



Getting the Most from Your Documents with GenAI

Course ID #: 7000-1192-ZZ-Z

Hours: 4

Delivery Method: Group Internet Based

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Course Content

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.

Objectives:

Upon successful completion of this course, students will:

- Use generative AI tools to help you develop text and images that you can use in your word processor or desktop publishing application.
- 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.

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.



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*Each student will require access to at least two, but preferably four, free generative AI tools. The tools used when writing this course were Copilot, Gemini™, and ChatGPT and Claude.

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.

Topics:

Lesson 1: Using AI for Brainstorming and Idea Generation

- Topic A: Select and Use Generative AI Tools
- Topic B: Use Generative AI for Brainstorming
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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

Register for this class by visiting us at:

www.tcworkshop.com or by calling us at 800-639-3535

NASBA CPE details are provided on the following pages.



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NASBA Information

Level: Beginner

Advanced Preparation: None

Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.

Recommended Field(s) of Study: Computer Software & Applications

Recommended CPEs: 4.50

Policies: Course Registration, Cancellation, Refund, and Complaint Resolution

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: www.tcworkshop.com

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