

## ABOUT THE COURSE: MICROSOFT DIGITAL SKILLS

### Digital Productivity

**Description:** The Digital Productivity course is designed to equip participants with essential digital skills and knowledge to enhance their productivity in today's technology-driven world. This comprehensive course covers a range of topics including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, digital payments, emerging technologies, and cyber security & data privacy. Participants will gain practical skills and insights that are applicable in both personal and professional contexts.

Microsoft Word	<ul style="list-style-type: none"><li>• MS Word basics, including document creation, editing, and formatting.</li><li>• Mastery of intermediate MS Word skills, such as advanced formatting, tables, and graphics.</li><li>• Efficient document management, organization, and navigation.</li><li>• Use Ribbon tabs for various functions, simplifying tasks.</li><li>• Mastery of document formatting, including margins and paragraph indentations using the ruler.</li><li>• navigation through documents using the Navigation Pane.</li><li>• Automatic document correction and proofreading with Spelling and Grammar check.</li><li>• Grouping shapes and objects for easier manipulation.</li><li>• Ability to enhance documents with images, captions, icons, and more.</li><li>• Expertise in displaying documents in different layouts using the View tab.</li><li>• Proficiency in using bookmarks, indenting, and bullets for report creation.</li><li>• Skill in optimizing page layout for improved document readability and consistency.</li><li>• customize and format tables in Microsoft Word as per individual needs, enhancing document aesthetics and readability.</li><li>• finding and replacing formatting elements throughout large documents, streamlining editing and formatting tasks.</li></ul>
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	<ul style="list-style-type: none"> <li>• Skill in using special text effects in Microsoft Word to modify and enhance the appearance of text elements.</li> <li>• Competence in creating and managing a table of figures to organize and list images, figures, or tables within a Word document, similar to a table of contents.</li> <li>• Utilization of Tab Stops to precisely align and format paragraphs within a Word document, ensuring consistent and structured content.</li> <li>• Application of paragraph styles to efficiently apply fonts and spacing consistently across the entire document.</li> <li>• controlling text behaviour around graphical elements, such as pictures, shapes, and text boxes, to enhance document layout and readability.</li> <li>• inserting mathematical symbols, texts, audio files, videos, and online content using Microsoft Word's equation tools and multimedia integration features.</li> <li>• saving MS Word documents in various formats, including PDF, ensuring compatibility and accessibility for different purposes.</li> </ul>
Microsoft Excel	<ul style="list-style-type: none"> <li>• essential Excel functions like data entry, formatting, and calculations.</li> <li>• Mastery of spreadsheet and table creation and formatting.</li> <li>• use of cell referencing, basic and complex formulas.</li> <li>• data organization, sorting, and filtering.</li> <li>• chart and graph creation for data visualization.</li> <li>• data entry and tabular data storage in Excel.</li> <li>• Utilization of the Page Layout tab for workbook preparation.</li> <li>• insert, store, update, and analyze data in worksheets.</li> <li>• using Excel's library of formulas for data calculations.</li> <li>• Freeze Pane function for locking rows and columns.</li> <li>• "Tell Me" Feature to execute functions efficiently.</li> <li>• creating charts for visualizing data analysis.</li> </ul>

	<ul style="list-style-type: none"> <li>• use Auto Fill for populating cells based on patterns or data.</li> <li>• Creation of customized AutoFill lists for efficient data entry.</li> <li>• sorting and rearranging data to quickly find values.</li> <li>• Copy/Paste function for moving cell contents.</li> <li>• saving, printing, and document protection in Excel.</li>   <li>• using Flash Fill to automate data population.</li> <li>• create hyperlinks for quick access to websites.</li> <li>• Creation and maintenance of a table of contents for worksheet overview.</li> <li>• generating a Table of Figures (or List of Figures/Tables) in MS Excel for document organization and navigation.</li> </ul>
Microsoft PowerPoint	<ul style="list-style-type: none"> <li>• creating engaging and visually appealing presentations.</li> <li>• slide creation, layout design, and content placement.</li> <li>• use of themes, templates, and slide transitions for presentation aesthetics.</li> <li>• incorporating multimedia elements, such as images, videos, and audio.</li> <li>• crafting compelling narratives and storytelling in presentations.</li> <li>• create and format charts, graphs, and SmartArt for data visualization.</li> <li>• slide animations and timings for dynamic presentations.</li> <li>• exporting options and sharing techniques.</li>   <li>• accessibility and inclusive design principles in presentations.</li> <li>• navigating through slides within a PowerPoint presentation.</li> <li>• formatting to enhance content presentation.</li> <li>• use of bullets and numbered lists for content organization.</li> <li>• adding various visual elements, including shapes, graphics, and icons.</li> </ul>

