

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

Microsoft  
Partner

## TRAINING GOALS:

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

Products: Microsoft 365, Microsoft Copilot

### Audience Profile

MS-4018: Draft, analyze, and present with Microsoft 365 Copilot is designed for business users with a foundational understanding of Microsoft 365 who want to leverage Microsoft 365 Copilot to deepen their skills in drafting, analyzing, and presenting data. The course is suitable for individuals seeking to streamline their workflows, improve collaboration, and make data-driven decisions using advanced features and AI-powered assistance provided by Microsoft 365 Copilot.

### Role

- Administrator
- Business User
- Functional Consultant
- Solution Architect
- Technology Manager

## CONSPECT:

- 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
- 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 (optional) - Ace your interview using Copilot Chat
- Build effective presentations with AI (PowerPoint)
  - Introduction to Copilot in Microsoft PowerPoint
  - Craft engaging slides using Microsoft 365 Copilot in PowerPoint
  - Refine and enhance your presentation
  - Exercise (optional) - Build a presentation from start to finish
- Draft impactful documents using AI (Word)
  - Craft content with Copilot in Microsoft Word
  - Elevate your content using Copilot in Word
  - Exercise (optional) - Draft, improve, and share your document
- Make your meetings more productive with AI (Teams)
  - Grow your collaboration with Copilot in Teams chats
  - Amplify your collaboration with Copilot in Teams meetings
  - Exercise (optional) - Manage collaboration from start to finish with Copilot in Teams
- Uncover new data insights with AI (Excel)
  - Simplify data summary, analysis, and visual insights
  - Customize data integration, analysis, and visualization with Copilot in Excel
  - Exercise (optional) - Boost your productivity with data-driven decisions
- From inbox to impact: Improve your email workflows with AI (Outlook)
  - Draft engaging emails using Copilot in Microsoft Outlook
  - Simplify meeting administration using Copilot in Outlook
  - Exercise (optional) - Supercharge your collaboration with Copilot in Outlook

## REQUIREMENTS:

Students should have basic functional experience with Microsoft 365 services.

## Difficulty level



## CERTIFICATE:

The participants will obtain certificates signed by Microsoft (course completion).

## TRAINER:

Microsoft Certified Trainer (MCT)