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

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

Who should attend

MS-4018: Draft, analyze, and present with Microsoft 365 Copilot is designed for business users with a foundational knowledge of Microsoft 365 who want to use Copilot to work more efficiently across familiar tools such as Word, Excel, PowerPoint, Outlook, and Teams. The target audience includes professionals who regularly create content, analyze data, prepare presentations, and manage communication as part of their role. These learners are looking to build confidence using Copilot to support everyday tasks and improve the quality of their work.

Course Content

Get ready to work with Microsoft 365 Copilot

- Introduction
- Explore how Copilot works across your Microsoft 365 apps
- Learn about data security in Copilot
- Write prompts that get results
- Module assessment
- Summary

Unlock productivity and unleash creativity with AI powered chat

- Introduction
- Understand Microsoft 365 Copilot Chat
- Use your work data to get better results with Copilot Chat
- Use Copilot Chat to gather external information
- Exercise (optional) - Ace your interview using Copilot Chat
- Module assessment
- Summary

Build effective presentations with AI

- Introduction to Copilot in Microsoft PowerPoint
- Turn ideas into presentations with Copilot in PowerPoint
- Refine and enhance your presentation
- Create speaker notes
- Exercise (optional) - Build a presentation from start to finish
- Knowledge check
- Summary

Draft impactful documents using AI

- Introduction
- Craft content with Copilot in Microsoft Word
- Elevate your content using Copilot in Word
- Exercise (optional) - Draft, improve, and share your document
- Module assessment
- Summary

Make your meetings more productive with AI

- Introduction
- Prepare and collaborate with Copilot in Teams
- Run structured meetings and drive outcomes with Copilot
- Exercise (optional) - Prepare for a meeting using Copilot in Teams and Outlook
- Module assessment
- Summary

Uncover new data insights with AI

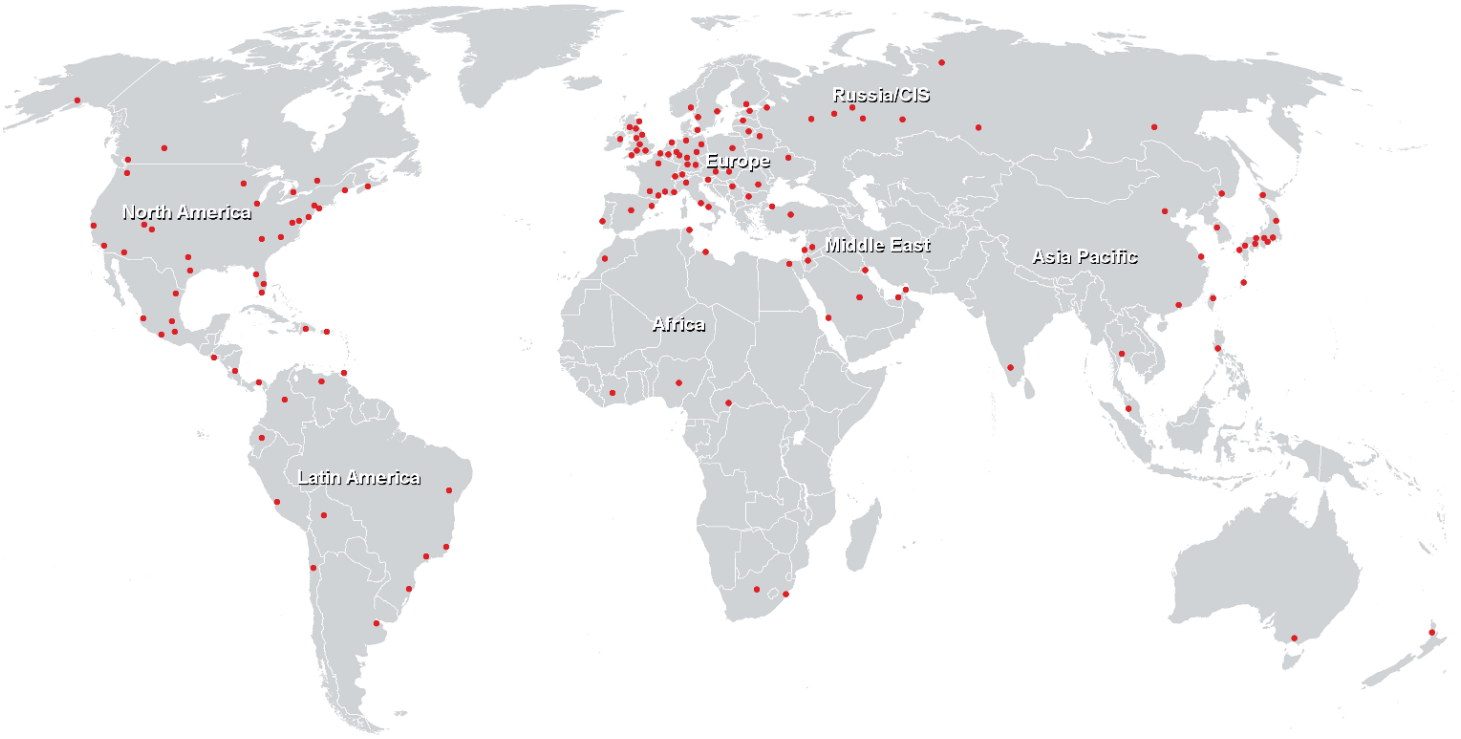
- Introduction
- Analyze data with context and precision
- Advanced analysis, visualization, and the Analyst agent
- Exercise (optional) - Boost your productivity with data-driven decisions
- Module assessment
- Summary

From inbox to impact: Improve your email workflows with AI

- Introduction
- Draft engaging emails using Copilot in Microsoft Outlook
- Simplify meeting administration using Copilot in Outlook
- Exercise (optional) - Supercharge your collaboration with Copilot in Outlook
- Module assessment
- Summary

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