

## **Ms-Office with AI**

**Duration 16 Hours**

### **Day 1 (8 Hours) – Core Microsoft Office Tools**

#### **Session 1: Mastering Microsoft Excel – Part 1 (2.5 hours)**

- Introduction to Excel for workplace productivity
- Excel interface, ribbon, shortcuts, and templates
- Formulas and functions (SUM, IF, VLOOKUP, COUNTIF, TEXT, etc.)
- Data validation, conditional formatting, drop-downs
- Sorting, filtering, and basic charts (Bar, Line, Pie)

**Activity:** Real-life mini-project: Sales Dashboard Creation (Basic)

---

#### **Session 2: Working Smart with Microsoft Word (2 hours)**

- Layouts, templates, and quick formatting
- Using styles, headers/footers, page numbers
- Track changes, comments, and collaboration tools
- Creating dynamic documents with tables, SmartArt, images
- Mail merge with Excel (labels, bulk emails)

**Activity:** Automating HR letters and reports using mail merge

---

#### **Session 3: Building Engaging Presentations in PowerPoint (2 hours)**

- Design best practices and slide master usage
- Adding animations, transitions, and multimedia
- Using SmartArt, charts, and linking Excel data
- Presenting data stories effectively
- Tips for confident delivery and storytelling

**Activity:** Participants prepare and present a 3-slide business update

---

#### **Session 4: Introduction to MS Access (1.5 hours)**

- What is Access and when to use it
- Tables, queries, forms, and reports
- Relational databases and data normalization
- Simple form and report creation

**Activity:** Create a basic employee database

---

### **Day 2 (8 Hours) – Advanced Tools + AI Integration**

#### **Session 5: Advanced Excel & Productivity Techniques (2.5 hours)**

- PivotTables and PivotCharts
- Advanced formulas (INDEX-MATCH, INDIRECT, nested IFs)
- Data cleaning with Flash Fill, Power Query basics
- What-if Analysis: Goal Seek, Scenario Manager, Data Tables
- Introduction to Power Pivot (optional for advanced group)

**Activity:** Build a sales performance dashboard with slicers

---

#### **Session 6: AI-Powered Features in Microsoft Office (2 hours)**

- Microsoft 365 Copilot overview
- AI in Excel:
  - Formula suggestions
  - Trend analysis
  - Forecasting
- AI in Word:
  - Smart summaries, writing suggestions

- Auto document creation
- AI in PowerPoint:
  - Designer, Presenter Coach
- Ethics and responsible use of AI in Office

**Activity:** Hands-on with Copilot prompts in Excel & Word (demo)

---

### **Session 7: Collaborative Office & Cloud Features (1.5 hours)**

- Working with OneDrive and SharePoint
  - Real-time collaboration in Excel, Word, and PPT
  - Version history and file recovery
  - Co-authoring, commenting, and sharing securely
- 

### **Session 8: Capstone Activity + Q&A (2 hours)**

- Group capstone project: Create a business case using Excel, Word, and PPT
- Present group work with feedback
- Recap and wrap-up
- Feedback collection