

14 Hours **ZOOM & PHYSICAL** Program

WORK SMARTER WITH CHATGPT: WORD, EXCEL & POWERPOINT MASTERY



100% HRDC
CLAIMABLE

COURSE INTRODUCTION

In today's workplace, professionals are expected to produce reports, analyze data, create presentations, and communicate information more efficiently than ever before. ChatGPT can significantly enhance productivity by assisting users in generating content, analyzing information, automating repetitive tasks, and improving the quality of documents and presentations.

This hands-on course focuses specifically on leveraging ChatGPT within Microsoft Word, Excel, and PowerPoint. Participants will learn practical techniques to create professional documents, generate and troubleshoot Excel formulas, analyze data, develop reports, and produce impactful presentations using AI-powered assistance. Through real-world business scenarios and practical exercises, participants will discover how to integrate ChatGPT into their daily workflow to save time and improve work quality.

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Understand how ChatGPT can enhance productivity in Microsoft Office applications.
- Create effective prompts to obtain high-quality business outputs.
- Use ChatGPT to draft, summarize, edit, and improve documents in Microsoft Word.
- Generate and troubleshoot Excel formulas using AI assistance.
- Perform data analysis and reporting tasks more efficiently with ChatGPT.
- Create presentation outlines, slide content, and speaker notes using ChatGPT.
- Apply AI-assisted techniques to improve workplace productivity.
- Verify and refine AI-generated content for professional use.
- Integrate ChatGPT into everyday office tasks while maintaining quality and accuracy.

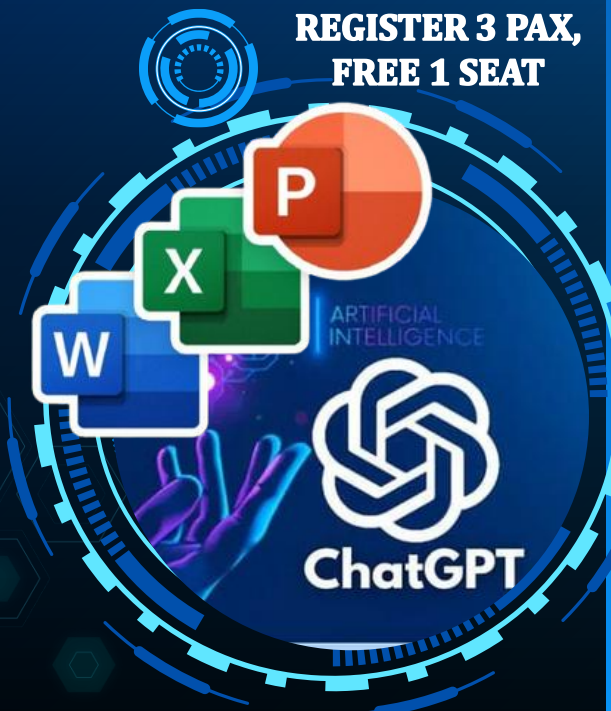
HYBRID TRAINING

14 & 15 Oct 2026 (Wed & Thu)

- 🗣️ Remote Online Training (**Zoom**) &
- 📍 Dorsett Grand Subang Hotel, Selangor (**Physical**)

**** Choose either Zoom OR Physical Session**

**REGISTER 3 PAX,
FREE 1 SEAT**



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COURSE CONTENT

DAY 1

Module 1: Getting Started with ChatGPT for Microsoft Office

- Understanding ChatGPT in the Workplace
- What is Generative AI?
- Understanding ChatGPT capabilities and limitations
- Common workplace use cases
- Best practices for AI-assisted productivity

Writing Effective Prompts

- Components of a good prompt
- Providing context and instructions
- Defining output formats
- Refining prompts for better results

Building Reusable Prompt Templates

- Document creation prompts
- Data analysis prompts
- Presentation development prompts

Hands-on Exercise

- Creating effective prompts for Word, Excel, and PowerPoint tasks

Module 2: Using ChatGPT with Microsoft Word

Drafting Professional Documents

- Business letters
- Memos and announcements
- Reports and proposals
- Policies and procedures

Content Improvement and Editing

- Grammar and spelling correction
- Rewriting for clarity and professionalism
- Adjusting writing tone
- Simplifying complex content

Summarizing and Organizing Information

- Executive summaries
- Meeting notes and minutes
- Research summaries
- Action-item extraction

Creating Workplace Documentation

- SOPs and work instructions
- Training materials
- User guides
- Job descriptions

Advanced Word Productivity

- Creating document outlines
- Generating report structures
- Creating templates and reusable content
- Developing document review checklists

Hands-on Exercise

- Generate a business report from raw information
- Create meeting minutes from discussion notes
- Develop an SOP using ChatGPT

COURSE CONTENT

DAY 2

Module 3: Using ChatGPT with Microsoft Excel

ChatGPT as an Excel Assistant

- Asking for Excel formulas
- Understanding formula logic
- Formula troubleshooting techniques
- Converting business requirements into formulas

Formula Development and Automation

- IF and IFS functions
- XLOOKUP and VLOOKUP
- INDEX and MATCH
- COUNTIF and SUMIF
- Text functions
- Date and time functions

Data Analysis with ChatGPT

- Identifying trends and patterns
- Summarizing large datasets
- Explaining data insights
- Creating analytical reports

Data Cleaning and Preparation

- Identifying data quality issues
- Standardizing data
- Handling duplicates
- Preparing data for analysis

Reporting Support

- Report structure recommendations
- Data interpretation assistance
- Visualization recommendations
- Executive summary generation

Hands-on Exercise

- Generate formulas from business scenarios
- Analyze sales and operational data
- Produce analytical reports using ChatGPT guidance

Module 4: Using ChatGPT with Microsoft PowerPoint

AI-Assisted Presentation Planning

- Creating presentation outlines
- Structuring presentations logically
- Defining key messages
- Audience-focused content development

Generating Slide Content

- Slide titles and headings
- Executive summaries
- Key talking points
- Presentation narratives

Data Storytelling with ChatGPT

- Converting reports into presentations
- Creating management presentations
- Presenting analytical findings
- Building compelling stories from data

Enhancing Presentation Quality

- Improving slide readability
- Simplifying complex information
- Creating impactful conclusions
- Developing call-to-action slides

Speaker Notes and Presentation Delivery

- Generating speaker notes
- Anticipating audience questions
- Presentation rehearsal support
- Executive briefing preparation

Visual Design Recommendations

- Chart recommendations
- Infographic concepts
- Diagram suggestions
- Presentation layout ideas

Hands-on Exercise

- Convert a business report into a PowerPoint presentation
- Generate speaker notes and presentation storyline
- Create a management briefing deck using ChatGPT

COURSE CONTENT

Module 5: Integrated Productivity Project

End-to-End Business Scenario

Participants will complete a workplace project by:

Microsoft Word

- Drafting a professional business report
- Creating an executive summary

Microsoft Excel

- Cleaning and analyzing business data
- Generating formulas and data summaries
- Producing analytical findings

Microsoft PowerPoint

- Creating an executive presentation based on findings
- Developing speaker notes and presentation content

Final Deliverables

- AI-assisted business report
- Excel analysis workbook
- Executive presentation deck
- Management summary document

Project Presentation and Review

- Review AI-generated outputs
- Validate accuracy and quality
- Apply best practices for workplace implementation