

AI in Microsoft Office for educators

Note: Tools used will be Copilot PRO and the participants would require license for Copilot PRO. However, trainer can demonstrate using Copilot PRO.

Module 1: Introduction to AI in Education

- **Understanding AI:** Explore the basics of artificial intelligence, its applications, and its impact on education.
- **AI Tools in Microsoft Office:** Discuss how AI is integrated into Microsoft Office applications such as Word, Excel, PowerPoint, and OneNote.

Module 2: Enhancing Productivity with AI

- **Automated Tasks:** Learn how AI can automate repetitive tasks, such as grading assignments, generating personalized content, and creating rubrics.
- **Time-Saving Features:** Explore time-saving features in Microsoft Office, including smart suggestions, predictive text, and auto-completion.

Module 3: Personalized Learning with AI

- **Adaptive Learning:** Understand how AI can personalize learning experiences for students based on their individual needs and learning styles.
- **Creating Customized Content:** Explore tools for creating personalized lesson plans, quizzes, and study materials using AI.

Module 4: Advanced AI Techniques for Educators

- **Natural Language Processing (NLP):** Dive into NLP techniques that enhance communication and understanding within educational content.
- **Visual Recognition and Analysis:** Discover how AI can analyze images, charts, and graphs to extract meaningful insights.