



5 Practical Ways to Work Smarter

Excel, AI, Microsoft Copilot, Microsoft 365 and business productivity tips.

Small tip. Big impact. Save time, improve everyday work and use AI with better human judgement and validation.

1

MICROSOFT EXCEL

Use Ctrl + Shift + L to toggle filters

Turn AutoFilter on or off instantly without opening the ribbon.

TRY THIS: Press Ctrl + Shift + L while working in your data range. Confirm that your table has clear headings before filtering.

2

EXCEL + AI

Ask AI to optimise a formula

AI can suggest a shorter, faster and easier-to-understand version of a complex Excel formula.

TRY THIS: Prompt: "Rewrite this formula to be shorter, faster and easier to understand. Explain every change." Always validate the result.

3

MICROSOFT COPILOT

Summarise a long Word document

Use Copilot to identify key decisions, risks and actions before you review the full document.

TRY THIS: Ask for a structured summary with Decision | Risk | Action | Owner. Then check every point against the original document.

4

BUSINESS PROCESS

Remove duplicate approvals

Approval chains often contain repeated checks that add delay without adding meaningful control.

TRY THIS: Map each approval step. If two people perform the same check, simplify the workflow before automating it.

5

MICROSOFT 365

Use OneDrive version history

Recover an earlier version of an important file instead of keeping multiple copies with confusing filenames.

TRY THIS: In OneDrive, right-click the file and select Version history. Review the dates and owners carefully before restoring a version.

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