★ 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
sona computer education
57, Harijan Basti Mithapur Near Ambedkar Park, Badarpur New Delhi, Delhi - 110044
Call / WhatsApp: **011-44776487, 9289791265** · zworksindia@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
- O3 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
- MC Microsoft Copilot
- CH ChatGPT
- Claude
- Power Automate
- zapier 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

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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