



MICROSOFT TRAINING

Ms Office Ai 1 Day Course

Master MS Office AI tools to streamline your workflow and supercharge productivity in just one day.

DURATION

24 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

-
- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

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COURSE OVERVIEW

This intensive one-day "Ms Office AI" course by Microsoft, offered at Computer Pride, is designed to empower intermediate-level users with the transformative capabilities of Artificial Intelligence integrated within the Microsoft 365 ecosystem. In today's fast-paced digital landscape, mastering AI-powered tools is no longer an option but a necessity for enhancing productivity and efficiency. This course specifically focuses on leveraging Microsoft 365 Copilot and other AI features across key applications like Word, Excel, PowerPoint, and Outlook.

Participants will learn how to automate routine tasks, generate high-quality content, analyze data with unprecedented speed, and streamline communication, ultimately freeing up valuable time for more strategic initiatives. The curriculum emphasizes practical, hands-on application, ensuring that by the end of the 24-hour program, attendees can confidently apply AI tools to solve real-world business challenges. This certification is ideal for professionals looking to future-proof their skills and gain a competitive edge by transforming how they interact with their daily office suite.

Duration	24 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

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

- Understanding the AI revolution in productivity software
- Introduction to Microsoft 365 Copilot: Vision and Capabilities
- Setting up and interacting with Copilot
- Ethical considerations and best practices for AI use in the workplace

02 Module 2: AI-Powered Document Creation with Word

- Generating first drafts and outlines with Copilot in Word
- Summarizing long documents and extracting key information
- Rewriting and refining text for clarity and tone
- Collaborative document editing with AI assistance

03 Module 3: Advanced Data Analysis and Insights with Excel

- Using Copilot for intelligent data exploration and pattern recognition
- Generating formulas and macros with AI suggestions
- Creating compelling charts and pivot tables from natural language prompts
- Ask Copilot for data trends and predictive insights

04 Module 4: Dynamic Presentation Design with PowerPoint AI

- Transforming ideas into polished presentations with Copilot
- Auto-generating slides from outlines or existing documents
- Enhancing visual appeal with AI-powered design suggestions
- Crafting engaging narratives and speaker notes with AI support

05 Module 5: Streamlined Communication with Outlook AI

- Drafting professional emails and responses with Copilot
- Summarizing lengthy email threads and meeting transcripts
- AI-powered scheduling and calendar management
- Prioritizing inbox items and managing tasks efficiently

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Enhanced Business Analyst specializing in AI-driven data insights**
- > **Executive Assistant leveraging AI for advanced document management and communication**
- > **Productivity Specialist optimizing workflows with Microsoft 365 AI tools**

FREQUENTLY ASKED QUESTIONS

Q: What foundational Microsoft Office skills are recommended before taking this "Ms Office AI 1 Day Course"?

This course is designed for intermediate users. Participants should have a solid working knowledge of core Microsoft 365 applications, including proficiency in creating and editing documents in Word, managing data in Excel, building presentations in PowerPoint, and handling emails in Outlook. While prior AI experience is not required, a comfortable understanding of the basic functionalities of each application is essential to maximize learning from the AI integrations.

Q: How quickly can I expect to see a tangible improvement in my daily productivity after completing this 1-day course?

Given the practical, hands-on nature of the "Ms Office AI 1 Day Course," participants can expect to immediately apply the learned AI functionalities to their daily tasks. Within days, you should observe significant improvements in drafting documents, analyzing spreadsheets, creating presentations, and managing communications, leading to substantial time savings and enhanced output quality across your Microsoft 365 workflow.

Q: Will this course equip me to handle sensitive company data using AI features ethically and securely within Microsoft Office?

Yes, a dedicated segment of the "Ms Office AI 1 Day Course" focuses on the ethical considerations and best practices for using AI tools like Copilot, especially when dealing with sensitive information. We will cover Microsoft's commitment to data privacy and security within the Microsoft 365 AI framework, ensuring that you understand how to leverage these powerful tools responsibly and maintain compliance with organizational data governance policies.

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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