

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.