	<ul style="list-style-type: none"> <li>• Utilization of the Zoom option for magnifying specific slide content during presentations.</li> <li>• Integration of Excel for data analysis and chart creation, seamlessly incorporated into presentations.</li> <li>• image editing, formatting, and cropping to suit preferences.</li> <li>• object editing, formatting, and arrangement for customized slide design.</li> <li>• create and save presentations as templates for future use.</li>   <li>• Slide Master for uniform formatting across all slides.</li> <li>• application of slide transitions for visual effects.</li>   <li>• creating engaging and impactful presentations.</li>   <li>• Utilization of SmartArt for unique visual representations, with various layout options.</li> </ul>
Emerging Technologies	<ul style="list-style-type: none"> <li>• principles of emerging technologies.</li>   <li>• Explore the foundations and benefits of cloud computing in various industries.</li> <li>• Analyse the impact and potential applications of artificial intelligence (AI) and machine learning (ML) in different domains.</li> <li>• Examine the immersive worlds of augmented reality (AR) and virtual reality (VR) and their role in entertainment and industry.</li> <li>• Internet of Things (IoT) and its significance in connecting everyday devices and systems.</li> <li>• Explore the realm of robotics and its applications in automation, manufacturing, and beyond.</li> <li>• Analyse the challenges and solutions related to security and privacy in the digital age.</li> <li>• Explore real-world case studies showcasing successful implementations and challenges faced in adopting these technologies.</li> </ul>
Digital Payments	<ul style="list-style-type: none"> <li>• Digital payment landscape and its implications for personal and business finance.</li> <li>• in utilizing online banking and net banking services for secure financial transactions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Mastery of debit card and credit card usage, including payments and transaction tracking.</li> <li>• managing digital payments through eWallet platforms for convenience and security.</li> <li>• using UPI (Unified Payments Interface) for seamless and instant fund transfers.</li> <li>• Digital payment regulations, compliance, and consumer protection measures.</li> <li>• Link and manage multiple payment methods for financial flexibility.</li> <li>• Identifying and mitigating common security threats in digital transactions.</li> <li>• Troubleshooting and resolving payment-related issues and disputes.</li> </ul>
<p>Cyber Security and Data Privacy</p>	<ul style="list-style-type: none"> <li>• principles and importance of data privacy.</li> <li>• Online risks and threats to personal information and data.</li> <li>• Data collection practices by digital media and platforms.</li> <li>• Safe internet browsing practices to protect privacy.</li> <li>• Identify and mitigate common online threats like phishing and malware.</li> <li>• Cyberbullying and strategies to prevent and address it.</li> <li>• Cybercrime and cybersecurity measures against cyberattacks.</li> <li>• Password protection and creating strong, secure passwords.</li> <li>• Antivirus software and firewall usage for device protection.</li> <li>• Prevent and respond to cyberbullying incidents.</li> <li>• Identifying and reporting cyberbullying incidents to appropriate authorities.</li> <li>• Password management tools and multi-factor authentication.</li> <li>• assessing the security of websites and online services before sharing personal information.</li> </ul>

## AI Fluency:

**Description:** AI Fluency offers a comprehensive exploration of artificial intelligence (AI). Participants will learn about AI fundamentals, engage with ChatGPT, harness AI in Microsoft Office applications, leverage AI tools for design, business, and education, and explore AI's potential for social good.

