Discover Artificial Intelligence in Excel, Word, PowerPoint, and Outlook to boost your performance!

GOALS

Welcome to the exciting world of artificial intelligence and its application within Microsoft Office tools. This innovative training offers an in-depth exploration of the fascinating concept of artificial intelligence, examining its various aspects in relation to the iconic Microsoft Office applications. Whether you're a beginner or an experienced user, this learning experience will guide you through the complexities of this revolutionary technology, enabling you to maximize the efficiency of your daily tasks through advanced use of tools like Word, Excel, and PowerPoint.

Get ready to push the boundaries of your understanding and embrace the future of productivity within Microsoft Office tools.

The objectives of this training are to:

- manage Excel databases with just a few clicks;
- create powerful PowerPoint presentations effortlessly, guided by artificial intelligence;
- compose longer Word documents smoothly and easily;
- collaborate with Outlook for better time management and work-life balance.

SUMMARY

Category:

- Personal development

Difficulty level:

Advanced

Certification type:

In class training

Price:

- Member: € 330.00
- Non member: € 360.00
- Partner BZB: € 330.00
- Incompany: custom tailored, prices on demand

INTENDED AUDIENCE

This training course can be followed by anyone who wants to work more efficiently and quickly with Microsoft Office tools.

FOREKNOWLEDGE

Advanced level training: this training requires a general basic knowledge of Excel, Word, PowerPoint and Outlook.

CONTENT

CONTENT

- The concept of artificial intelligence in relation to Microsoft Office tools
- Excel
  - Data analysis
  - Reommended pivot tables and charts
  - Autofill cells
  - Create tables from figures in an image or a PDF file
  - Forecast trends in your data
- Word
  - Voice input for faster document creation
  - Instant translation of your text
  - Smart search
- PowerPoint
  - Quickly design impactful presentations
  - AI coach that analyzes your presentations and provides feedback on your speaking style
  - Automatic subtitles for your slideshow
- Outlook
  - Viva Insights for better time management and guaranteed well-being
  - Tips & tricks

PRACTICAL INFORMATION

- **Duration:** ½ day training (3 class hours)
- **Hours:** 09:00 to 12:30
- **Location:** Febelfin Academy: Phoenix building, Koning Albert II-laan/Boulevard du Roi Albert II 19, 1210 Brussels
- **Language:** This training will be given in English
- **Material**: your PC must have the Microsoft 365 tools

METHODOLOGY

You follow a **'Classroom training'** in a group. You, the other participants and the teacher are all present in the same classroom at an agreed time. There is an opportunity for interaction and feedback, both from the participants to the teacher and vice versa. The teaching material consists as a basis of a presentation via the MyFA learning platform, supplemented with various other items (such as digital syllabus, presentation, audiovisual fragments, etc.).

Training material: PowerPoint presentation (in English)