

MS-4018

Draft, analyze, and present using Microsoft 365 Copilot

Course description

This course is designed for business users and role-agnostic learners who want to enhance their productivity and creativity using Microsoft 365 Copilot. With a focus on practical applications, the course covers drafting documents in Word, building presentations in PowerPoint, enhancing meetings in Teams, uncovering data insights in Excel, and improving email workflows in Outlook. By leveraging AI-powered chat, students will learn to interact with their content across various platforms, ultimately boosting efficiency and collaboration in their daily tasks. Suitable for those with a basic understanding of Microsoft 365 applications, this course aims to deepen their skills in drafting, analyzing, and presenting data.

Audience prerequisites

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

Table of Content		
		Course Introduction
		Learning Path 1 - Module 1: Introduction to Microsoft 365 Copilot
		Learning Path 1 - Module 2: Build effective presentations with AI

		Learning Path 1 - Module 3: Draft impactful documents using AI
		Learning Path 1 – Module 4: Make your meetings more productive with AI
		Learning Path 1 – Module 5: Uncover new data insights with AI
		Learning Path 1 – Module 6: From inbox to impact: Improve your email workflows with AI
		Learning Path 1 – Module 7: Unlock productivity and unleash creativity with AI powered chat

Real-world use cases

Students should explore the existing Microsoft 365 app ecosystem to see the variety of apps and use- cases available already.