

小龙虾办公数字化赋能实战

Crayfish Office Digitalization: Empowering Practical Operations

Course Agenda :

- **Module 1**

Understanding Crayfish & Building the Digital Office Environment

What is Crayfish, core capabilities & value, pre-deployment checklist, OpenClaw quick start, live case: query pending reimbursements

认识小龙虾与办公数字化环境搭建 — 小龙虾是什么、核心功能与价值、动手前检查清单、OpenClaw 极速启动、实战案例：查询待审批报销单

- **Module 2**

Connecting Office Tools & Configurations

Connecting IM channels (WeChat Work/DingTalk), configuring LLMs (Hunyuan/DeepSeek), Cherry-ai installation, report splitting & merging, data export via natural language

连接常用办公工具与配置 — 连接企业微信/钉钉、配置大模型、Cherry-ai 安装、报表拆分与合并、自然语言数据导出

- **Module 3**

Core Office Agent Hands-On (Crayfish Enhanced)

Financial reconciliation & reimbursement assistant, administrative process automation, cross-departmental data collaboration & auto-report generation

核心办公场景智能体实战 — 财务对账与报销助手、行政流程自动化、跨部门数据协同与报告自动生成

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- **Module 4**

Excel Functions & VBA with AI Assistance

Prompt principles, natural language to Excel formulas, VBA code generation for complex automation
Excel 函数与 VBA 编程 (AI 辅助提效) — 提示词原则、自然语言生成 Excel 公式、VBA 代码自动生成

- **Module 5**

Security & Compliance Configuration

Access restrictions, human confirmation for sensitive ops, logging & auditing, OpenClaw invoice organizing & bank reconciliation

办公场景安全与合规配置 — 访问权限限制、敏感操作人工确认、日志与审计、OpenClaw 发票整理与银行对账

- **Module 6**

Departmental Expansion & AI Tool Ecosystem

Sales contract comparison, operations report aggregation, IT ticket automation, recommended AI tools, course review, three efficiency leaps

部门扩展适用与 AI 工具生态 — 销售合同比对、运营报告聚合、IT 工单自动化、AI 工具推荐、课程回顾、三大效能跃升

- **Module 7**

HTML Creation & OpenClaw Extension

Generating HTML mini-programs with DeepSeek, Cherry-ai advanced applications, code export for internal tool integration

HTML 制作与 OpenClaw 安装拓展 — DeepSeek 生成 HTML 小程序、Cherry-ai 复杂应用、代码导出用于内部工具集成

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