ISDM Independent Skill Development Mission NXT

Anandadhara Kajkendra

★ AI-INTEGRATED COURSE

# NXT CERTIFIED MICROSOFT OFFICE WITH AI TOOLS

## Master Microsoft Office & AI Tools for Career Success!

**Duration:** 3 Month | **Certificate** · Beginner | **Eligibility:** Basic computer skills and familiarity with Microsoft Office

### OVERVIEW OF THE COURSE

Enhance your skills with the NxT Certified Microsoft Office with AI Tools course. This comprehensive 3-month program is designed to equip you with the essential knowledge and practical skills needed to excel in using Microsoft Office applications integrated with cutting-edge AI tools. Learn the fundamentals of Microsoft Word, Ex...

- Hands-on learning with real-world applications
- Integrate AI tools for enhanced productivity
- Expert guidance throughout the course
- Flexible learning at your pace
- Certification to boost your resume




| 3 Month | 8 | 4 | 13 |
|---|---|---|---|
| DURATION | SUBJECTS | PROJECTS | TOOLS |

JOIN NOW →

WhatsApp us

WE ARE AVAILABLE AT
**600+ LOCATIONS**

NOT SURE WHICH COURSE IS RIGHT FOR YOU?
**Choose the Best Course for You - Try our AI-Powered Career Counselling for FREE**

Start free →

YOUR NEAREST ISDM NxT CENTRE
**Anandadhara kajkendra**
127, Gorui Paschim Para Post- Rabindranagar Kolkata -700065, South 24 Parganas, West Bengal - 700064
Call / WhatsApp: **9830479172** · anandadharakajkendra@gmail.com

Scan to enquire

COURSE CURRICULUM

# What you will learn

01 Subjects → | 02 Projects → | 03 Tools → | 04 AI Integration

## 01 Subjects & modules

6 subjects with the topics you will learn

### 01 Introduction to Microsoft Office & AI Fundamentals

- Microsoft Office Suite And Core Applications
- AI Evolution In Productivity Tools
- ChatGPT, DeepSeek, And Copilot
- Ethics, Privacy, And Responsible AI
- Microsoft 365 Cloud Collaboration
- OneDrive, SharePoint, And Cloud Storage
- AI Assistants Across Office Applications

### 02 Microsoft Word with AI Integration

- Document Creation and Basic Formatting
- Styles and Consistent Formatting
- AI Writing and Formatting Tools
- Tables, Columns, and Hyperlinks
- Templates and Custom Styles
- Mail Merge and Bulk Customization
- SmartArt and Chart Creation

### 03 Microsoft Excel with AI Data Analysis

- Excel Interface And Workbook Basics
- Cells, Data Entry, And Formatting
- Basic Formulas And Functions
- AI-Powered Analysis And Copilot
- Conditional Formatting And Data Validation
- Advanced Formulas And Functions
- Charts, PivotTables, And Visualization

### 04 Microsoft PowerPoint & AI-Driven Presentation Design

- Slide Creation, Templates, And Master Slides
- Effective Presentation Skills
- Embedding Media, Animations, And Transitions
- AI-Generated Slide Content With ChatGPT
- AI-Assisted Presentation Creation Workflow
- DeepSeek Data Visualization And Slide Design
- AI-Assisted Live Presentation Support

### 05 Outlook, Email Productivity & AI Automation

- Outlook Account Setup And Email Sync
- Professional Email Drafting And Follow-Ups
- Calendar And Meeting Management
- Email Rules, Templates, And Automation
- AI-Assisted Email Drafting And Collaboration
- AI Smart Scheduling With DeepSeek
- Email Security And Spam Filtering

### 06 Office 365 & AI Workflow Optimization

- Office 365 Collaboration Tools
- Cloud Document Sharing And Security
- AI Meeting Transcription And Task Management
- Power Automate Workflow Automation
- AI Productivity And Time Management
- AI-Generated Reports And Summaries
- Capstone Project Implementation

## 02 Projects & assignments

Hands-on work for your portfolio

**P1** Develop a comprehensive Excel spreadsheet with AI-driven analytics.

**P2** Create a PowerPoint presentation utilizing AI design suggestions.

**P3** Draft a formal report in Word while incorporating AI-based grammar checks.

**P4** Set up an automated email campaign using Outlook and AI tools.

## 03 Tools & software you will master

5 industry tools

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Office 365

## 04 AI Integration

How AI is used inside the work of this course

AI SUBJECT

### AI Fundamentals & Prompt Engineering

- **AI Basics and Everyday Uses**
- **Generative AI: How It Works**
- **Prompt Engineering Foundations**
- **AI for Study and Workplace Tasks**
- **Fact-Checking and Reliable Research**
- **Privacy, Safety and Responsible Use**
- **Integrated Practice and Review**

