



FUNDAMENTALS OF

MICROSOFT, CHATGPT & GENERATIVE ARTIFICIAL INTELLIGENCE FOR OFFICE PRODUCTIVITY



MAY 27-28, 2024



COURSE OVERVIEW

Generative AI tool such as ChatGPT and others will change how we work especially in using productivity tools like the Microsoft Office suite. In this course, you will be exposed to how to use AI generative tools for Microsoft Excel, PowerPoint and Word. The aim is to expose participants to use the tools to increase productivity and generate automated solutions at work. Participants will learn how to write prompt, generate content, and identifying issues when using generative AI tools.

LEARNING OUTCOMES

- Write appropriate prompt to generate correct and specific respond from chatGPT
- Using several generative AI tools to generate content
- Use multiple generative AI tools to help in data analysis, formatting, and design visual content
- Proper usage of generative AI content by considering ethical issues

TARGET

- Anyone with experience of using MS office suites (version 2016, 2019, 2023 or 365) for their daily office productivity

COURSE MODULES

Module 1

What is Generative AI?

Module 2

Prompt engineering by using Microsoft CoPilot

Module 3

Using ChatGPT for Microsoft Excel.

Module 4

Using GhatGPT for Microsoft Word.

Module 5

Using ChatGPT and Generative Tool for PowerPoint Slides Preparation.

Module 6

Generating visual contents and design by using generative AI tools - MidJourney, DALL-E

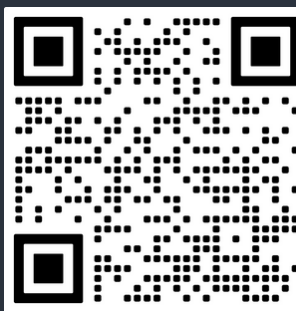
Module 7

Ethical use of ChatGPT



REGISTER NOW!

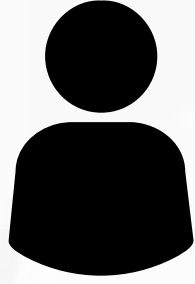
Scan QR code to register >>



REQUIREMENTS

Requires basic computer skills (e.g Windows 10/11, browsers and Internet) and does not require any programming language knowledge.

TRAINER DR. BONG



Dr Bong is an Associate Professor in Faculty of Computer Science and Information Technology. He obtained his PhD in Computer Science from University of Colorado USA. He is also an accredited HRDC trainer, Certified ScrumMaster and Microsoft Certified Professional. He has conducted more than 30 sessions of professional training in the area of digital and data technologies. Prior to his academic career, he worked as a software engineer and web developer.

INVESTMENT FEE (Per Participant)

EARLY BIRD RATE	NORMAL RATE	CLOSING DATE OF REGISTRATION
PER PAX PER COURSE	PER PAX PER COURSE	EBR: One month before commencement of the course NR: One week before commencement of the course
RM1,600	RM1,800	
Applicable for registrations received and paid one month before commencement of the course	Applicable for registrations received and paid after the EBR Closing Date	

*The fee is not yet inclusive of SST

*January & February: 6% SST on training fees

*March onwards: New rate of 8% SST applies

The Organiser reserves the right to make any amendments that are deemed necessary in the best interest of the workshop.

Please register me/us for the workshop on

MICROSOFT, CHATGPT & GENERATIVE ARTIFICIAL INTELLIGENCE FOR OFFICE PRODUCTIVITY

May 27-28, 2024 | Kuching



Do you intend to utilize HRDCorp Levy for this program? **Yes / No**

Upon submission of this form, I confirm I have read and accepted the terms and conditions of this registration.

Name :

Position :

Email :

Name :

Position :

Email :

Name :

Position :

Email :

Company :

Address :

Tel:..... Fax:.....

Email :

Nominating Person :

Position :

Approving Person :

Position :

Invoice Attention to:.....

Email :

Closing Date: May 21, 2024

MRS MANAGEMENT SDN BHD (275222-P)

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TERMS & CONDITIONS:

- Fees are inclusive** of programme materials, refreshments, luncheons and certificate.
- Outstations participants** are advised to call MRS before making any air-travels and hotel payments. MRS shall not be liable for any loss or damage, costs or additional charges that may arise from the failure to confirm with us before making such arrangements.

3. Payment, Confirmation & Admission

An invoice shall be issued upon receipt of your registration form. Payment is required by the early bird rate closing date or other dates stated on the invoice, whichever is applicable. Full payment is expected prior to the commencement of the course. We reserve the right to refuse admission for registration that remains unpaid. A Letter of Undertaking may be acceptable with prior notice and consent.

4. Substitution/Replacement of Participants

Substitutions are allowed at no extra charge provided MRS is notified in writing at least 5 working days prior to the course wherein any substitution proposed thereafter, MRS may reserve its right to disallow such proposal, and any substitution which may be accorded thereafter (if any), MRS reserves its right to add an additional charge thereto.

5. Cancellation of Participants

For Paid Registrations	For Unpaid Registrations
<ul style="list-style-type: none"> 30 days before course: Full refund or transferable 14 days before course: Refund minus 15% admin fee or transferable Less than 14 days before course: No refund but transferable No show: No refund and not transferable 	<ul style="list-style-type: none"> 30 days before course: No applicable admin fee 14 days before course: 15% admin fee chargeable Less than 14 days before course: Full fees chargeable and transferable No show: Full fees chargeable and not transferable

***Transferable** - to a similar or different course with the necessary top up fee should the course transferred to, is of a higher value

6. Postponement

While all care shall be taken to carry on the course as scheduled, there may be circumstances that may deem it necessary for MRS to postpone or merge with another similar course. In such instance, participants hereby indemnify and holds MRS harmless from any cost incurred. Payment received will not be refunded but can be credited to MRS's other courses.

7. Permanent Cancellation

In the event of a permanent cancellation by MRS of a course and provided the event is not postponed to a later date or merged with another course, a full refund shall be made for paid registrations and no applicable admin fee for unpaid registrations. Participants hereby indemnify and holds MRS harmless from any cost incurred.

8. Participants have read and consent to MRS processing the **registration data** in accordance with the Personal Data Protection Notice posted on www.trainingprovider.org. As such, they have discharged their responsibility of ensuring the information provided herein is the most up-to-date information as possible.

www.trainingprovider.org

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