OUTSOURCING TRAINING & CONSULTING
OTC Training Centre Sdn Bhd

HRD awards 2022 TRAINING PROVIDER

14 Hours ZOOM & PHYSICAL Program

MASTERING MICROSOFT WORD, EXCEL & POWERPOINT WITH COPILOT, CHATGPT & GEMINI

100% HRDC CLAIMABLE

HYBRID TRAINING

7 & 8 Dec 2026 (Mon & Tue)

Remote Online Training (Zoom) &
Dorsett Grand Subang Hotel Selangor (Physical)

** Choose either Zoom OR Physical Session

COURSE OBJECTIVES

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

1. Understand how generative AI tools can enhance productivity and efficiency when working with Microsoft Word, Excel, and PowerPoint.
2. Develop effective AI prompts to generate accurate, relevant, and high-quality business outputs.
3. Apply prompt engineering techniques across Copilot, ChatGPT, Gemini, and other approved AI platforms without relying on a single AI tool or interface.
4. Use AI in Microsoft Word to draft, rewrite, summarize, edit, refine, and improve professional business documents.
5. Use AI in Microsoft Excel to generate, explain, troubleshoot, and improve formulas and functions for common workplace tasks.
6. Leverage AI for data analysis to interpret data, identify trends and insights, summarize findings, and support business reporting.
7. Use AI in PowerPoint to develop presentation structures, slide content, key messages, visual ideas, and speaker notes.
8. Apply AI-assisted techniques to streamline repetitive tasks, improve work quality, and save time in everyday office activities.
9. Evaluate, verify, and refine AI-generated content to ensure accuracy, relevance, consistency, professionalism, and suitability for business use.
10. Integrate AI into daily workplace workflows responsibly while maintaining human judgment, data confidentiality, quality control, and organizational AI policies.

Gemini

REGISTER 3 PAX, FREE 1 SEAT

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COURSE OVERVIEW

In today's fast-paced workplace, professionals are expected to create high-quality documents, analyze data, prepare insightful reports, develop engaging presentations, and communicate information effectively—all while working within tight deadlines. Generative AI tools such as Microsoft Copilot, ChatGPT, and Google Gemini can transform the way these tasks are performed by helping users generate and refine content, analyze information, develop formulas, summarize data, improve presentations, and streamline repetitive work.

AI-Powered Workplace Productivity: Mastering Microsoft Word, Excel & PowerPoint with Copilot, ChatGPT & Gemini is a practical, hands-on course designed to help participants harness the power of AI alongside Microsoft Word, Excel, and PowerPoint. Participants will learn how to use AI to create professional documents, improve business writing, generate and troubleshoot Excel formulas, analyze and interpret data, develop reports, and design more effective presentations.

Through real-world business scenarios, guided demonstrations, hands-on exercises, and practical AI prompting techniques, participants will learn how to communicate effectively with AI, evaluate AI-generated outputs, refine results, and apply AI responsibly in their daily work. The course emphasizes practical productivity rather than theory, enabling participants to identify opportunities where AI can save time, improve accuracy, enhance creativity, and increase the overall quality of their work.

The techniques introduced are designed to be practical and platform-flexible, allowing participants to apply the concepts using Copilot, ChatGPT, Gemini, or other approved generative AI platforms, subject to the features, licensing, data-security requirements, and AI policies of their organization.

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COURSE CONTENT

DAY 1

Module 1.0: Getting Started with AI Tools for Microsoft Office

1.1 Understanding AI Tools in the Workplace
- What is Generative AI?
- Understanding AI Tools capabilities and limitations
- Common workplace use cases
- Best practices that apply across AI platforms

Responsible use, privacy, confidentiality, and human verification

1.2 Writing Effective Prompts
- Components of an effective, platform-neutral prompt
- Providing context and instructions
- Defining output formats
- Refining prompts and follow-up instructions for better results

1.3 Building Reusable Prompt Templates
- Document creation prompts
- Data analysis prompts
- Presentation development prompts

1.4 Hands-on Exercise
- Creating effective prompts for Word, Excel, and PowerPoint tasks

Module 2.0: Using AI Tools with Microsoft Word

2.1 Drafting Professional Documents
- Business letters
- Memos and announcements
- Reports and proposals
- Policies and procedures

2.2 Content Improvement and Editing
- Grammar and spelling correction
- Rewriting for clarity and professionalism
- Adjusting writing tone
- Simplifying complex content

2.3 Summarizing and Organizing Information
- Executive summaries
- Meeting notes and minutes
- Research summaries
- Action-item extraction

2.4 Creating Workplace Documentation
- SOPs and work instructions
- Training materials
- User guides
- Job descriptions

2.5 Advanced Word Productivity
- Creating document outlines
- Generating report structures
- Creating templates and reusable content
- Developing document review checklists

2.6 Hands-on Exercise
- Generate a business report from raw information
- Create meeting minutes from discussion notes
- Develop an SOP using AI Tools

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COURSE CONTENT

DAY 2

Module 3.0: Using AI Tools with Microsoft Excel

3.1 AI Tools as an Excel Assistant
- Asking for Excel formulas
- Understanding formula logic
- Formula troubleshooting techniques
- Converting business requirements into formulas

3.2 Formula Development and Automation
- IF and IFS functions
- XLOOKUP and VLOOKUP
- INDEX and MATCH
- COUNTIF and SUMIF
- Text functions
- Date and time functions

3.3 Data Analysis with AI Tools
- Identifying trends and patterns
- Summarizing large datasets
- Explaining data insights
- Creating analytical reports

3.4 Data Cleaning and Preparation
- Identifying data quality issues
- Standardizing data
- Handling duplicates
- Preparing data for analysis

3.5 Reporting Support
- Report structure recommendations
- Data interpretation assistance
- Visualization recommendations
- Executive summary generation

3.6 Hands-on Exercise
- Generate formulas from business scenarios
- Analyze sales and operational data
- Produce analytical reports using AI Tools guidance

Module 4.0: Using AI Tools with Microsoft PowerPoint

4.1 AI-Assisted Presentation Planning
- Creating presentation outlines
- Structuring presentations logically
- Defining key messages
- Audience-focused content development

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

4.3 Data Storytelling with AI Tools
- Converting reports into presentations
- Creating management presentations
- Presenting analytical findings
- Building compelling stories from data

4.4 Enhancing Presentation Quality
- Improving slide readability
- Simplifying complex information
- Creating impactful conclusions
- Developing call-to-action slides

4.5 Speaker Notes and Presentation Delivery
- Generating speaker notes
- Anticipating audience questions
- Presentation rehearsal support
- Executive briefing preparation

4.6 Visual Design Recommendations
- Chart recommendations
- Infographic concepts
- Diagram suggestions
- Presentation layout ideas

4.7 Hands-on Exercise
- Convert a business report into a PowerPoint presentation
- Generate speaker notes and presentation storyline
- Create a management briefing deck using AI Tools

COURSE CONTENT

Module 5.0: Integrated Productivity Project

5.1 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

5.2 Final Deliverables
- AI-assisted business report created with an approved AI platform
- Excel analysis workbook
- Executive presentation deck
- Management summary document

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