

Learn how to save time, improve quality, and get more done with Revolutionize Business Productivity, a friendly and practical ChatGPT course built for busy professionals. Whether you're writing emails, building spreadsheets, creating presentations, or responding to clients—this course shows you how to use AI to do it better and faster. You'll learn how to write effective prompts that tell ChatGPT exactly what you need, and how to apply it inside your everyday tools like Word, Excel, Outlook, and PowerPoint. Discover how to use ChatGPT to generate slide decks, write macros, clean up messy data, or reply to emails with a tone that sounds like you. With easy-to-follow demos, hands-on practice, and real-world examples from business, HR, marketing, operations, and beyond, you'll leave with practical skills you can use immediately to plan projects, write reports, solve problems, and boost your productivity across the board.

### **CHATGPT FUNDAMENTALS & BUSINESS POSSIBILITIES**

- Learn what ChatGPT is and how it can help at work
- Explore everyday use cases for communication, planning, and service
- Access ChatGPT on web, desktop, and mobile apps

### **PROMPT WRITING MADE SIMPLE**

- Write clear, focused prompts that get great results
- Use tips like giving examples, setting tone, and adding context
- Practice editing your own prompts to improve answers

### **CREATE CLEAR CONTENT & COMMUNICATE WITH CONFIDENCE**

- Write great emails, outlines, reports, bios, and more
- Get help replying to emails in your own tone and voice
- Summarize or polish content for different audiences and goals

### **USE CHATGPT IN EXCEL (NO CODING REQUIRED!)**

- Ask for formulas by describing what you want to calculate
- Generate Excel macros to automate tasks step-by-step
- Summarize data, spot errors, and build simple dashboards

### **USE CHATGPT IN WORD, POWERPOINT & OUTLOOK**

- Plan and write full documents using natural instructions
- Generate entire slide decks with headlines and talking points
- Draft and reply to emails with clarity and the right tone

### **ANALYZE DATA & MAKE SMARTER DECISIONS**

- Ask ChatGPT to look for patterns and trends in your data
- Turn raw numbers into summaries and takeaways
- Get suggestions and writeups to support decision-making

### **CUSTOMER SERVICE, SUPPORT & TRANSLATION**

- Simulate support chats and client conversations
- Write polite, helpful responses that sound human
- Translate content and adjust it for different audiences

### **STAY SAFE & USE AI RESPONSIBLY**

- Understand what ChatGPT can and can't do
- Check facts and identify bias or weak spots
- Use AI as a helper—not a replacement—for good judgment

### **BUILD SMART WORKFLOWS & TOOLS**

- Automate common tasks like summaries, agendas, or guides
- Create teaching tools, creative content, or mini apps
- Try plugins and explore what's coming next