

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

ID MS-4018 **Price on request** **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

- 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.

Training Centres worldwide



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