

Content

- ✓ Using AI to simplify Excel work – formulas, data analysis, summaries & insights
- ✓ Converting Excel data and reports into PPTs in minutes
- ✓ Drafting emails, replies, notices & documents faster with better clarity
- ✓ Turning complex technical/legal content into client-friendly language
- ✓ Practical prompts you can start using from Day 1 in your office
- ✓ Understanding what to use AI for – and what NOT to share, keeping confidentiality intact
- ✓ How AI can save 2–3 hours daily without changing your existing workflow