot scenarios and custom prompts
- Troubleshooting common AI integration challenges
- Staying updated with future AI developments in Microsoft 365

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Business Intelligence Analyst**
- > **Digital Marketing Specialist**
- > **Executive Assistant / Administrative Professional**

FREQUENTLY ASKED QUESTIONS

Q: How will mastering AI features in Microsoft Office specifically improve my daily workflow and decision-making capabilities?

This course will equip you with practical skills to automate repetitive tasks, generate insights from data faster, draft professional content more efficiently, and streamline communications. You'll move beyond manual processes, freeing up time for strategic thinking and enabling more informed decisions through AI-driven data analysis and content synthesis directly within your familiar Office applications.

Q: Are there any specific prerequisites or prior AI knowledge required to effectively utilize this Microsoft Office AI Course?

While no prior AI programming knowledge is required, a foundational understanding and proficiency in using core Microsoft Office applications (Word, Excel, PowerPoint, Outlook) is highly recommended. The course focuses on applying AI *within* these applications, so familiarity with their basic functionalities will ensure you get the most out of the advanced AI features taught.

Q: Beyond basic automation, what advanced capabilities can I expect to unlock in data analysis or content creation using the AI tools covered in this course?

You'll learn to leverage AI for sophisticated data pattern recognition in Excel, enabling quick identification of trends, outliers, and anomalies without manual formula construction. For content creation, you'll master generating comprehensive document drafts from bullet points, refining tone and style, and transforming raw ideas into polished, visually engaging presentations, significantly elevating the quality and speed of your output beyond simple spell-checking or template usage.

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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