



CERTIFICATE IN AI INTEGRATED MS OFFICE

**DURATION: 150 Hours
TOTAL CREDITS: 5**

COURSE SYLLABUS

Objective

The Diploma in AI Integration in Microsoft Office enables learners to leverage AI tools for automation, productivity, and data-driven decision-making across MS Word, MS Excel and MS PowerPoint.

Exit Profile

- Understanding documents creation using Microsoft Office Word
- Understanding presentations creation using Microsoft Office Presentation
- Understanding spreadsheets creation using Microsoft Office Excel
- Proficient in utilizing AI-driven features within Microsoft Office suite.
- Skilled in automating tasks and processes for increased efficiency.
- Capable of extracting actionable insights from data for informed decision-making.
- Adept at creating engaging content and enhancing collaborative workflows.
- Develop a strong foundation in AI concepts and their practical implementation.

Career Path

- Office Assistant
- Administrative Assistant
- Research Analyst
- Data Analyst
- Office Automation Specialist
- Digital Content Creator

Course Outline

Course Name:	CERTIFICATE IN AI INTEGRATION IN MICROSOFT OFFICE	Duration:	150 H
Module	Topic	Dur.	Total Dur.
Module - I	Microsoft Office Word	25 H	150 H
	AI Integration in Microsoft Word	25 H	
Module - II	Microsoft Office Excel	25 H	
	AI Integration in Microsoft Excel	25 H	
Module - III	Microsoft Office Presentation	25 H	
	AI Integration in Microsoft Presentation	25 H	

Course in Detail

MODULE – 1

MICROSOFT OFFICE WORD

Creating a Microsoft Word Document

- Starting Microsoft Word
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Document

The Ribbon

- Introduction to Ribbon
- Tabs
- Commands

The Backstage View

- Introduction to the Backstage View
- Opening a Document
- New Documents and Word Templates
- Configuring Documents to Print
- Adding Your Name to Microsoft Word
- Adding Values to Document Properties
- Working with AutoSaved Versions of Documents

The Quick Access Toolbar

- Adding Common Commands
- Adding Additional commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

Formatting Microsoft Word Documents

- Selecting Text
- Selecting Fonts
- Working with Fonts
- Working with Lists
- Inserting a Hyperlink in a Document
- Using Styles
- Using Themes
- Using the Ruler
- Setting Margins
- Adding a Table of Contents
- Updating the Table of Contents
- Deleting the Table of Contents
- Footnotes and Endnotes
- Inserting citations and a Bibliography
- Adding an Index
- Inserting a Table of Figures
- Inserting and Updating a Table of Authorities
- Creating an Outline

Editing Documents

- Find
- Find and Replace
- Find and Replace Tips
- Appending Text to a Document
- Using the Clipboard

Review and Collaborating on Documents

- Adding Comments
- Tracking Changes

- Viewing Changes, Additions, and Comments
- Accepting and Rejecting Changes

Comparing and Combining Documents

- Comparing Documents
- Combining Documents

Managing Mailings

- Creating Envelopes and Labels
- Using Mail Merge

Protecting Documents

- Making Word Documents Read Only
- Password Protect Word Documents
- Removing Metadata from Files
- Restrict Formatting and Editing

Finalizing Microsoft Word Documents

- Adding Page Numbers
- Headers and Footers
- Checking Spelling and Grammar

Random Useful Items

- Using Bookmarks
- Adding Watermarks
- Adding Titles to Sections
- Inserting Built-in Fields
- Using the Go to Feature
- Using Macros
- Copy Macros from Document to Document
- Macro Security

- Recording a Macro
- Assigning Shortcut Keys
- Customizing the Ribbon
- Preparing a Document for Internationalization and Accessibility

AI INTEGRATION IN WORD

INTRODUCTION TO AI IN WORD

- Understanding AI and its applications
- Overview of AI tools available in Word
- Installing necessary add-ins and tools
- Setting up Microsoft Word for AI integration

DRAFTING WITH COPILOT IN WORD

- Using Copilot to generate drafts
- Providing prompts for content creation
- Incorporating existing files as inputs
- Refining and modifying Copilot's suggestions

TRANSFORMING CONTENT WITH COPILOT

- Enhancing existing content
- Rewriting and editing with Copilot
- Creating tables and improving document structure

SUMMARIZING AND UNDERSTANDING WITH COPILOT

- Generating summaries using Copilot
- Extracting key insights from documents
- Leveraging Copilot for better comprehension

