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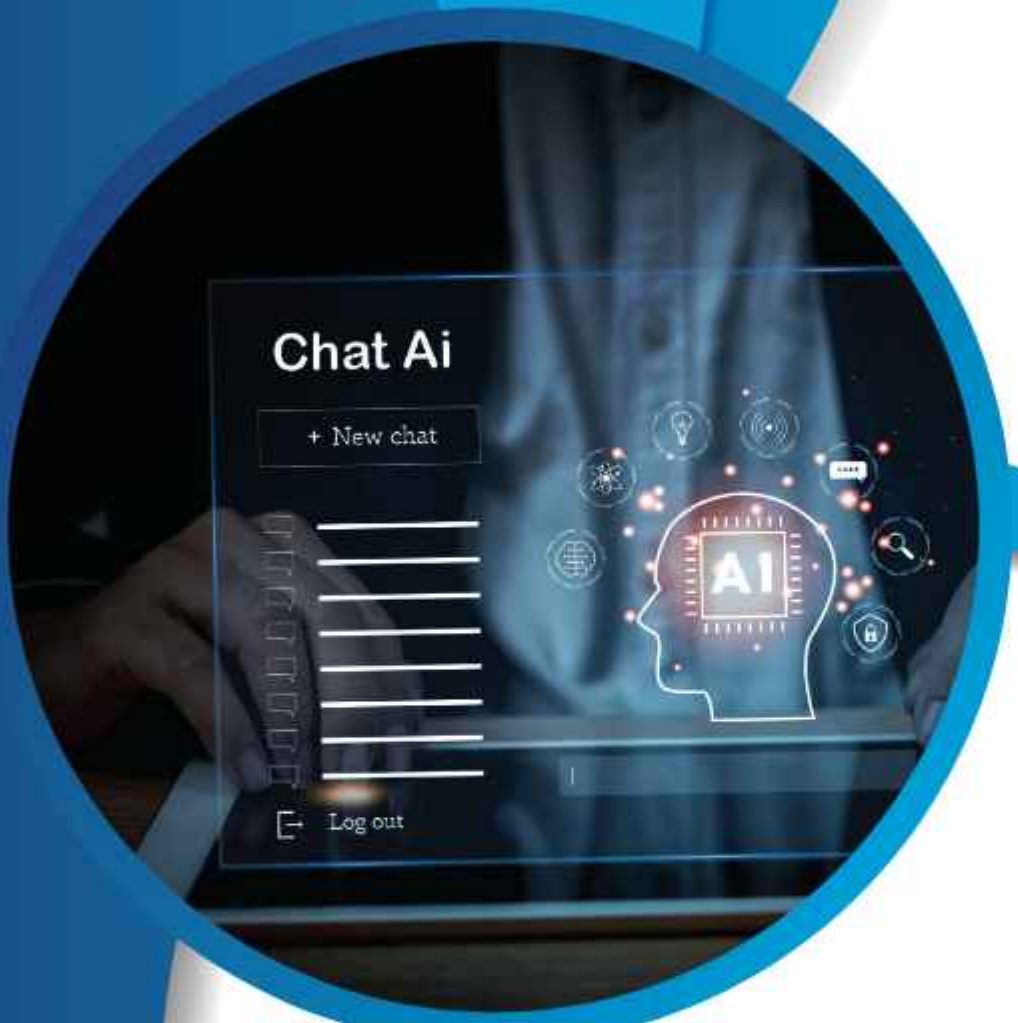
Executive
Education

WOXSEN UNIVERSITY



ChatGPT, AI for Excel & PowerPoint

Maximize your productivity through AI integration in Microsoft Suite and leveraging ChatGPT

www.woxsen.edu.in

Program Overview

The "ChatGpt, AI in Excel, Power Point, MIS" Executive Education program is designed to teach professionals seamless integration and use of AI tools with Microsoft Excel, enabling dynamic data analysis and process automation. This program trains you to enhance your presentation skills in Microsoft PowerPoint through smart and captivating storytelling techniques. This program also teaches you dashboarding and visualization using Power BI, to unlock actionable insights from your data. Moreover, this program equips you with the expertise to leverage ChatGPT, propelling your productivity to new heights.

Program Modules

Module 1

AI in Excel
(Integrating and using AI tools with Microsoft Excel)

- Basics of MS – Excel
- Formulas – Data Analysis (Basic Math)
- Pivot Tables
- Visualization of charts
- AI Tools for Automation in Excel
- Smart Analysis - Introduction to Excel Macros
- Recording Macros: Hands-on session on recording and running macros.
- VBA (Visual Basic for Applications): Basic understanding of VBA for more advanced automation
- Power Automate tools
- Hands-on Sessions

AI Tools for PowerPoint
(Smart Presentations)

- Design Ideas
- Morph Transition
- QuickStarter
- Data Visualization with AI
  - SmartArt Graphics
  - Charts and Graphs
- Presenter Coach:
- Analyzing and acting on feedback to enhance presentation delivery
- Hands-on Session - Smart Presentation Project

Module 2

Prompt Engineering (ChatGPT usage)

- Understanding the capabilities and applications of ChatGPT in IT scenarios.
- Discuss how ChatGPT can enhance productivity and streamline IT workflows at NTPC.
- Text-Based Interactions
- Understanding the syntax for instructing ChatGPT to perform specific tasks.
- Exploring how ChatGPT can handle multiple tasks simultaneously.
- Personalizing the ChatGPT experience for individual preferences.
- Incorporating ChatGPT into existing IT tools and workflows at NTPC.
- Identifying areas for process automation using ChatGPT.
- Examining real-world examples of successful ChatGPT integration in similar organizations.
- Tailoring ChatGPT usage to meet the unique needs of NTPC's IT environment.
- Incorporate practical exercises and workshops to reinforce learning.

Management Information Systems (Power BI) – Dashboard building

- Power BI Installation
- Power BI usage
- Data Analysis – Preprocessing
- Data Visualization

Who Should Attend

This program is open for all professionals across all departments and hierarchy

Learning Outcomes

Upon completion of this program, participants will gain :

- Proficiency in utilizing and integrating AI tools within Microsoft Excel for data analysis, automation, and decision-making processes
- Proficiency in leveraging AI tools for creating smart presentations using Microsoft Power Point
- Ability to incorporate ChatGPT into NTPC IT workflows for prompt engineering tasks to, optimize productivity and problem-solving
- Proficiency in utilizing Management Information Systems, specifically Power BI, for data management, analysis, and reporting

Faculty

Dr. Hemachandran
Associate Dean of Graduate Programs

Dr Rajesh Kumar KV
France Belanger Professor of Information Systems

Dr. Shahid Mohammad Ganie
Assistant Professor, School of Business

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