

10-Hour Office 365 + AI Tools Training

Module 1: Excel Essentials & Productivity (2 hours)

Topics Covered:

- Data Sorting & Filtering Techniques
- Introduction to Flash Fill
- Working with Power Query
- Creating & Customizing Pivot Tables
- Introduction to Dashboards: Charts, Layout, and Slicers

Activities:

- Hands-on: Create a basic dashboard using Pivot Tables
 - Practice Sheet with Sorting & Flash Fill
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Module 2: PowerPoint Design & Multimedia (1.5 hours)

Topics Covered:

- Professional Slide Layouts and Themes
- Using SmartArt for Visual Hierarchies
- Embedding Multimedia (audio/video)
- Exporting to PDF & Video

Activities:

- Hands-on: Create a short multimedia presentation
 - Practice: Redesign a dull slide into a professional one
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Module 3: Outlook Management & Automation (1 hour)

Topics Covered:

- Setting up and Using Email Rules
- Contact Groups: Creation and Usage

- Email Signatures and Templates
- Scheduling and Calendar Tools
- Recall/Resend Features

Activities:

- Scenario-based email rule setup
 - Practice: Create & test meeting invites and signature block
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Module 4: Word for Business Users (1 hour)

Topics Covered:

- Advanced Document Formatting Techniques
- Creating and Using Templates
- Performing Mail Merge with Excel Data

Activities:

- Hands-on: Mail merge for invitations
 - Practice: Apply formatting to a policy document
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Module 5: Collaboration with Teams & OneDrive (1.5 hours)

Topics Covered:

- File Sharing in OneDrive and Real-time Editing
- Teams Channels, Chat & Scheduling Meetings
- Co-authoring, Comments, and Version History
- Best Practices for Productivity and Team Management

Activities:

- Hands-on: Simulate a collaborative task using shared docs
- Practice: Upload & manage files on OneDrive

Module 6: AI Tools in Microsoft 365 (2 hours)

Topics Covered:

- Overview of Built-in AI Tools in Office 365
- AI in Word, Excel, and Outlook
- Use Cases: Auto-Summarize, Smart Replies, Data Insights
- Demo: AI-powered Design Ideas in PowerPoint

Activities:

- Live Demo: AI generating a report draft
 - Exercise: Using AI to automate a repetitive task
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Module 7: Wrap-Up, Review & Participant Showcase (1 hour)

Topics Covered:

- Recap of Key Concepts by Module
- Individual/Team Mini-Project Presentations
- Participant Q&A and Trainer Feedback
- Feedback Forms and Certificate of Completion

Activities: