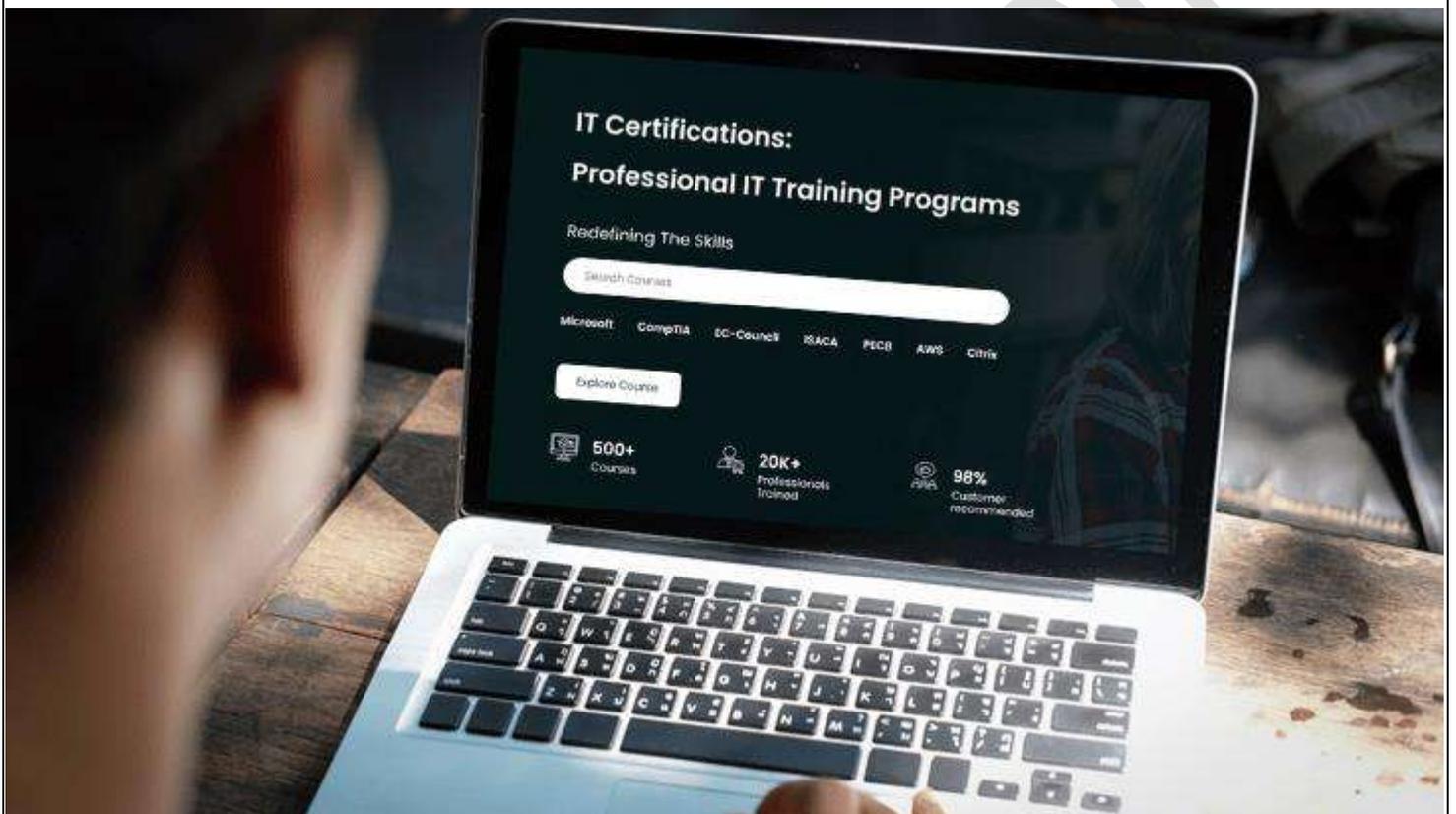




Redefining The Skills



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

DURATION: 1 DAY

Course Description

Unlock the power of Microsoft 365 Copilot to transform how you work. This hands-on course guides you through drafting documents, analyzing data, creating impactful presentations, and optimizing email management with AI-driven efficiency. You'll learn to automate workflows, enhance collaboration, and boost both productivity and creativity through Copilot's integrated AI features. By the end of the program, you'll be equipped to leverage Microsoft 365 Copilot across Word, Excel, PowerPoint, Outlook, and Teams for smarter, faster results.

Note: Students have to bring their own Copilot license.

Who should attend this course?

- Microsoft 365 Administrator
- Business Managers
- Technical Architect

What you will learn

- 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.

Prerequisites

- Students should have basic functional experience with Microsoft 365 services.

Curriculum

Module 1: Introduction to Microsoft 365 Copilot

- Describe the purpose and functionalities of Microsoft 365 Copilot.
- Outline the working principles behind Microsoft 365 Copilot.
- Identify the core components integral to Microsoft 365 Copilot.
- Articulate Microsoft's dedication to responsible AI practices.

Module 2: Build effective presentations with AI

- Create a new presentation using Copilot in PowerPoint.
- Refine and enhance your presentation using Copilot in PowerPoint.
- Exercise: Piece it together - Build a presentation from start to finish.

Module 3: Draft impactful documents using AI

- Draft content using Copilot in Microsoft Word.
- Elevate your document using prompts for Copilot in Word.
- Gain hands-on practice on implementing Copilot in Word into your everyday workflow.
- Exercise: Piece it together - Draft, improve, and share your document

Module 4: Make your meetings more productive with AI

- You'll understand how to use Copilot in Teams to enhance your team's interaction, manage tasks more efficiently, and access information more easily.
- You will also learn how to improve your workflows with Copilot and understand its role in the modern business environment.
- Exercise: Manage collaboration from start to finish with Copilot in Teams

Module 5: Uncover new data insights with AI

- You'll be able to use Copilot in Excel to analyze and visualize data and enhance your data analysis and reporting capabilities.
- Exercise: Boost your productivity with data-driven decisions

Module 6: From inbox to impact: Improve your email workflows with AI

- You'll be able to streamline your communication and coordination tasks, making your everyday workflow more streamlined.
- Exercise: Supercharge your collaboration with Copilot in Outlook

Module 7: Unlock productivity and unleash creativity with AI powered chat

- You'll understand the difference between work and web-grounded Microsoft 365 Copilot Chat.
- You'll also learn how Microsoft 365 Copilot Chat can be accessed through Microsoft Teams and can amplify both your productivity and creativity.
- Exercise: Ace your interview using Copilot Chat

For any query Contact Us – Microtek Learning
