AI for Word & PowerPoint

Enterprise Communications with Copilot

The "AI for Word & PowerPoint" course is an 8-hour program that transforms how participants create and manage professional documents using Microsoft Copilot as a productivity partner. This course covers the core mechanics of Word — lists, tables, document objects, headers, footers, and page design — then layers Copilot on top to show how AI accelerates the entire documentation process. PowerPoint is included as bonus content, demonstrating how the same object-handling skills transfer seamlessly across both applications and how Copilot can convert documents into presentations and back again.

What will trainees learn?

- Microsoft Word Document Structure and Navigation
- Formatting Text, Paragraphs, and Working with Styles
- Lists, Tables, and Managing Document Objects
- Inserting and Working with Images, Charts, and Shapes

- Headers, Footers, and Professional Page Layout and Design
- Leveraging Microsoft Copilot to Draft, Refine, and Format Documents
- PowerPoint Essentials: Shared Object Skills and Document-to-Presentation Conversion with Copilot

How will this training benefit your company and employees?

Participants will build confidence in the core mechanics of Microsoft Word — document structure, styles, lists, tables, charts, images, shapes, and professional layout tools including headers, footers, and page design. The course then pairs these fundamentals with Microsoft Copilot, showing how AI can generate, rewrite, summarize, and format content on demand. Trainees will practice crafting effective prompts and guiding Copilot through multi-step tasks, so AI handles the heavy lifting while they stay focused on clarity and message. The PowerPoint portion extends these skills across applications, with Copilot enabling smooth document-to-presentation workflows. By the end, participants will produce high-quality professional content with speed and confidence.

Training is recommended to be deployed in 4- or 8-hour blocks for 8 Hours Total Training.

MACRO Development is a trusted provider of comprehensive employer training programs, specializing in enhancing computer skills. With over 15 years of experience in sales and business development, our facilitator brings a wealth of knowledge to every session. We offer customized training solutions that cater to the unique needs of each organization. Through interactive workshops and practical strategies, we empower employers to excel in communication, driving productivity and success in the workplace.