

KOENIG SOLUTIONS • COURSE OUTLINE

MS-4018: Draft, Analyze, and Present with Microsoft 365 Copilot

Learn to draft documents, build presentations, run meetings, analyse data and manage email using Microsoft 365 Copilot.

COURSE OVERVIEW

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.

WHO THIS COURSE IS FOR

Business Users

Word Users

PowerPoint Users

Excel Users

Outlook Users

Teams Users

PREREQUISITES

Audience prerequisites

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

8 Modules

Course Introduction

01

Introduction to Microsoft 365 Copilot

02

Build Effective Presentations with AI

03

Draft Impactful Documents Using AI

04

Make Your Meetings More Productive with AI

05

Uncover New Data Insights with AI

06

From Inbox to Impact: Improve Your Email Workflows with AI

07

Unlock Productivity and Unleash Creativity with AI Powered Chat

NOTES

Real-world use cases

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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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