



# CHATGPT TO ASSIST MS OFFICE AT WORKPLACE

**1 February 12, 2026 (Thursday) 8.45 am – 5.00 pm FMM Institute, Perak**



In today's fast-paced office environment, professionals are expected to create reports, write emails, analyze data, and prepare presentations — often under tight deadlines. ChatGPT, a powerful AI assistant, can significantly improve efficiency, accuracy, and creativity when used alongside Microsoft Office tools.

This course is designed to help working professionals leverage ChatGPT as a personal digital assistant to support tasks in Microsoft Word, Excel, PowerPoint, Outlook, and Teams. Through hands-on guidance and practical scenarios, participants will learn how to prompt ChatGPT effectively to draft documents, generate formulas, summarize content, and communicate more clearly. Participants will walk away with the skills to save time, reduce errors, and enhance the quality of their day-to-day work using AI.

## COURSE CONTENTS

### MODULE 1: INTRODUCTION TO CHATGPT IN THE WORKPLACE

- What is ChatGPT? (vs Google, vs Copilot)
- Free vs Plus vs Enterprise: What's the difference?
- When and why to use ChatGPT in office tasks
- Common use cases across HR, Admin, Sales, and Finance
- Misconceptions and myths about AI
- Limitations and risks (privacy, accuracy, access to real-time data)
- Best practices for safe and ethical use
- Essential Prompting Techniques Eg. Role + Context + Task, instruction-style, roleplay-style prompts etc.

### MODULE 2: CHATGPT WITH MICROSOFT WORD – SMARTER WRITING & EDITING

- Drafting emails, memos, SOPs, letters, meeting minutes
- Rewriting content to sound more formal, polite, or concise
- Summarizing long text into key bullet points
- Creating templates for repetitive writing (HR letters, reports)
- Translating text (Malay/Chinese ↔ English)
- Editing grammar, punctuation, and clarity

### MODULE 3: CHATGPT WITH MICROSOFT EXCEL – FORMULAS, VBA & DATA SUPPORT

- Writing Excel formulas from natural language (e.g., SUMIFS, IFERROR)
- Explaining complex formulas step-by-step
- Asking ChatGPT for chart recommendations
- Creating templates: payroll calculators, attendance tracking formulas
- Troubleshooting errors with ChatGPT guidance

### MODULE 4: CHATGPT WITH MICROSOFT POWERPOINT – FASTER SLIDE CREATION

- Generating presentation outlines (training, report, pitch)
- Converting Word/Excel content into slide points
- Rewriting slide titles to sound impactful
- Writing speaker notes and presentation scripts
- Creating closing or opening remarks
- Generating quiz questions or engagement slides
- Suggesting flow and structure for story-based presentations
- Creating slide content from a single prompt

### MODULE 5: CHATGPT WITH OUTLOOK – COMMUNICATION MADE EASY

- Drafting polite and professional emails
- Replying to inquiries, complaints, or follow-ups
- Writing announcements, memos, and invitations
- Creating reusable email templates (leave requests, reminders)
- Converting rough sentences into formal messages
- Translating informal messages to professional tone
- Generating summaries for meeting agendas or notes

### MODULE 6: PROMPTING TECHNIQUES – ASK THE RIGHT WAY

- What is a “prompt”? (Definition and role)
- Anatomy of a good prompt: Role + Context + Task
- Examples: Good vs Bad prompts
- Using instruction-style vs roleplay-style prompts
- Prompting for different departments (HR, Finance, Admin)
- Saving and organizing your favorite prompts

## OBJECTIVES

By the end of the training, participants will be able to:

- Understand the capabilities, limitations, and safe use of ChatGPT in office settings.
- Prompt ChatGPT effectively to assist in daily Microsoft Office tasks.
- Draft and edit professional content using ChatGPT in Microsoft Word.
- Generate and troubleshoot formulas using Excel + ChatGPT.
- Create structured presentations and speaker notes using PowerPoint + ChatGPT.
- Write clear, polite, and professional email messages using Outlook + ChatGPT.
- Translate, rewrite, and summarize messages for internal communication.

## WHO SHOULD ATTEND

- Administrative staff who manage documents, schedules, and communications.
- HR professionals involved in writing SOPs, policies, letters, or announcements.
- Sales & marketing teams who create proposals, slides, and email communications.
- Trainers & educators preparing teaching content and PowerPoint decks.
- Finance or operations teams working with Excel formulas and reports.
- Anyone using Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams) and looking to save time or improve output using AI.

## PREREQUISITES

- Basic working knowledge of Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- No prior experience with ChatGPT is required - this course is beginner-friendly.

## TRAINER

**MS KAREN CHEAH** an MBA holder majoring in Computer Studies. She has more than 12 years experience in training corporate staff. She is also an expert in MS Office, UBS Accounting and Chinese Star. Besides these, she is proficient in many programming languages such as PHP, Visual Basic, Coldfusion, SQL etc where she can develop either business or Web application. Many working adults consult her on how to solve and speed up their office tasks by using common application software.

**MS KAREN CHEAH** has been conducting trainings for FMM Perak Public & In-house courses in MS Office (Excel, Word, PowerPoint, Access & Publisher) since 2008.

## COURSE DETAILS

Date **February 12, 2026 (Thursday)**  
Time **8.45am - 5.00pm**  
Venue **FMM Institute Perak**  
**No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak**  
Medium of Instruction **English**  
CPD: **7 hours**  
Fees: ☐ **Members RM864.00/pax** ☐ **Non-Members RM1,026.00/pax**  
*(Fees inclusive of Service Tax at 8%, Notebook Facilities, Course Materials, Refreshment, Lunch and Certificate of Attendance)*

## ADMINISTRATIVE DETAILS

### HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak** ■ MyCoID : **475427W\_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

### DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

### REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

### PAYMENT

- Cheques** made in favour of **"FMM Institute"** should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**
- FMM Institute TIN No. **C10626805080**

### CANCELLATION

Must be in Writing with Reasons ■ 7 days before the course – No payment charged ■ 3 – 6 days before the course - 50% payment charged ■ < 3 days before the course – Full payment charged ■ Participants who did not turn-up will be charged full payment ■ Replacements can be accepted at no additional cost

**Closing Date: FEBRUARY 5, 2026**

~ Registration Form ~

# CHATGPT TO ASSIST MS OFFICE AT WORKPLACE

FMM Institute  
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name		Designation	
			HP No	
	NRIC		Email	
2.	Name		Designation	
			HP No	
	NRIC		Email	
3.	Name		Designation	
			HP No	
	NRIC		Email	

*(Please attach a separate list if space is insufficient)*

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- ☐ We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- ☐ We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of the **"FMM Institute"**.

Submitted by:

Name:	Designation:		
Company:	Tel:	Fax:	
Address:			
Email:	FMM Membership No		

Enquiries – please contact **Ms Vaani / Pn Eda / Ms Harvindar** ☎ (05) 548 8660 📠 (05) 548 8221 ✉ [fmm\\_institute\\_perak@fmm.org.my](mailto:fmm_institute_perak@fmm.org.my)