



COLLEGE AFRICA GROUP

Better Processes. Stronger Skills. Smarter AI.

WORK SMARTER #02

5 Practical Ways to Work Smarter

Excel, AI, Microsoft Copilot, Outlook and better business processes - practical ideas you can use at work.

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

1

MICROSOFT EXCEL

Display all formulas in a worksheet

When you inherit a spreadsheet, checking formulas cell by cell is slow. Excel can display formulas across the worksheet so you can inspect the logic more quickly.
TRY THIS: Press **Ctrl + `** to toggle between formula view and normal results. Use it when auditing or troubleshooting a workbook.

2

EXCEL + AI

Ask AI to explain an unfamiliar Excel formula

A long nested formula can be difficult to understand. ChatGPT or Microsoft Copilot can break it into plain language and explain what each part is doing.
TRY THIS: Paste the formula and ask: "Explain this formula step by step. What result is it trying to produce, and what should I validate?" Do not share confidential data unless permitted.

3

BUSINESS PROCESS + AI

Ask why before you automate

Automation can make a bad process run faster. First establish whether the activity is necessary, duplicated or could be simplified.
TRY THIS: Ask: **Why do we do this? Who uses the output? What would happen if we stopped?** Improve the process first, then automate.

4

MICROSOFT COPILOT

Turn a meeting recap into clear actions

Meeting summaries are useful only when decisions and responsibilities become visible. Copilot can help turn notes into a concise action list.
TRY THIS: Ask Copilot for **Action | Owner | Due date | Status**. Review every item against the actual meeting before distributing it.

5

OUTLOOK / MICROSOFT 365

Use categories to make important email visible

A busy inbox is easier to manage when important messages are grouped consistently. Outlook categories can separate clients, approvals, follow-ups or projects.
TRY THIS: Create a small set of meaningful categories and use them consistently. Too many categories create more administration, not less.

WORK SMARTER WITH COLLEGE AFRICA GROUP

Corporate training and consulting in Advanced Microsoft Excel, ChatGPT for Business, Microsoft Copilot, Microsoft 365 and AI Workflow Discovery.

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