

AI MS OFFICE COURSE SYLLABUS FOR KIDS

❖ Day 1: Introduction to AI and Microsoft Office

- Understanding what artificial intelligence (AI) is and its applications
- Introduction to Microsoft Office suite (Word, Excel, PowerPoint) and their importance in productivity

❖ Day 2: Getting Started with Microsoft Word

- Basics of Microsoft Word: opening, saving, and formatting documents
- Introduction to AI-powered features in Word (e.g., Editor, Researcher)
- Hands-on practice creating and formatting simple documents

❖ Day 3: Exploring AI Features in Microsoft Word

- Exploring advanced AI features in Word such as grammar checking, smart suggestions
- Introduction to document collaboration using AI-driven features like real-time co-authoring
- Hands-on practice utilizing AI features in document creation

❖ Day 4: Introduction to Microsoft Excel

- Basics of Microsoft Excel: opening, saving, and navigating spreadsheets
- Understanding the importance of data analysis and visualization
- Introduction to AI-powered features in Excel (e.g., Ideas, Insights)

❖ Day 5: Data Analysis with Excel and AI



- Exploring AI-driven data analysis features in Excel (e.g., forecasting, pattern recognition)
- Introduction to creating charts and graphs for data visualization
- Hands-on practice analyzing sample data using Excel's AI features

❖ Day 6: Introduction to Microsoft PowerPoint

- Basics of Microsoft PowerPoint: opening, saving, and creating presentations
- Understanding the importance of visual communication in presentations
- Introduction to AI-powered features in PowerPoint (e.g., Designer, Presenter Coach)

❖ Day 7: Creating Engaging Presentations with AI

- Exploring AI-driven design suggestions and layout options in PowerPoint
- Introduction to AI-powered Presenter Coach for improving presentation skills
- Hands-on practice creating a simple presentation with AI assistance

❖ Day 8: Combining AI and Microsoft Office

- Integration of AI features across Microsoft Office applications
- Understanding how AI can enhance productivity and efficiency in various tasks
- Collaborative project: using multiple Microsoft Office applications with AI to complete a task

❖ Day 9-12: Application Projects

- Students work on individual or group projects applying AI and Microsoft Office skills learned so far
- Projects may include creating reports, presentations, or data analysis tasks using AI-driven features



- Guidance and support provided by instructors as students work through their projects
- ❖ Day 13-14: Project Presentations and Feedback
 - Students present their completed projects to peers or parents
 - Feedback session: peers provide constructive feedback on each other's projects
 - Reflection: students reflect on their learning experience and the application of AI and Microsoft Office skills in their projects
- ❖ Day 15: Review and Recap
 - Reviewing key concepts covered throughout the course
 - Recapping important AI and Microsoft Office features and their applications
 - Providing additional practice opportunities and challenges for students to reinforce their learning

