

Microsoft Office with AI Copilot Automation

Master MS Word | MS Excel | MS PowerPoint | AI Productivity Tools

Course Overview

Become proficient in the world's most widely used office applications and learn how to automate your daily work using **Microsoft Copilot (AI)**. This practical course is ideal for students, job seekers, working professionals, entrepreneurs, and business owners.

Module 1: Microsoft Word (Advanced)

- Creating professional documents
- Formatting text, paragraphs & pages
- Headers, Footers & Page Numbering
- Tables & Table Formatting
- Images, Shapes, Icons & SmartArt
- Styles & Themes
- Page Layout & Sections
- Mail Merge (Letters, Labels & Certificates)
- Hyperlinks & Bookmarks
- Track Changes & Comments
- Table of Contents
- Templates & Reports
- PDF Creation & Protection
- Printing & Document Sharing

AI with Copilot in Word

- Generate professional letters instantly
- Create reports using AI
- Rewrite and improve content
- Grammar & tone correction
- Summarize long documents
- Create meeting minutes automatically

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Module 2: Microsoft Excel (Advanced)

Excel Fundamentals

- Workbook & Worksheet Management
- Data Entry Techniques
- Cell Formatting
- Sorting & Filtering
- Conditional Formatting
- Tables

Formula & Functions

- SUM, AVERAGE, COUNT
- IF, IFS
- VLOOKUP & HLOOKUP
- XLOOKUP
- INDEX & MATCH
- Text Functions
- Date & Time Functions
- Logical Functions
- Lookup Functions

Data Analysis

- Charts & Graphs
- Pivot Tables
- Pivot Charts
- Data Validation
- What-if Analysis
- Goal Seek
- Scenario Manager

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Automation

- Flash Fill
- Templates
- Introduction to Macros
- Excel Productivity Tips

AI with Copilot in Excel

- Generate formulas using plain English
- Analyze large datasets instantly
- Create charts automatically
- Forecast trends
- Identify errors in spreadsheets
- Generate business insights
- Summarize reports using AI

🧠 Module 3: Microsoft PowerPoint

- Creating Professional Presentations
- Themes & Templates
- Slide Master
- SmartArt & Icons
- Charts & Infographics
- Images & Videos
- Audio Integration
- Transitions
- Animations
- Hyperlinks & Action Buttons
- Presenter View
- Export to PDF & Video

AI with Copilot in PowerPoint

- Create presentations from prompts
- Convert Word documents into presentations
- Generate speaker notes
- Design professional slides automatically
- Rewrite slide content
- Create summaries
- Add visuals using AI suggestions



Module 4: AI Productivity with Microsoft Copilot

- Introduction to Generative AI
- Understanding Microsoft Copilot
- Writing effective AI prompts
- AI for Office Productivity
- Creating emails using AI
- Report generation
- Data analysis using AI
- Presentation creation using AI
- Meeting summaries
- Business document automation
- Productivity hacks with Copilot



Practical Projects

- Professional Resume
- Business Letter
- Invoice
- Salary Sheet
- Attendance Register

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- Sales Dashboard
- Budget Planner
- Company Presentation
- Project Presentation
- Automated Reports using AI

Who Should Join?

- Students
- Freshers
- Job Seekers
- Working Professionals
- Office Executives
- Accountants
- Teachers
- Entrepreneurs
- Business Owners

Key Benefits

- Microsoft Office (Latest Version)
- AI Automation using Microsoft Copilot
- Hands-on Practical Training
- Real-world Projects
- Job-Oriented Curriculum
- Certificate on Successful Completion
- Placement Assistance
- Suitable for Beginners as well as Professionals

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Course At a Glance	
Duration	3 Months (60 Hours)
Tuition Fees	₹16,000 / –
Mode of Training	Practical & Hands- On (80%) + Theory (20%)
Delivery Options	Offline Hybrid Online
Certification	CMIT Course Completion Certificate