QuickStart
Over 35 Years Of Technology Training

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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