



Course Title: AI Workplace Productivity Masterclass	Course Duration: 1.0 Day
Exam: Not Included	Exam Type: No Exam
Qualification: Certificate of Completion: AI Productivity Masterclass	

Course Syllabus

1. Introduction to AI
2. Weak AI vs Strong AI
3. History of AI
4. ChatBots
5. Copilot standalone
6. Copilot with Teams
7. Copilot with Edge
8. Copilot with PowerPoint
9. Copilot with Word
10. ChatGPT standalone
11. ChatGPT within PowerPoint
12. ChatGPT with Excel
13. Free AI tools

Course Overview

This AI Productivity Masterclass introduces learners to the fundamentals of artificial intelligence and how it is used in everyday workplace tools. The course explores the evolution of AI, from basic concepts to modern AI assistants such as ChatGPT and Microsoft Copilot.

Learners will gain practical experience using AI tools across common workplace applications including Word, Excel, PowerPoint, Teams, and Microsoft Edge. The course also introduces standalone AI tools and free AI platforms that can be used to enhance productivity.

By the end of the course, learners will understand how to apply AI tools effectively to improve efficiency, communication, and everyday work tasks.

Course Learning Outcomes

By the end of this masterclass, learners will be able to understand the basic concepts of artificial intelligence, including the difference between weak AI and strong AI, as well as the history and development of AI.

They will be able to explain how chatbots work and use AI tools such as Microsoft Copilot in standalone mode and within applications like Teams, Word, PowerPoint, and Edge.



Learners will also be able to use ChatGPT in standalone mode and integrate it into tools such as Excel and PowerPoint to support everyday tasks. In addition, they will be able to identify and use free AI tools to enhance productivity and streamline workflows.

Finally, learners will be able to apply AI tools effectively across different workplace scenarios to improve efficiency and output quality.

Audience

This course is ideal for beginners, office workers, students, and professionals who want to improve productivity using AI tools. It is suitable for anyone who wants to understand and apply AI in everyday tasks without technical experience.

Entry-Level Requirements

A working knowledge of Microsoft Office Applications is assumed, gained from the workplace or by prior attendance on an IT course.

Recommended Reading

Learners are encouraged to explore introductory resources on artificial intelligence, Microsoft Copilot, ChatGPT, and AI productivity tools. Reading about basic AI concepts and workplace applications of AI will also be helpful.

What's Included

This masterclass includes practical training in AI tools such as Microsoft Copilot and ChatGPT. Learners will explore how to use AI across Word, Excel, PowerPoint, Teams, and Edge, along with standalone AI tools and free AI platforms.

Exam Information

This course does not include a formal exam. Learners are assessed through participation. A Certificate of Completion is awarded upon completion.

What's Next

After completing this course, learners can progress to advanced AI productivity training, Microsoft Copilot specialist courses, or AI automation and workflow programmes.

Additional Information

This is a beginner-friendly course designed to introduce AI tools in a practical and accessible way. No technical background is required.