MODULE 2

INTRODUCTION TO MICROSOFT EXCEL

Introduction to Microsoft Excel

Excel Interface

- Quick access toolbar Customizing Quick Access Toolbar
- Adding Macros
- Excel Ribbon and Tabs
- Features of tabs
- Customizing Ribbon
- Mini toolbar
- Formula bar
- Name box
- File Menu
- Zoom control

WORKBOOK

- Creating new workbook
- Opening Existing workbook
- Pin a workbook
- Saving and sharing workbook

WORKSHEET

- Operations on worksheet
- Worksheet views
- Scrolling buttons
- Scroll bars
- Rows
 - ✓ Operations on Row
- Columns
 - ✓ Operations on Column
- Cells
 - ✓ Operations on Cell

- Enter data
- Select data
- Select single Cell
 - ✓ Select multiple continuous Cell
 - ✓ Select Rows and Columns
 - ✓ Select cells in Table
 - ✓ Select cells using Name box
- Delete data
- Move data
 - ✓ Using Cut and Insert
 - ✓ Using shift key
 - ✓ Move rows in Excel
 - ✓ Move columns in Excel

Copy Paste in Excel

- Simple method
- Paste special method
- Copy only value without color formatting
- Copy with column width
- Copy only value not formula

Spell Check

- Spell Check Dialogue Box
- Adjusting Spell Check Settings
- Spell Check Individual Cells and Ranges
- Spell Check Selected Sheets
- Spell Check Entire Workbook

Inserting Symbols and Special characters

EXCEL CALCULATION

Addition

- Sum a column in Excel with one click
- Addition using the SUM function
- Calculate the sum in Excel with AutoSum

- Find Sum of only visible cells
- Convert data into Excel table and get the sum for column
- Using Sigma Button to do addition

Subtraction

Calculating Average

- AVERAGE Function
- AVERAGEA Function
- AVERAGEIF Function
- Using Sigma Button to calculate average

FILL HANDLE

- Autofill Dates
- Autofill options
- Fill handle with text and numbers
- Fill Handle with Dates

EXCEL FORMULA

- Creating Formulas
- Fill Handle in Formulas
- Relative Referencing
- Absolute Referencing
- Quick Excel Functions
- Date and Time Functions
- Text Functions
- IF Function
 - ✓ IF Function with Calculations
 - ✓ COUNTIF, COUNTIFS and COUNT Functions
 - ✓ Advanced IF Functions

PROOFING AND PRINTING

- Page setup, setting print area, Print titles
- Inserting custom Header and Footer
- Inserting objects in the Header and Footer
- Page Setup, setting Margins, Print Preview, Print
- Enable background Error checking

- Setting AutoCorrect Options

SORT AND FILTER DATA WITH EXCEL

- Sort and Filtering data
- Using number filter, Text filter
- Custom filtering
- Removing filters from Columns
- Conditional formatting

CREATE EFFECTIVE CHARTS TO PRESENT DATA VISUALLY

- Inserting Column, Pie chart etc.
- Create an effective chart with Chart Tool
- Design, Format, and Layout options
- Adding chart title
- Changing layouts

CHART STYLES

- Editing chart data range
- Editing data series
- Changing chart

ANALYZE DATA USING PIVOT TABLES AND PIVOT CHARTS

- Understand PivotTables, Create a PivotTable
- Framework Using the PivotTable and PivotChart
- Create Pivot Chart from Pivot Table
- Inserting Slicer
- Creating Calculated fields

INTRODUCTION TO AI IN EXCEL

- Understanding AI and its applications
- Overview of AI tools available in Excel
- Installing necessary add-ins and tools
- Setting up Microsoft Excel for AI integration
- Basic Data Analysis with AI
- Using AI tools for data cleaning and preprocessing

ADVANCED AI TOOLS AND TECHNIQUES

- AI for Data Visualization

- ✓ Enhancing charts and graphs with AI
- ✓ Using AI for better data storytelling
- Automating Tasks with AI
 - ✓ Using AI to automate repetitive tasks
 - ✓ Creating and using Macros with AI enhancements

INTRODUCTION TO MICROSOFT COPILOT IN EXCEL

- Overview of Microsoft Copilot
- Setting up Copilot in Excel
- Copilot Features and Tools
 - ✓ Data Analysis tools
 - ✓ Automation features
- Data Analysis with Copilot
 - ✓ Advanced data analysis tools
 - ✓ Using Copilot for statistical analysis
- Automation and Macros
 - ✓ Automating repetitive tasks
 - ✓ Creating and using Macros

