MS Office 365 with AI – Advanced Course (2 Months)

Vijan Computers | Word • Excel • PowerPoint • AI Tools

MONTH 1 – MS OFFICE 365 CORE SKILLS

1. MS Word 365: Advanced Formatting, Styles & Templates
2. Tables, Images, SmartArt, Header & Footer
3. Mail Merge (Letters & Labels)
4. Professional Documents: Resume, Letters, Reports
5. AI for Resume Writing & Content Drafting
6. AI-based Grammar & Formatting Improvement
7. MS Excel 365: Advanced Formatting & Data Handling
8. Functions: IF, AND, OR, VLOOKUP, HLOOKUP, XLOOKUP (Intro)
9. Text & Date Functions
10. Charts, Conditional Formatting & Data Validation
11. AI for Formula Suggestions & Data Analysis

MONTH 2 – PRESENTATION, AI & OFFICE AUTOMATION

1. MS PowerPoint 365: Slide Master & Custom Layouts
2. Advanced Animations & Transitions
3. Charts & Data-linked Slides
4. Audio & Video Integration
5. AI for Presentation Content & Design
6. Professional Email Writing
7. Internet & Cloud Tools (Google Drive)
8. ChatGPT & AI Tools for Office Automation
9. Time-saving Office Techniques
10. Final Project (Word + Excel + PowerPoint)
11. Revision & Assessment

COURSE BENEFITS

1. Advanced & Job-Oriented Training
2. Real-World Office Work Practice
3. Productivity Boost with AI Tools
4. Certificate Provided

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