



COLLEGE AFRICA GROUP

Better Processes. Stronger Skills. Smarter AI.

WORK SMARTER #03

5 Practical Ways to Protect Company Data

Excel, AI, Microsoft Word, Microsoft 365 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

Create a safe copy before sharing a workbook

Deleting visible names is not always enough. Confidential details may remain in hidden sheets, comments, formulas, file properties or linked data sources.

TRY THIS: Save a separate copy, then check hidden sheets, comments, links and document properties. **Do not treat hidden data as protected data.**

2

AI + DATA PROTECTION

Use placeholders instead of real business data

You can often improve a draft or test a prompt without entering customer names, salaries, account numbers or other confidential information.

TRY THIS: Replace real details with labels such as **Customer A**, **Employee B** or **RXX,XXX**. Use only organisation-approved AI tools and follow your company rules.

3

MICROSOFT WORD

Inspect a document before sending it

A finished Word document may still contain comments, tracked changes, hidden text, author details or earlier information that should not leave the business.

TRY THIS: Go to **File > Info > Check for Issues > Inspect Document**. Review the findings carefully before removing anything or sharing the file.

4

ONEDRIVE / MICROSOFT 365

Share a controlled link instead of another attachment

Email attachments create extra copies that can become outdated or reach the wrong person. A OneDrive link can provide better control over access and versioning.

TRY THIS: Use **Specific people** where appropriate, confirm view or edit access, set an expiry date if available and test the link before sending.

5

BUSINESS PROCESS + AI

Map where information goes before adding AI

An AI tool may save time, but management should first understand what information enters the workflow, where it is processed and who checks the result.

TRY THIS: For one regular task, record **Input | Tool | Access | Output | Human checker**. If any step is unclear, investigate it before automating the process.

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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