



|                                                                     |                                 |
|---------------------------------------------------------------------|---------------------------------|
| <b>Course Title:</b> Claude AI Workshop                             | <b>Course Duration:</b> 1.0 Day |
| <b>Exam:</b> Not Included                                           | <b>Exam Type:</b> No Exam       |
| <b>Qualification:</b> Certificate of Completion- Claude AI Workshop |                                 |

## Course Syllabus

### Modules

Module 1: Claude Setup  
Module 2: Claude Chat  
Module 3: Claude within Excel  
Module 4: Claude within PowerPoint  
Module 5: Claude Skills and Projects  
Module 6: Claude Connectors  
Module 7: Claude Cowork and Scheduling  
Module 8: Claude Skills (Advanced Use)  
Module 9: Claude Projects (Advanced Use)  
Module 10: Claude Agent + Wrap-Up

### Module 1: Claude Setup

**Learning outcome:** Learners will be able to sign in to Claude, navigate the interface confidently, and switch between Chat and Cowork modes.

**What I'll demo:**

- Signing in and accepting permissions
- Tour of the main interface (chat window, sidebar, settings)
- Switching between Chat and Cowork modes
- Where to find help and feedback options

**Key takeaway:** Getting started is the hardest part. Once you're in, the rest is just typing.

---

### Module 2: Claude Chat

**Learning outcome:** Learners will be able to hold productive conversations with Claude by asking clear questions, refining responses, and generating usable outputs.

**What I'll demo:**

- Asking clear vs vague questions



- Refining responses through follow-up prompts
- Changing tone (formal, friendly, concise)
- Copying outputs into Word, Outlook, or Excel

**Key takeaway:** Treat Claude like a smart colleague—the clearer your input, the better the output.

---

## Module 3: Claude within Excel

**Learning outcome:** Learners will be able to use Claude to create formulas, clean data, and interpret spreadsheets.

**What I'll demo:**

- Writing formulas from plain-English instructions
- Explaining existing Excel formulas
- Cleaning and formatting messy datasets
- Recommending suitable charts
- Extracting insights from data

**Key takeaway:** You don't need to memorise Excel functions—just describe what you want.

---

## Module 4: Claude within PowerPoint

**Learning outcome:** Learners will be able to convert documents into presentations and improve slide decks using Claude.

**What I'll demo:**

- Turning Word documents into slide outlines
- Generating speaker notes
- Simplifying wordy slides into clear bullet points
- Suggesting visuals and structure improvements

**Key takeaway:** Claude creates the first draft—you refine and finalise.

---

## Module 5: Claude Skills and Projects

**Learning outcome:** Learners will understand the core building blocks of Claude, including artifacts, files, projects, and chats.

**What I'll demo:**

- What artifacts are and when they appear
- Uploading and attaching files to chats
- Difference between chats and projects
- How Claude organises saved work
- When to use Skills and Projects

**Key takeaway:** Understanding Claude's structure makes everything easier to use.

---



## Module 6: Claude Connectors

**Learning outcome:** Learners will understand what connectors are and how they extend Claude's capabilities.

**What I'll demo:**

- What a connector is (simple explanation)
- Examples: Outlook, OneDrive, Canva
- Basic connector setup walkthrough

**Key takeaway:** Connectors turn Claude from a chatbot into a connected workplace tool.

---

## Module 7: Claude Cowork and Scheduling

**Learning outcome:** Learners will be able to use Cowork mode to work with local files and set up automated scheduled tasks.

**What I'll demo:**

- Selecting a working folder for Claude
- Reading, editing, and saving files directly
- Creating scheduled tasks (e.g., weekly summaries)
- Managing, reviewing, and stopping tasks

**Key takeaway:** Claude becomes an active assistant, not just a chat tool.

---

## Module 8: Claude Skills (Advanced Use)

**Learning outcome:** Learners will understand what Skills are and how they improve Claude's outputs.

**What I'll demo:**

- What a Skill is (pre-set expert instructions)
- Examples: email writing, summarisation, presentations
- Viewing available Skills
- How Claude automatically applies Skills

**Key takeaway:** Skills help Claude deliver more accurate and consistent results.

---

## Module 9: Claude Projects (Advanced Use)

**Learning outcome:** Learners will be able to organise work into structured projects for ongoing tasks and collaboration.

**What I'll demo:**

- Creating a new project
- Organising chats, files, and outputs
- Using projects for ongoing work
- Best practices for project structure



**Key takeaway:** Projects keep your work organised and reusable.

---

## Module 10: Claude Agent + Wrap-Up

**Learning outcome:** Learners will understand how Claude agents work and how to apply everything learned in real workflows.

### What I'll demo:

- What Claude agents are and what they can do
- Example automated workflows
- Combining features (chat, skills, connectors, projects)
- Recap of key learning points

**Key takeaway:** Agents bring everything together into real-world automation.

## Course Overview

Overall learning outcomes

By the end of this session, learners will be able to:

- Sign in to Claude and move confidently around Chat and Cowork modes.
- Hold a productive conversation with Claude and refine answers to a usable standard.
- Use Claude alongside Word, Excel, and PowerPoint to save time on routine tasks.
- Understand how connectors, projects, skills, and agents fit together.
- Set up a number of scheduled or repeating task to take work off their plate.

## Course Learning Outcomes

By the end of this workshop, learners will be able to sign in to Claude AI and confidently navigate both Chat and Cowork modes. They will be able to use Claude to generate, refine, and improve outputs for everyday tasks. They will also be able to apply Claude alongside Word, Excel, and PowerPoint to enhance productivity. In addition, learners will understand how projects, skills, connectors, and agents work together within Claude. Finally, they will be able to set up scheduled and repeating tasks to automate routine work.

## Audience

This workshop is ideal for professionals who want to improve productivity and efficiency using AI tools in their daily work. It is suitable for anyone who works with documents, spreadsheets, emails, or presentations and wants to streamline routine tasks using Claude AI.

## Entry-Level Requirements

A laptop, a Claude account, and basic familiarity with Word, Excel, and PowerPoint.



## Recommended Reading

Recommended reading includes introductory materials on Claude AI, prompt engineering basics, and articles on using AI tools to improve productivity in workplace applications such as Word, Excel, and PowerPoint.

## What's Included

A practical, hands-on introduction to Claude AI, showing learners how to use chat, projects, skills, connectors, and agents to improve everyday work tasks. Participants will learn how to use Claude alongside Word, Excel, and PowerPoint to save time, automate routine activities, and work more efficiently.

## Exam Information

This workshop does not include a formal written exam. Learners are assessed informally through practical activities and engagement throughout the session. A Certificate of Completion will be awarded to participants who complete the workshop.

## What's Next

After completing this workshop, learners are encouraged to apply Claude AI in their daily workflows to reinforce their skills. They can continue exploring advanced prompt techniques, experiment with automation features, and integrate Claude into more complex tasks and projects. Further learning may include advanced AI productivity courses or role-specific AI applications depending on individual or business needs.

## Additional Information

This workshop is designed to be highly practical and suitable for beginners as well as professionals looking to enhance productivity with AI. Learners should have access to a laptop, a Claude AI account, and basic familiarity with Microsoft Office applications.