



Draft, Analyze, and Present with Microsoft 365 CoPilot (MS-4018)

COURSE OVERVIEW

This course directs users to learn common prompt flows in Microsoft 365 apps including PowerPoint, Word, Excel, Teams, and Outlook. It also introduces Microsoft 365 Copilot Chat and discusses the difference between work and web grounded data.

WHO WILL BENEFIT FROM THIS COURSE?

Learners should be familiar working in Microsoft 365 apps like Word, Excel, and PowerPoint. This course is intended for all types of users working with Microsoft Copilot for Microsoft 365.

PREREQUISITES

Students should have basic functional experience with Microsoft 365 services.

COURSE OBJECTIVES

- Introduction to Microsoft 365 CoPilot
- Build effective presentations with AI
- Draft impactful documents using AI
- Make your meetings more productive with AI
- Uncover new data insights with AI
- From inbox to impact: Improve your email workflows with AI
- Unlock productivity and unleash creativity with AI powered chat

COURSE OUTLINE

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

Build effective presentations with AI

- Introduction to Copilot in Microsoft PowerPoint
- Craft engaging slides using Microsoft 365 Copilot in PowerPoint
- Refine and enhance your presentation
- Piece it together-Build a presentation from start to finish

Draft impactful documents using AI

- Craft content with Copilot in Microsoft Word
- Elevate your content using Copilot in Word
- Exercise-Piece it together - Draft, improve, and share your document

Make your meetings more productive with AI

- Grow your collaboration with Copilot in Teams chats
- Amplify your collaboration with Copilot in Teams meetings
- Exercise-Manage collaboration from start to finish with Copilot in Teams

Uncover new data insights with AI

- Simplify data summary, analysis, and visual insights
- Customize data integration, analysis, and visualization with Copilot in Excel
- Exercise-Boost your productivity with data-driven decisions

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
- Exercise-Supercharge your collaboration with Copilot in Outlook

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
- Exercise-Ace your interview using Copilot chat

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Enhanced Learning Experience

- The goal of our instructors during class is ensure students understand the material, guide them through our labs and encourage questions and interactive discussions.



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