

KOENIG SOLUTIONS · COURSE OUTLINE

Draft, analyze, and present with Microsoft Copilot

1 Day

DURATION

1

MODULES

44

TOPICS

MS-4018-A

COURSE CODE

COURSE OVERVIEW

MS-4018: Draft, analyze, and present with Microsoft Copilot teaches learners how to use Copilot and agents to complete real-world workflows across Microsoft 365 apps. The course highlights how Copilot supports key business outcomes, including drafting content, analyzing data, preparing for meetings, and managing communication. Learners also see how Copilot Chat, in-app experiences, and agents work together to combine organizational context and user intent across everyday work.

WHO THIS COURSE IS FOR

- MS-4018: Draft, analyze, and present with Microsoft 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.

1 Module, 44 Topics

01

Draft, analyze, and present with Microsoft Copilot

TOPICS

Get ready to work with Microsoft Copilot

- Introduction
- Copilot across microsoft 365 apps
- Data security copilot
- Write prompts that get results
- Knowledge check
- Summary

Unlock productivity and unleash creativity with AI powered chat

- Introduction
- Understand copilot chat
- Optimize workflow work mode chat
- Maximize productivity web mode chat
- Exercise ace interviews with copilot chat
- Knowledge check
- Summary

Build effective presentations with AI

- Introduction
- Craft engaging slides
- Refine enhance presentation
- Create speaker notes
- Exercise build presentation
- Knowledge check
- Summary

Draft impactful documents using AI

- Introduction
- Get started word copilot

Draft, analyze, and present with Microsoft Copilot

TOPICS (CONTINUED)

- Elevate document
- Exercise write document
- Knowledge check
- Summary

Make your meetings more productive with AI

- Introduction
- Grow collaboration teams
- Amplify collaboration teams
- Exercise manage collaborate teams
- Knowledge check
- Summary

Uncover new data insights with AI

- Introduction
- Simplify data analysis
- Customize data integration analysis visualization
- Exercise boost your productivity
- Knowledge check
- Summary

From inbox to impact: Improve your email workflows with AI

- Introduction
- Draft engaging emails
- Simplify meeting administration
- Exercise supercharge your collaboration
- Knowledge check
- Summary

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.

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