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# **Course Title: Advanced MS Word & PowerPoint with AI Essentials**

**Hours: 80**

**Course Overview: This course builds practical skills in MS Word and PowerPoint from basic to advanced levels, along with an introduction to AI tools. Participants will learn to create professional documents, engaging presentations, and simple infographics while improving productivity and presentation skills.**

## **Target Audience**

- **Students and fresh graduates**
- **Working professionals (HR, Sales, Admin, etc.)**
- **Trainers and educators**
- **Business professionals and entrepreneurs**
- **Anyone looking to improve Word, PowerPoint, and AI skills**

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#### **1.4 Essential Keyboard Shortcuts**

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### **2.2 Paragraph Formatting & Alignment**

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### **15.4 Delivery & Body Language**

### **15.5 Handling Questions Effectively**

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## **Assignments (Titles Only)**

- **Create a Professional Resume in Word**
- **Design a Mail Merge Letter**
- **Build a Structured Report**
- **Create a Corporate Presentation**
- **Design an Infographic Slide**
- **Develop an Interactive Presentation**
- **AI-assisted Content Creation Task**
- **Final Capstone Presentation**