

KOENIG SOLUTIONS • COURSE OUTLINE

MS Office with AI in 1 Day

Learn to use Word, Excel, PowerPoint, Outlook and Teams with AI tools such as ChatGPT and Copilot to create and manage documents.

1 Day

8 HOURS A DAY

21

MODULES

137

TOPICS

COURSE OVERVIEW

This course covers creating, formatting and editing documents in Word, including illustrations and AI-assisted document creation. It then moves through Excel, covering worksheet formatting, functions, cell referencing, row and column management, and the use of ChatGPT for prompts and Excel integration. The course continues with PowerPoint presentation formatting, finalisation, the Backstage view and AI tools for presentations, before covering Outlook email and calendar tasks and Teams collaboration, concluding with Microsoft Copilot for Office.

WHO THIS COURSE IS FOR

Office Administrators

Executive Assistants

Business Analysts

Project Coordinators

Team Members

Data Entry Professionals

LEARNING OBJECTIVES

- Create, format and edit documents in Microsoft Word
- Insert illustrations such as charts, shapes and SmartArt in Word
- Apply AI tools to create professional Word documents
- Format worksheets and apply functions in Excel
- Explain relative, absolute and mixed cell references
- Generate ChatGPT prompts and integrate them with Excel
- Format and finalise presentations in PowerPoint
- Manage email messages and calendar items in Outlook

21 Modules, 137 Topics

01

Introduction to Word

TOPICS

Creating, Saving, Closing & Opening Document · The Ribbon, Tabs & Groups · The Quick access Toolbar

02

Formatting Microsoft Word Documents

TOPICS

- Working with Fonts
- Inserting a hyperlink in a Document
- Using Styles
- Using Themes
- Using Shading and Borders
- Using the Ruler
- Setting Margins
- Using Format Painter
- Working with Bullets, Alignment & paragraphs

03

Editing Documents

TOPICS

Find · Find and Replace · Find and Replace Tips · Using the Clipboard

04

Working with Illustrations

TOPICS

Adding and Editing Charts · Working with Clip Art · Using Shapes · Working with Icons · Working with SmartArt · Creating Captions · Using Building Blocks

05

Working with AI to Create Professional Documents for MS Word

01

Formatting Microsoft Excel Worksheets

TOPICS

The Font Group · Working with Font Group Commands · The Alignment Group · Working with Alignment Group Commands · The Number Group · Working with Number Group Commands · Working with styles

02

Using Some Basic Functions in Microsoft Excel

SOME IMPORTANT FUNCTIONS

- Sum
- Average
- Max
- Min
- Count
- Upper
- Lower
- Proper
- Right
- Left
- Trim
- Concat
- IF Statement

03

Cell Referencing

TOPICS

Relative, Absolute, and Mixed Cell References

04

Working with Cells, Rows and Columns

TOPICS

- Adding and Deleting Cells
- Inserting Rows and Columns
- Deleting Rows and Columns
- Adding and Deleting Worksheets
- Copying and Moving Worksheets
- Changing the Order of Worksheets
- Adding Color to Worksheet Tabs
- Renaming worksheet
- Setting Row Height and Column Width
- Hiding and Unhiding Rows and Columns
- Adding Themes to Workbooks
- Splitting the Worksheet Window
- Transposing Rows and Columns
- Freezing Panes

05

Using Chat GPT and Generate Chat GPT Prompt

TOPICS

Chat GPT Account · Chat GPT with Excel Introduction · Benefits of using ChatGPT · Overview Of The ChatGPT Interface · Effectively Creating Prompts

06

Integrating Chat GPT with Excel

TOPICS

- CHATGPT with EXCEL: Sum, If
- CHATGPT with EXCEL: Left, Right, DatedIf, NetworkDays
- CHATGPT with EXCEL: VLookUp
- CHATGPT with EXCEL: SumIf, CountIf
- Generate Pivot Table & chart using plug inn

01

Formatting Microsoft PowerPoint Presentations

TOPICS

- Inserting slide
- Selecting a Slide Layout
- Using different layouts
- Formatting Text
- Formatting Text as WordArt
- Creating Bulleted and Numbered Lists
- Ink Equation
- Formatting Text Placeholders
- Adding Slides to a Presentations
- Arranging Slides
- Organizing a Presentation in Sections

02

Finalizing Microsoft PowerPoint Presentations

TOPICS

Accessing Different Views of a Presentation · Adding themes to Slides · Running a Slide Show · Printing a Presentation

03

The Backstage View (The File Menu)

TOPICS

Introduction to the Backstage View · Opening a Presentation · New Presentations and Presentation Templates · Presentation Properties

04

Using AI Tool for Presentation

TOPICS

- AI tools used for presentation
- Advantages of using AI tool
- Choosing the Right AI Tool
- How to Enhance Delivery of presentation with AI

01

Performing Popular Tasks in Outlook 2019

TOPICS

- Setting Up an Email Account
- Open Email Messages
- Reply to and Forward Email Messages
- Preview and Save an Attachment
- Print a Message
- Delete a Message
- Save a Message in an Alternate Format
- Delegate Access
- Customize the Navigation Pane

02

Working with Messages

TOPICS

- Print Messages
- Delete Messages
- Compose a Message
- Add an Attachment
- Add Voting Options
- Check Spelling and Grammar
- Format Text
- Use Microsoft Word to Edit Messages
- Insert a Hyperlink or Image to a Message
- Send a message

03

Working with the Calendar

TOPICS

Change Your Calendar View · Schedule a Meeting · Make Updates to Meetings · Cancel a Meeting · Reply to a Meeting Invitation · Create & Schedule an Appointment

01

Introduction to Teams

TOPICS

What is Teams? · How to use Teams · Team components · When to use Teams · Create a new Team · An introduction to Groups

Collaboration with Teams

TOPICS

- Joining a Team
- Team permissions
- Guest permissions
- Channels
- Private channels
- Private channel structure
- Channel posts
- @mentions
- Channel announcements
- Channel notifications
- Manage a channel
- Email a channel
- Tabs
- What are tabs
- Team Conversation

Microsoft Copilot for Office

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

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1-on-1 Training

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