BAHRAIN CHAPTER
of ICAP Members

The Institute of
Chartered Accountants
of Pakistan

ICAP

Webinar
Integrating AI with Excel, PowerPoint, & Outlook

(Enhancing productivity through intelligent automation & data analysis)

Webinar Agenda

Introduction to AI in Office
Overview of AI integration with Microsoft Office tools enhances work productivity and efficiency.

AI Capabilities in Excel, PowerPoint, Outlook
Detailed exploration of AI features in Excel, PowerPoint, and Outlook to improve user experience.

Practical Demonstrations
Hands-on examples and sample prompts to apply AI tools effectively in Office applications.

Saad Usman
Certified Microsoft Office Specialist, Member Global Management Accountants (CGMA) and Fellow Member of ICAP
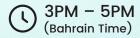
Saad is a Certified Microsoft Office Specialist, Chartered Global Management Accountant (CGMA), and Fellow Member of ICAP. With nearly two decades of distinguished experience, he has held senior leadership roles in the corporate sector, including renowned pharmaceutical companies, and continues to serve as a trusted freelance consultant specializing in financial modelling.

His expertise spans corporate reporting, data analysis, management accounting, and secretarial practices. Saad is also a Certified Director from the Pakistan Institute of Corporate Governance (PICG) and has completed the Management Development Program (MDP) at the Lahore University of Management Sciences (LUMS). He contributes to academia as visiting faculty at the Institute of Business Administration (IBA) and Karachi School of Business and Leadership (KSBL).

Well-versed in advanced Excel, Power BI, and data-driven dashboards, Saad has trained professionals through workshops at IBA and ICAP, where he also leads financial modelling programs. As the lead facilitator for Power BI in ICAP's Data Analytics Program, he continues to empower professionals with cutting-edge analytical and reporting skills.

Register Now

3PM – 5PM (Bahrain Time)

5PM – 7PM (Pakistan Time)

January 31, 2026

Zoom