

# Getting the Most from Your Documents with GenAI

**Price:** 245

**Duration:** 1 days

**Delivery Methods:** Virtual

## Overview

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. PLEASE NOTE – students in this class will create ChatGPT, Gemini, and/or Copilot accounts – and should have access to an email account and cell phone in order to move through the various vendors’ multi-factor authentication processes during account set-up. In this course, you will use generative AI tools to help you develop text and images that you can use in your word processor or desktop publishing application. You will: 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. Target Student: 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.

## Course Schedule

Date	Time	Price	Options
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## Why Professionals Choose TOPTALENT?

### Dedicated Texas-Based Support

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### 95% Client Approval Rating

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For questions

call:

[\*\*\(469\) 721-6100\*\*](tel:(469)721-6100)

Email:

[info@toptalentlearning.com](mailto:info@toptalentlearning.com)

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**FAQ**

### **What if I have to reschedule my class due to conflict?**

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to [info@toptalentlearning.com](mailto:info@toptalentlearning.com) to avoid rescheduling penalties.

### **How do I enroll for this class?**

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

### **What happens once I purchase a class?**

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

### **What is your late policy?**

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

### **What happens when I finish my class?**

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.