

AI at Work: Practical Applications for Everyday Tasks

How Does AI Assist Office Workers?

- **AI-Driven Automation:** Automation powered by AI efficiently manages repetitive tasks, increasing productivity and freeing employees for complex work.
- **Smart Assistant Support:** Smart assistants deliver timely help, enhancing workflow efficiency and minimizing errors in workplace processes.
- **Maximizing Growth Opportunities:** Leveraging AI can enhance productivity and create new avenues for professional growth for office workers.
- **Adapting to Evolving Roles:** Office workers need to continuously learn and adjust as AI transforms job responsibilities and workflows.

What Can You Do with AI in the Workplace?

1. **AI draft generation** – get the first draft underway in less time
2. **Idea brainstorming** – generate new and creative ideas
3. **Consistency in communication** – maintain the same tone and style
4. **Proofreading** – check for spelling and grammatical errors
5. **Automated formatting** – ensure consistency or easily add formatting
6. **Summarization** – reduce large texts into brief summaries
7. **Data analysis** – process and analyze large volumes of data
8. **Translation** – translate formal documents and correspondence
9. **Tone** – use AI to maintain a polished and professional tone in all communications
10. **Time efficiency** – save time on routine tasks with AI

Key AI Tools

- ChatGPT
- Quillbot
- DeepL Translator

Catch the [webinar replay here](#). Ready for the next step? We offer several [AI](#) and [Copilot](#) courses, available for both [public](#) and [private](#) training.

- Need a starting point? Start with our [Copilot for the Modern Workplace](#) course or our [Practical Applications of AI in the Workplace Workshop](#)
- Learn how Copilot integrates with Microsoft Office in our [Getting Started with Copilot and Your Microsoft Applications](#) course or [A Quick Start to Excel VBA + AI](#) course

Drill down deeper with our full-day [Mastering Copilot and AI in the Modern Workplace](#) course or our [Practical Applications of AI in the Workplace](#) course