Boosting office productivity via Generative AI

Overview:

This 1-day training program is designed to enhance office productivity by leveraging the power of Generative AI integrated within Microsoft Word and PowerPoint. Participants will learn practical techniques to automate routine tasks, create engaging presentations, and streamline document creation using AI tools.

27 June 2024
Time: 1pm - 4pm

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Course Module
1. Understand the basics of Generative AI and its applications in office productivity.
2. Learn how to utilize AI features in MS Word for efficient document creation and editing.
3. Discover AI capabilities in PowerPoint for crafting impactful presentations.
4. Apply AI tools to automate repetitive tasks and improve workflow efficiency.

Dr. Bong Chih How is an accredited TTT Trainer. He obtained his PhD from University of Colorado under the area of AI. His research interests includes data analytics, text analytics and NLP. He has designed and conducted various curriculums: data mining, decision support system and database courses since 2001. He is also a Microsoft Certified Professional and a Scrum Master.

Dr. Lee Nung Kion is an accomplished Associate Professor in Universiti Malaysia Sarawak (UNIMAS), with expertise in Machine Learning and Bioinformatics. He holds a PhD and a master's degree in computer science, equipping him with extensive knowledge in his field. Lee's professional skills encompass Data Analytics, Productivity Tools, and Software Development, making him a versatile and capable researcher. Having accumulated over 15 years of experience in academia, Lee has excelled in teaching various courses related to Computer Science, Artificial Intelligence, and Mathematics. His teaching experience has allowed him to impart knowledge and shape the next generation of professionals in these fields. He is also currently holding the position as Deputy Director at the UNIMAS strategic office which involves in data analysis of organization critical data using machine learning, Microsoft Power BI, and Microsoft Excel.

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