

# MS Office with AI

Updated Study Material

## Course Overview

MS Office with AI combines traditional Office tools with AI features to improve productivity, automation, and content creation.

### Chapter 1: Introduction to MS Office

MS Office includes Word, Excel, PowerPoint, and Outlook for everyday office tasks.

**Example:** Creating documents and spreadsheets.

### Chapter 2: AI Features in Office

AI helps with writing suggestions, data analysis, design ideas, and automation.

**Example:** Using AI suggestions for document writing.

### Chapter 3: Productivity with AI

AI tools help save time by automating repetitive tasks and improving accuracy.

## Practice Questions

1. What is MS Office with AI?
2. Name any one AI feature used in Office tools.