# SMART TOOLS FOR SMART WORK

## MASTERING MICROSOFT & AI

Trainer:
**Ts Fong Yit Meng**

## 13 - 14 March 2025

🕘 **9:30am - 4:30pm**

📍 **Room 5, Level 2, Le Quadri Kuala Lumpur**

## Overview

These exercises explore the capabilities of Microsoft 365 Copilot in Word, Excel and PowerPoint. The sessions cover real-world tasks such as rewriting policies, summarising research, generating slides, forecasting data and automating timelines. By leveraging Copilot's AI with step-by-step guidance, participants can efficiently streamline their workflows.

## Course Objectives

- ☑ Leverage Copilot to reduce manual work.
- ☑ Produce professional results in shorter timeframes.
- ☑ Utilise Microsoft Excel's automated formulas, data categorisation and forecasting features.
- ☑ Create PowerPoint presentations using multimedia recommendations, design checks and Q&A simulations.

## Register now!

Complete the attached TRF and submit to Fitriyah, GHR.
Email: fitriyah@ucsigroup.com.my (Ext: 2417)