

Customized MS Office with ChatGPT for GetGlobal (20 Hrs.)

Module 1: ChatGPT for Microsoft Word

- Introduction to ChatGPT Free
- Introduction to ChatGPT 4
- Accessing and integrating ChatGPT with Word
- Generating content with ChatGPT
 - Generating a Blog Post
 - Generating a Product Description
 - Generating a Social Media Post
- Summarizing and expanding text
 - Summarizing a Research Article
 - Expanding a Brief Note
 - Summarizing a Business Report
 - Expanding a Short Statement
- Grammar and style improvement
 - Correcting grammar and improving style in reports/ word documents
- Structuring documents with headings
 - Using headings: Creating clear sections and sub-sections
 - Structuring a document with appropriate headings

Module 2: MS Excel using ChatGPT 3.5

- **Working with general functions-** Automating salary calculations, finding out profit
- **Working with text functions-** Extracting customer names by using text functions
- **Working with logical functions** - Automating discount eligibility
- **Working with Date & Time Functions** – Calculate number of days & working dates
- **Extracting Data** – Extracting details from datasets
- **Working with Vlookup Function-** Fetch the employee data by using Vlookup
- **Working with SUMIF, AVERAGE-IF, and COUNTIF Functions** - Analyzing monthly sales performance/ employee salary
- **Working with Data Validation** - Preventing incorrect entries in sales reports
- **Working with Conditional Formatting** - Highlighting specific entries in sales reports/ large datasets

Module 3: MS excel Using ChatGPT 4

- **Working with Functions** – Calculating age of the consultants
- **Sorting Data** - Organizing sales records for quick trend analysis
- **Filtering Data** - Extracting high-value customer transactions efficiently.
- **Converting PDF into Excel File** – Converting company details from PDF to Excel/CSV
- **Combining two tables in Excel**- Combining two datasets into one
- **Excel to CSV file**- Converting employee records from excel to CSV file
- **Highlighting data** – Highlight specific entries in a large dataset
- **Combining data from different worksheets** - Consolidating regional sales for reporting.
- **Data Analysis- Working with Pivot Tables & Charts** - Visualizing revenue trends effectively.
- **Generating VBA codes** - Automating invoice generation for efficiency.
- **Generating VBA Form** – Creating calculator in form / Creating user-friendly expense reimbursement forms.

Module 4: Using Chat GPT & other AI tools for PowerPoint

- **Using AI tools to create presentations** - Automating slide design for business reports.
- **Use ChatGPT to create content for presentation** - Generating key points for presentation
- **Create PowerPoint Presentations using AI-Generated VBA code** - Automating slide creation for training sessions.
- **Using ChatGPT 4 plugins to create a presentation** - Enhancing sales decks with AI-generated insights.

Module 5: Outlook- Email & Calendar Management

Conditional Formatting for Emails

- **Automatically highlighting important emails** - Prioritizing client emails for quick responses.
- **Changing font styles for specific senders or keywords** - Identifying urgent requests instantly.

Calendar & Scheduling

- **Creating and Managing Calendar Events** – Organizing recurring team meetings
- **Scheduling Meetings & Appointments** - Automating client appointment bookings
- **Using Time Zones and Meeting Reminders** – Handling multiple time zone in calendar
- **Sharing & Syncing Calendars** - Coordinating schedules across teams seamlessly.

Conditional Formatting for Calendar Events

- **Customizing colors based on meeting types** – Differentiating meetings.
- **Automatically highlighting high-priority events** - Ensuring urgent tasks stand out.

Task & To-Do List Management

- **Creating & Managing Tasks** - Tracking project deadlines efficiently.
- **Assigning Tasks to Team Members** - Delegating work for better team collaboration.
- **Using To-Do List & Task Prioritization** - Focusing on high-impact tasks first.

Outlook Automation & Integration

- **Integrating Outlook with Teams & To-Do** - Streamlining communication and task management.
- **Automating Repetitive Tasks with Quick Parts & Rules** - Reducing manual effort in email handling.
- **Creating Email Templates for Faster Replies** - Ensuring quick and consistent email responses.

Module 6: Enhancing Outlook with ChatGPT

Using ChatGPT for Email Productivity:

- Generating professional email templates
- Suggesting email responses based on tone & context
- Creating rules for efficient email sorting

ChatGPT for Meetings & Scheduling:

- Generating meeting agenda templates
- Providing scheduling recommendations

ChatGPT for Automation & Advanced Features:

- Generating VBA scripts for automation
- Providing AI-powered email summaries
- Suggesting quick shortcuts for faster workflow