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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

MS-4018: Draft, analyze, and present with Microsoft 365 Copilot



About This Course:

Master Microsoft 365 Copilot to draft, analyze, and present with AI-driven efficiency. Learn to create impactful presentations, automate workflows, and enhance collaboration. Gain hands-on experience in drafting documents, analyzing data, and optimizing email management. Elevate productivity and creativity using AI-powered chat and Copilot integrations.

Course Objectives:

- Describe the purpose and functionalities of Microsoft 365 Copilot.
- Create and enhance presentations using Copilot in PowerPoint.
- Draft and improve documents with Copilot in Microsoft Word.
- Utilize Copilot in Teams to streamline meetings and workflows.
- Analyze and visualize data using Copilot in Excel.
- Optimize email workflows with Copilot in Outlook.
- Differentiate between work and web-grounded Copilot Chat for productivity.

Audience:

- Microsoft 365 Administrator
- Business Managers
- Technical Architect

Prerequisites:

- Students should have basic functional experience with Microsoft 365 services.

Course Outline:

- Describe Microsoft 365 Copilot's Purpose and Functionality
- Create and Enhance Presentations in PowerPoint
- Draft and Improve Documents in Word
- Analyze and Visualize Data in Excel
- Enhance Collaboration in Teams

- Streamline Communication in Outlook
- Generate Ideas and Content in OneNote
- Understand Work and Web-Grounded Copilot Chat