

COURSE OVERVIEW

Course Name:

Getting the Most from Your Documents with GenAI

COURSE DURATION: Half Day

Gauteng:

3rd Floor 34 Whitely Road
Melrose Arch
Johannesburg
2196
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Gauteng:

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Cape Town:

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COURSE DESCRIPTION

Business users have found many ways to take advantage of generative artificial intelligence (GenAI) tools such as ChatGPT, Copilot, Gemini™, and Claude. These tools can help you get work done faster and more efficiently. This includes the authoring of content within word processing tools like Microsoft® Word, Google Docs™, and LibreOffice® Writer or desktop publishing tools such as Adobe® InDesign®, Microsoft Publisher®, and QuarkXPress. GenAI tools can help you brainstorm ideas to inspire your writing and can help you create and revise text and image content for a wide range of writing and documentation projects. And all these tasks can be accomplished using free online AI tools.

COURSE OBJECTIVES

In this course, you will use generative AI tools to help you develop text and images that you can use in your word processor or desktop publishing application. You will:

- Select and use generative AI tools to generate ideas for your written documentation.
- Use generative AI tools to develop text content for your word-processing documents.
- Use generative AI tools to produce images and design ideas you can use in your documents.

TARGET AUDIENCE

This course is designed for professionals in a variety of roles who currently create and edit documents to accomplish business tasks, and who want to enhance their use of word processing and desktop publishing applications by leveraging freely available generative AI tools.

PREREQUISITES

To ensure your success in this course, you should be able to perform basic word processing and desktop publishing tasks using software such as Microsoft Word, Google Docs, or LibreOffice Writer. You can obtain this level of skills and knowledge by taking the *Microsoft® Office Word for Office 365™ (Desktop or Online)*.

COURSE CONTENT

Lesson 1: Using AI for Brainstorming and Idea Generation

Topic A: Select and Use Generative AI Tools

Topic B: Use Generative AI for Brainstorming

Lesson 2: Using AI to Produce Written Text

Topic A: Use AI to Generate Text

Topic B: Use AI to Revise Existing Text Content

Lesson 3: Using AI to Produce Images

Topic A: Generate New Images

Topic B: Import Generated Images into Word