

MS-4018 Draft, Analyze, and Present with Microsoft 365 Copilot

Duration: 1 Day

Course Objectives:

The course teaches learners how to use Microsoft 365 Copilot and agents to:

- Draft content and documents
- Analyze data and generate insights
- Create and deliver presentations
- Improve meetings and collaboration
- Manage email and communications
- Use Copilot Chat effectively with work and web data

Course Outlines:

Module 1: Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- Explore how Microsoft 365 Copilot works
- Explore the core components of Microsoft 365 Copilot
- Examine how Microsoft is committed to responsible AI
- Module assessment

Module 2: Unlock productivity and unleash creativity with AI powered chat

- Understand Microsoft 365 Copilot Chat
- Optimize your workflow with Copilot Chat's work grounded data
- Maximize your productivity with web-grounded Copilot Chat
- Module assessment

Module 3: Build Effective Presentations with AI (PowerPoint)

- Craft engaging slides using Microsoft 365 Copilot in PowerPoint
- Refine and enhance your presentation

Module 4: Draft Impactful Documents Using AI (Word)

- Craft content with Copilot in Microsoft Word
- Elevate your content using Copilot in Word
- Module assessment

Module 5: Make your meetings more productive with AI

- Grow your collaboration with Copilot in Teams chats
- Amplify your collaboration with Copilot in Teams meetings
- Module assessment

Module 6: Uncover New Data Insights (Excel)

- Simplify data summary, analysis, and visual insights
- Customize data integration, analysis, and visualization with Copilot in Excel
- Module assessment

Module 7: From inbox to impact: Improve your email workflows with AI

- Draft engaging emails using Copilot in Microsoft Outlook
- Simplify meeting administration using Copilot in Outlook
- Module assessment

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