AI SUBJECT

### AI for Office Productivity (Word, Excel, PowerPoint)

- **Safe AI use and prompt basics for office work**
  Microsoft 365 Copilot and Gemini for Google Workspace in Microsoft 365 and Google Workspac
- **AI-assisted documents and email in Microsoft 365**
  Microsoft 365 Copilot in Word: Create, rewrite and summarise a workplace letter or report,
- **AI formulas, data cleaning and analysis in Excel**
  Microsoft 365 Copilot in Excel: Generate or explain formulas, analyse a table and create a
- **AI presentations in PowerPoint and Google Slides**
  Microsoft 365 Copilot in PowerPoint: Create or revise a presentation from a prompt or supp
- **Gemini in Google Workspace: documents, spreadsheets and email**
  Gemini for Google Workspace in Google Docs: Draft, rewrite or summarise a document and ver
- **AI-assisted calendar, meetings and task management**
  Microsoft 365 Copilot in Microsoft Teams, Microsoft To Do and Planner: Review an available
- **AI connectors and office-work automation**
  ChatGPT connectors in Gmail, Google Calendar and Google Drive where supported: Connect an

AI TOOLS YOU WILL USE

- Google Gemini
- Microsoft Copilot
- ChatGPT
- Claude
- Power Automate
- Zapier
- Perplexity


NotebookLM

CAREER OPPORTUNITIES

# Where this course can take you

**Administrative Assistant**
Fresher salary: ₹2.4-3.6 LPA*

**Data Analyst**
Fresher salary: ₹3.0-4.5 LPA*

**Office Manager**
Fresher salary: ₹3.5-5.0 LPA*

**Business Consultant**
Fresher salary: ₹3.2-4.8 LPA*

**Project Coordinator**
Fresher salary: ₹2.8-4.0 LPA*

### Freelancing & own business

- Freelance administrative support
- Data analysis projects
- Presentation design services
- Email management for businesses

### Industries that hire

- IT Services
- Education
- Healthcare
- Finance
- Retail

### Grow further

- Advanced Excel & Data Analytics
- Digital Marketing Certification
- Project Management Essentials

## Certification

Receive an ISDM NxT certificate upon successful completion, showcasing your skills.

Practical AI-integrated project | Final online test | Verifiable certificate

JOB SUPPORT

# How we help you get a job

**1** Resume building workshops

**2** Mock interview sessions

**3** Access to job offers

**4** Guidance for job applications

* Typical fresher salary ranges in India; the actual salary depends on the employer, the city and your skills.

WHY START NOW

# Your future is built by the skills you learn today.

Companies hire people who can do the work. People who use AI well at work are in demand - this course teaches you the job skills and the AI tools together. Every month you practise adds a project to your portfolio - the best time to start is now.

| 18+ | 600+ | 2,708+ | 390+ |
|---|---|---|---|
| Years of training experience | Centres across India | Job offers to our students | Hiring companies |

## UNIQUE FEATURES AT ISDM NxT

- ✓ Free pre-counselling to choose the right course
- ✓ Study material, attendance, assignments, exams and results online from day one
- ✓ 24x7 AI trainer (ChatNxT) for your doubts
- ✓ Experienced, rated trainers and daily class feedback
- ✓ Practical lab sessions and live projects
- ✓ Monthly online mentorship sessions
- ✓ Resume, mock interviews and job offers in your student dashboard
- ✓ Freelancing and start-up guidance

● LIVE PLACEMENT DATA

## Latest job offers to ISDM NxT students

Updated 20 Nov 2026



**Gaurav M.**
India
**Java Software Development Engineer**
Health Catalyst



**Geeta K.**
New Delhi
**tellecaller for digital marketing**
balajimarketingexperts



**Anand S.**
Muvattupuzha
**Hiring Junior Account Executive J...**
CorpZop



**Adarsh S.**
Ghugus
**TGT Computer Science**
Adani Foundation



**Priyanka Y.**
Mumbai
**Data Entry Operator (Full-time) -...**
CorpZop



**Rajan S.**
Ahilyanagar
**Computer Trainer**
Enlearning skill development Ltd

Job offers shared with our students through the ISDM NxT job network. See all at isdmnext.in/latest-placement

LIMITED SEATS · VALID TILL 30 NOV 2026

## FREE Ambassador Affiliate Programme

Complete your admission within **10 days** and join the ISDM NxT Ambassador Affiliate Programme free of cost: refer friends, earn referral rewards as per the programme and get featured on the ambassador leaderboard.

CLAIM NOW

TAKE THE FIRST STEP

# Book your FREE counselling session today

Meet our counsellor, see the lab, get your doubts answered and know the current fees and offers for your centre.

YOUR ISDM NxT CENTRE

## Anandadhara kajkendra

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Scan for course details & enquiry

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### Choose the Best Course for You

Try our AI-Powered Career Counselling for FREE - answer a few questions and get the courses that fit your interests, skills and career goal.

Try it FREE → isdmnext.in/course-for-you

**01**
**Counselling**
Free guidance to pick the right course

**02**
**Training**
Practical classes, labs and projects

**03**
**Mentoring**
Experts, AI trainer and feedback

**04**
**Placement support**
Resume, interviews and job offers

### What you get with this course

- Comprehensive study material
- Practical lab sessions
- Live projects for hands-on experience
- 24x7 AI trainer support
- AI career counselling
- Interview preparation assistance
- Job offers in student dashboard
- Certification upon completion

ISDM NxT Head Office: 309, Saffron Plaza, Airport Road, Vadodara, Gujarat, 390022 · +916263625594 · inquiry@gmail.com

Fees depend on the centre and current offers - ask your counsellor. Course content may be updated to stay current with industry needs. · isdmnext.in