

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

ID MS-4018 **Price** CHF 690.—(excl. VAT) **Duration** 1 day

Who should attend

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

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

Training Centres worldwide



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