### Learning Outcomes:

Using ChatGPT I	<ul style="list-style-type: none"><li>• Compose effective ChatGPT prompts for desired responses.</li><li>• Prompt writing best practices for high-quality results.</li><li>• Creative content generation for assignments, projects, presentations, events, videos, and songs.</li><li>• Multilingual communication and text translation using ChatGPT.</li><li>• Utilizing ChatGPT for educational purposes, including explanations, syllabus understanding, exam preparation, book references, and assignment review.</li><li>• Seeking assistance with coding, debugging, and solving complex programming problems.</li><li>• Career counseling, resume building, and interview preparation with ChatGPT.</li><li>• Ideation and brainstorming for projects, events, and creative content.</li><li>• Content planning and outlining for assignments and reports.</li><li>• Efficient language translation for documents and text.</li><li>• Concept clarification and explanations on complex topics.</li><li>• Exam readiness through practice questions and topic reviews.</li><li>• Literature and reference gathering for research.</li><li>• Assignment enhancement, review, and improvement.</li><li>• Problem-solving, both technical and non-technical, with ChatGPT's assistance.</li><li>• Interview practice, including common questions and answers.</li><li>• Gaining coding and programming insights from ChatGPT.</li><li>• Generating potential project topics for</li></ul>
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	<p>research.</p> <ul style="list-style-type: none"> <li>• Brainstorming event ideas and concepts.</li> <li>• Creative content creation, such as writing songs and scripts, with ChatGPT's support.</li> </ul>
Using ChatGPT II	<ul style="list-style-type: none"> <li>• using ChatGPT for various business tasks, including social media management, email management, product description writing, and content creation for websites, blogs, research papers, and case studies.</li> <li>• performing competitor analysis, gathering demographic insights, generating interview questions, job descriptions, and assessments for employees.</li> <li>• utilize ChatGPT for health-related tasks, such as creating workout plans, exercise routines, nutritional guidance, and mental health support.</li> <li>• personal recommendations for dressing, accessories, travel plans, and preparing food dishes.</li> <li>• real-world applications of ChatGPT in various companies and industries, showcasing how businesses are leveraging its capabilities.</li> <li>• GPT-4 and Bing integration, including how to use these tools effectively.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Using Bing Chat and GPT-4 for tasks like searching for nearby restaurants, obtaining recommendations, accessing educational content and advice, generating content, conducting research, and generating summaries.</li> <li>• Recognizing the limitations of Bing Chat and ChatGPT and how to work around them.</li> </ul>
Use of AI in MS Word, Excel, and PowerPoint	<ul style="list-style-type: none"> <li>• AI-integrated tools available in MS Office, such as Translator, Smart Lookup, and Outlook Suggested Replies. Proficiency in using MS Editor, an AI-powered tool in MS Word for advanced editing and proofreading.</li> <li>• Mastery of Grammarly integration in MS Word, enhancing grammar and writing quality with AI suggestions.</li> <li>• Utilizing Dictate in MS Word to transcribe spoken words into text with accuracy and efficiency.</li> <li>• Using Copy.ai to generate high level</li> </ul>

	<p>customized content</p> <ul style="list-style-type: none"> <li>• Mastery of AI-powered tools for MS Excel, including Insert Data from Pictures.</li> <li>• Using Excellly AI to generate complex formulae.</li> <li>• Utilizing Presentation Coach, an AI-powered tool in MS PowerPoint, for enhancing presentation delivery and effectiveness.</li> <li>• Using Live Caption and Subtitle features in MS PowerPoint, powered by AI, to provide real-time subtitles and captions during presentations.</li> <li>• Using SlidesGo, and TomeAI for creating dynamic and engaging presentations.</li> <li>• Exploring tips and tricks for effectively utilizing AI tools in MS Office applications.</li> <li>• Identifying best practices, do's and don'ts, while using AI tools to maximize productivity and efficiency in document creation, data analysis, and presentations.</li> </ul>
AI Tools for Design	<ul style="list-style-type: none"> <li>• Utilizing AI-powered tools for creative design, encompassing various aspects of design tasks.</li> <li>• Microsoft Designer, including a comprehensive introduction and practical usage to generate images, and create social media posts, invitations, and posters.</li> <li>• Using Bing Image Creator to generate graphics tailored to specific needs.</li> <li>• Employing Simplified for meme creation, enhancing your creative capabilities.</li> <li>• AI tools for photo editing, with a focus on Pixel cut for background removal and image enhancement.</li> </ul>
	<ul style="list-style-type: none"> <li>• Using Pixel cut to seamlessly remove backgrounds and enhance the visual appeal of images.</li> <li>• Harnessing AI tools for video editing, emphasizing InVideo's capabilities in generating scripts and videos through AI assistance.</li> <li>• InVideo, including script creation and video generation, enhancing your video marketing efforts.</li> <li>• Utilizing AI tools for sound editing, specifically</li> </ul>

	<p>Beatoven, for generating royalty-free music to elevate your video content.</p> <ul style="list-style-type: none"> <li>• Proficiency in leveraging Beatoven to create music that perfectly complements your video productions.</li> </ul>
<p>Other AI tools and AI for Social Good</p>	<ul style="list-style-type: none"> <li>• Using Education Copilot for various teaching applications, enhancing the education process.</li> <li>• QuillBot for rephrasing and improving business communications.</li> <li>• Utilizing Contlo for emailer designing, enhancing business marketing strategies.</li> <li>• Generate a business name and secure the domain using the Business Name Generator.</li> <li>• Designing a logo using Turbologo for branding.</li> <li>• Generating a website using Durable, enhancing online business presence.</li> <li>• Creating a presentation deck using Beemer for effective business pitches.</li> <li>• Awareness of privacy concerns related to AI tools and their impact on data security.</li> <li>• Potential risks of data theft associated with AI tools.</li> <li>• Exploring real-life examples of information misuse through AI.</li> <li>• Safeguarding data from potential AI tool attacks.</li> <li>• Actions to take if your data is compromised online.</li> <li>• Introduction to the concept of using AI for social good and its significance.</li> <li>• Examples of AI-driven initiatives aimed at addressing social issues and creating positive impact.</li> <li>• Basic ethics of AI in the context of social good applications.</li> </ul> <p>Insight into the effects of AI on the job market and employment landscape.</p>