INTRODUCTION TO CHATGPT AND EXCEL INTEGRATION

- Overview of ChatGPT and its capabilities
- Setting Up ChatGPT in Excel
- Basic Integration Techniques
 - ✓ Using ChatGPT for basic data queries and responses
 - ✓ Simple automation with ChatGPT
- Using ChatGPT for data cleaning and preprocessing
- Data Analysis with ChatGPT
- Automating Excel Tasks with ChatGPT
- ChatGPT for Data Visualization
- Using ChatGPT with Power Query for Data Transformation

MODULE 3

MICROSOFT OFFICE POWERPOINT

Creating a PowerPoint Presentation

- Starting Microsoft PowerPoint
- Normal View
- Creating a Presentation
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Presentation

The Ribbon

- Introduction to Ribbon
- Tabs
 - ✓ Groups
- Commands
- The Tell Me Tab

The Quick Access Toolbar

- Adding Common Commands
- Adding More Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

The Backstage View (The File Menu)

- Introduction to the Backstage View
- Opening a Presentation
- New Presentations and Presentation Templates
- Presentation Properties
- Adding Your Name to Microsoft PowerPoint

Formatting Microsoft PowerPoint Presentations

- Selecting a Slide Layout
- Adding Text
- Adding Text from a Text File or Word Outline

- Editing Text
- Formatting Text
- Formatting Text as WordArt
- Creating Bulleted and Numbered Lists
- Ink Equation
- Formatting Text Placeholders
- Adding Slides to a Presentations
- Arranging Slides

Working with Images

- Adding Images to a Slide
- Inserting a Picture
- Inserting Icons
- Inserting Clip Art
- Capturing and Inserting a Screenshot
- Editing an Image
- Formatting Images
- Creating Custom Color with the Eyedropper
- Applying a Style and Cropping an Image
- Arranging Images
- Adding Shapes
- Using Digital Ink
- Creating a Photo Album
- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Inserting Sounds and Video
- Editing Media Clips

Working with Tables and Charts

- Inserting a Table
- Formatting Tables
- Importing Tables from External Sources
- Inserting a Chart
- Formatting a Chart
- Importing Charts from External Sources

Customizing Presentations

- Applying a Theme
- Applying a Background Style
- Adding a Footer
- Arranging and Printing Sections

Presentation Masters

- Working with the Slide Master
- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide numbers Using the Slide Master
- Preserving a Slide Master
- Modifying the Handout Master
- Adding a Header and Footer to Notes and Handouts

Working with Special Effects

- Animating Text and Objects
- Motion Paths
- Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart

Using SmartArt

- Inserting SmartArt Graphics
- Modifying SmartArt Graphics
- Resizing/Repositioning a SmartArt Object
- Formatting Text in a SmartArt Object
- Adding Shapes to a SmartArt Object
- Ungrouping SmartArt Objects

Setting Up the Slide Show

- Set up a custom Slide show.

- Create a hyperlink.
- Add an action button.
- Jump to another Presentation.
- Rehearse the timing of your Presentation.
- Navigate within a slide show.
- Annotate a Presentation.
- Create a presenter-independent slide show.
- Set up a slide show to repeat automatically.

Outlines and Slides

- Exporting Notes and Handouts to Word
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Saving a Slide as a Graphic

Managing Multiple Presentations

- Merging Multiple Presentations
- Reusing Slides from Other Presentations
- Viewing Multiple Presentations
- Tracking Changes in PowerPoint

Sharing and Securing and Presentation

- Sharing a Presentation with Remote Audience
- Embedding the Fonts in a Presentation
- Inspecting the Presentation
- Using Comments
- Packaging a Presentation for CD
- Using the PowerPoint Viewer
- Encrypting a Presentation
- Adding a Digital Signature
- Marking a Presentation as Final
- Sending a Presentation in PDF Format
- Compressing Picture.

AI INTEGRATION IN POWERPOINT

INTRODUCTION TO AI IN POWERPOINT

- Understanding AI and its applications in presentations
- Overview of AI tools available in PowerPoint
- Installing necessary add-ins and tools
- Setting up Microsoft PowerPoint for AI integration

CREATING ENGAGING PRESENTATIONS WITH AI

- Enhancing slide design using AI (like Copilot Designer)
- Using AI for better data visualization
- Incorporating intelligent content suggestions
- Leveraging AI for impactful storytelling

INTERACTIVE CONVERSATIONS WITH CHATGPT

- Integrating ChatGPT into PowerPoint
- Using ChatGPT for interactive Q&A sessions
- Creating dynamic presentations with Interactive responses

DATA-DRIVEN SLIDES

- Using AI to generate charts, graphs, and infographics
- Automating data updates in slides
- Enhancing data-driven storytelling

ADVANCED AI TECHNIQUES

- Customizing PowerPoint templates with AI
- Exploring AI-powered animations and transitions
- Leveraging AI for slide layout optimization