

AI Tools for Business Productivity

Course Outline

- Introduction to AI in Business Environments
- Overview of Microsoft AI Ecosystem
- Using Microsoft Copilot for Productivity
- AI Features in Microsoft Word, Excel, PowerPoint & Outlook
- Automating Tasks with AI in Microsoft 365
- AI for Data Analysis & Smart Reporting
- Enhancing Team Collaboration with AI Tools
- Ethical Use of AI & Responsible Productivity
- Real-world Business Scenarios & Case Studies

Learning Outcomes

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

- Understand how AI enhances business productivity
- Use Microsoft Copilot to automate everyday tasks
- Apply AI tools inside Microsoft 365 applications effectively
- Improve time management and workflow efficiency
- Analyze data faster using AI-assisted tools
- Collaborate efficiently using AI-powered Microsoft platforms
- Adopt responsible and ethical AI practices in the workplace

Target Audience

- University students
- Fresh graduates
- Business professionals
- Administrative staff
- Entrepreneurs & startup teams