

Using AI with Microsoft Word

4 instructional hours

\$675 per participant

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Develop and revise a structured document, checking factual accuracy and consistency.

What you will be able to do

1. Build a structured outline for a report, procedure, or communication.
2. Draft and revise sections with AI, checking facts and consistency against source material.
3. Apply an editing checklist for accuracy, tone, and completeness.

What you leave with: work products & reusable resources

- Draft document
- Reusable document outline
- Editing prompts
- Review checklist

Who it is for

Professionals who draft reports, procedures, and communications.

Before you enroll

Basic Word skills and access; an approved AI tool.

How the 4 hours run

A Assess 30 min	Define the document's purpose, reader, and source material.
X eExplore 1 hr 10 min	Outlining, drafting, and revising with AI, and how to catch invented facts and inconsistencies.
I Implement 2 hr	Develop a structured document, revise it section by section, and check it against sources.
S Sustain 20 min	Keep the reusable outline, editing prompts, and review checklist.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

Formal capstone assessment applies only when completing a full AI Mastery or role certificate pathway through AXL-30.

[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-19 AI for Knowledge Transfer and SOP Development
- AXL-15 AI for Executive Briefings and Business Cases

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

Request enrollment → · [View this course online](#) → · hello@axisadvisoryco.com

[Read enrollment, cancellation and accessibility policies →](#)

Individual course credentials recognize completion. Full AI Mastery and role certificate credentials also require passing the AXL-30 capstone. They are not academic credit, a professional license, or an accredited, government-endorsed or continuing-education-approved credential. Tuition is standard commercial pricing, not a GSA Schedule rate.