

AI-Driven Office Productivity

Three independent live 1-hour micro-courses · ₹249 each

Word · Excel · PowerPoint

Tools taught: Claude · ChatGPT · Perplexity · Gemini Notebook · Gamma

Take any course, in any order — each stands completely on its own and delivers a finished result within the hour.

COURSE 1 · AI-Driven Word

From a blank page to a finished, formatted business document.

WHO IT'S FOR

Report, memo & proposal writers - Enthusiasts, students, job seekers

FEE

₹249

60 min · live

WHAT YOU'LL LEARN — SESSION BY SESSION

- 1. The promise** — See a finished 1-page report — your target for the hour
- 2. Research** — Pull 2–3 current, citable facts with Perplexity
- 3. Draft** — Turn a brief + facts into a structured and formatted draft with Claude, ChatGPT and other AI tools
- 4. Ground it** — Convert your own notes/PDFs into a draft with Gemini Notebook
- 5. Refine** — Fix tone, length and grammar with targeted prompts
- 6. Into Word** — Apply headings, table of contents and page numbers

COURSE 2 · AI-Driven Excel

Stop fighting formulas — describe it, get the formula, steps and chart.

WHO IT'S FOR

Anyone working with data – Enthusiasts, students, job seekers, Corporate Analysts, MIS & reporting staff, researchers, NGO monitoring teams

FEE

₹249

60 min · live

WHAT YOU'LL LEARN — SESSION BY SESSION

- 1. The promise** — Watch a messy sheet become a clean summary + chart
- 2. Formula on demand** — From plain English prompts to simple and complex formulas and explanations
- 3. Clean the data** — Dedupe, split and standardise entries with AI guidance
- 4. Analyse** — Upload a sheet, get totals, insights and a chart plan
- 5. Pivot & chart** — Build a pivot summary and the right chart in Excel.
- 6. Automate** — Generate a simple, commented macro — and sanity-check it.

COURSE 3 · AI-Driven PowerPoint

From document or idea to a clear, well-designed deck

WHO IT'S FOR

Students, visual communicators, job seekers, presenters, trainers, researchers and team leaders who build slides

FEE

₹249

60 min · live

WHAT YOU'LL LEARN — SESSION BY SESSION

- 1. The promise** - Design an 8-slide deck from a 2-page report
- 2. Story & stats** — Use insights to tell a great story, get the right data, facts and inputs to back it up
- 3. Outline** — Claude builds a slide-by-slide outline with speaker notes
- 4. Report to deck** — Gemini Notebook turns a source report into talking points
- 5. Generate in Gamma** — Create a fully designed deck in under a minute.
- 6. Export & tidy** — Export to PowerPoint, fix layout, spacing and fonts

The world is changing. AI is rising. Learn to use it well.