N·S·D·C National Skill Development Corporation
Transforming the skill landscape

Skill India
कौशल भारत - कुशल भारत

AI + Generative AI

Be Future Ready

OXFORD SOFTWARE INSTITUTE

Since 1997 | One Lakh Students Trained

AN ISO 9001:2015 COMPANY

Oxford Certified

Office Executive with AI

4 Months

Authorised Grade A Training Partner of National Skill Development Corporation, Ministry of Skill Development, Government of India.

Office Executive with AI - 4 Months

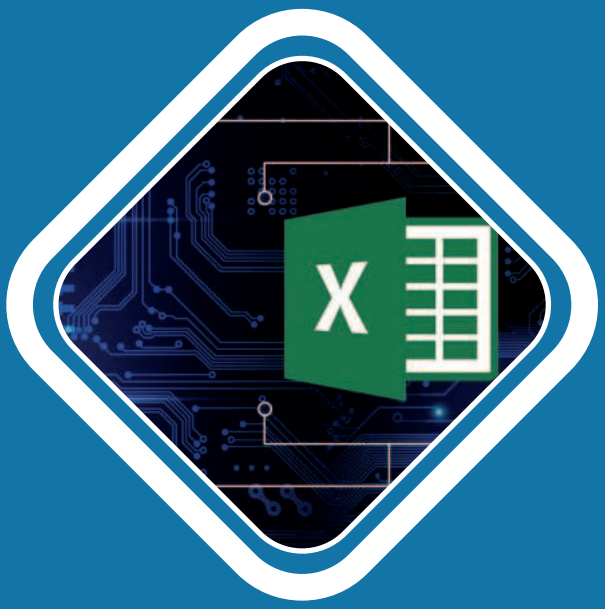
A job oriented course in today's Web World

Duration:- 4 Months

Affordable Fees

Digital Office Foundation

- Overview of Microsoft Office Suite
- Word, Excel, and PowerPoint Basics
- Using Online Collaboration Tools
- Cloud Storage and Secure Sharing
- Document Formatting Essentials
- Efficient File and Folder Handling
- Introduction to Workplace Software



Excel & Data Mastery

- Data Entry and Spreadsheet Formatting
- Essential Excel Formulas and Charts
- PivotTables and Dashboard Creation
- Automating Work with Functions
- Advanced Data Sorting Techniques
- Practical Business Case Exercises
- Tips for Accuracy and Productivity

AI Tools for Smart Office Work

- Introduction to Office AI Applications
- AI-Powered Document Review Editing
- Email Writing with AI Assistance
- Task Automation and Quick Responses
- Using AI Chat for Daily Office Work
- Enhancing Reports with AI Insights
- AI Tools for Productivity Boosting

Office Executive with AI - 4 Months

Affordable Fees

AI in Docs & Presentations

- Smart AI Design of PowerPoint Slides
- AI-Based Themes, Styles, and Layouts
- Using AI Icons, Images, and Graphics
- AI Templates for Excel and Word Docs
- Voice and Video Aided Presentations
- AI for Faster Report Preparation
- Automated Proofreading with AI Tools

Designing with Canva & AI

- Getting Started with Canva Interface
- AI-Powered Templates for Quick Designs
- Social Media Posts with AI Support
- Beautiful Presentations in Canva
- Posters and Flyers with AI Features
- Branding Graphics Using AI Tools
- Real-World Design Practice Projects

AI for Communication & Content

- AI Help for Professional Business Emails
- Virtual Assistance with AI Chat Support
- Resume Drafting Using AI Assistance
- Report Writing with AI Smart Tools
- Content Creation with AI Generators
- AI Editing for Grammar and Clarity
- Enhancing Presentations with AI Text

Office Executive with AI - 4 Months

Affordable Fees

Web & Digital Awareness

- Researching Online Effectively and Safely
- Understanding Cyber Security Basics
- Social Media Tools for Professionals
- Basics of Digital Marketing Concepts
- Online Business Promotion Techniques
- Awareness of Latest Web Platforms
- Tools for Daily Digital Productivity

Introduction to Coding

- Basics of HTML and Website Formatting
- CSS Styling for Modern Web Pages
- Python for Simple Office Automation
- Using Scripts for Repeated Office Tasks
- Handling Office Data with Python Tools
- Problem Solving with Small Codes
- Developing Mini Office Applications

AI for Data & Research

- Using AI for Market Research Insights
- AI-Generated Summaries and Reports
- Smart Data Analysis with AI Support
- Researching Knowledge with AI Tools
- Organising Information
- Comparative Study Using AI Assistants
- Business Case Research Applications

Office Executive with AI - 4 Months

Affordable Fees

AI for Office Productivity

- AI-Generated Meeting Notes and Records
- Scheduling Calendar with AI Assistance
- Prioritizing Office Tasks Using AI Tools
- File Organization with AI Management
- Reclaiming Time with Productivity AI
- Automating Repetitive Office Processes
- Team Collaboration Enhanced by AI

Project & Portfolio Work

- Creating AI-Based Office Project Work
- Canva Portfolio for Creative Designs
- Developing Coding Mini Applications
- Real-Time Office Task Simulations
- Group Work Using AI Collaboration Tools
- Preparing Industry Relevant Portfolio
- Final Project for Job-Readiness Proof

Career Skills & Growth

- Resume Building with AI Resume Tools
- Optimizing LinkedIn AI Career Profile
- Preparing for Job Interviews with AI
- Freelancing with AI Skill Platforms
- Career Growth Using AI Productivity Tools
- Building Confidence with AI Training
- Networking and Career Advancement

Office Executive with AI - 4 Months

Affordable Fees

AI Tools You Will Learn

- ChatGPT → General AI & automation
- Canva AI → Design & presentations
- Grammarly → Communication polish
- Gemini → Research, summaries & productivity
- Otter.ai → Meeting notes & transcripts

EXCELLENCE THROUGH INNOVATION

Quality Education & Affordable Fee

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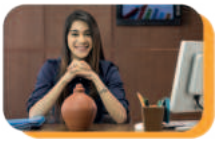
With AI



Affordable Fee

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Pitampura 365, Kohat Enclave, Kohat Enclave Metro Station Gate No 3, Pitampura, Delhi-110034. **Mobile - 9540127373**

Rajouri Garden A-4, 3rd Floor, Vishal Enclave, Near Metro Pillar No.- 411, New Delhi –110027. **Mobile - 9319608182**

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