Hands-on Course: Fundamentals of AI and Computer Skills

This practical, beginner-friendly course is designed to equip learners with essential computer skills and introduce modern productivity and AI tools. The course covers MS Office basics, collaboration tools like SharePoint and MS Teams, cloud storage platforms like Google Drive and OneDrive, and introduces emerging AI tools like ChatGPT and Microsoft Copilot.

📌 **Course Outline**

Module 1: Introduction to Computers & Digital Skills

- Understanding computer hardware & operating systems
  Learn the basic components of a computer and how to navigate common operating systems (Windows, macOS).
- Working with files & folders
  Create, move, rename, and organize files and folders effectively.

Module 2: Microsoft Office Fundamentals

- MS Word: Creating and formatting documents
  Explore text editing, styles, tables, and page layout tools.
- MS Excel: Basic spreadsheets & formulas
  Learn to enter data, use simple formulas, and create charts.
- MS PowerPoint: Designing presentations
  Build slides, insert images, and add animations and transitions.
- MS Outlook: Email basics
  Compose emails, manage contacts, and organize your inbox.

Module 3: Collaboration & Productivity Tools

- Microsoft SharePoint: Introduction & navigation
  Understand how to store, share, and collaborate on documents within an organization.
- Microsoft Teams: Chat, meetings & collaboration
  Use Teams for messaging, meetings, file sharing, and creating channels.
- Co-authoring in Office apps
  Work on documents simultaneously with colleagues.

Module 4: Cloud Storage Basics

- Google Drive: Uploading & sharing files
  Save, organize, and share files securely in the cloud.
- OneDrive (Microsoft Drive): Syncing & sharing
  Sync files between devices and share documents from OneDrive.
- Understanding cloud safety & permissions
  Set access levels and protect your data online.

Module 5: Introduction to AI & Copilots

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- What is AI? Basics & everyday uses
  Understand the fundamentals of AI and its role in daily tasks.
- ChatGPT: Asking questions & drafting content
  Use ChatGPT for brainstorming, writing help, and learning new topics.
- Microsoft Copilot: AI assistance in Office
  Leverage Copilot to create summaries, write emails, and generate presentations.

Module 6: Applied Skills & Best Practices
- Tips for safe browsing & data security
  Stay secure online with strong passwords, backups, and secure sites.
- Managing digital clutter
  Organize your desktop, folders, and email for better productivity.
- Using shortcuts & efficiency tools
  Learn keyboard shortcuts and tools to save time.

Module 7: Practical Exercises & Projects
- Create a formatted resume in MS Word
  Practice applying styles and layouts.
- Build a monthly expense tracker in Excel
  Use formulas and charts to visualize data.
- Prepare a short team presentation in PowerPoint
  Add media, transitions, and speaker notes.
- Collaborate on a shared document in SharePoint/Teams
  Experience real-time editing and commenting.