MS-4018: Draft, Analyze, and Present with Microsoft 365 Copilot (Using PowerPoint, Word, Teams, Excel, Outlook)

Price: 695

Duration: 1 days

Delivery Methods: Virtual

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.

Outline

Module 1: Introduction to Microsoft 365 Copilot

This module explores the intricacies of Microsoft 365 Copilot, offering insights into its functionality and Microsoft’s dedication to implementing AI responsibly and ethically.

Lessons

- Introduction
- What is Microsoft 365 Copilot
- Explore how Microsoft 365 Copilot works

- Explore the core components of Microsoft 365 Copilot
- Examine how Microsoft is committed to responsible AI

Module 2: Build Effective Presentations with AI (PowerPoint)

This module provides an overview of Microsoft 365 Copilot in PowerPoint, providing guidance on prompts you can use to improve your workflow and create engaging, cohesive presentations.

Lessons

- Introduction to Copilot in Microsoft PowerPoint
- Craft engaging slides using Microsoft 365 Copilot in PowerPoint
- Refine and enhance your presentation

Module 3: Draft Impactful Documents Using AI (Word)

This module discusses Copilot in Microsoft Word. It highlights how to create a first draft of your Word document, then edit and enhance your content creation process to improve efficiency and collaboration.

Lessons

- Introduction
- Craft content with Copilot in Microsoft Word
- Elevate your content using Copilot in Word

Module 4: Make Your Meetings More Productive with AI (Teams)

This module discusses how Copilot in Microsoft Teams can enhance collaboration among your team members. It shows you specific prompts that let you draw key information from Teams Chats and Meetings.

Lessons

- Introduction
- Grow your collaboration with Copilot in Teams chats
- Amplify your collaboration with Copilot in Teams meetings

Module 5: Uncover New Data Insights with AI (Excel)

This module covers the practical application and advanced features of Copilot in Excel, a tool designed to enhance efficiency and data analysis capabilities for business users.

Lessons

- Introduction
- Simplify data summary, analysis, and visual insights
- Customize data integration, analysis, and visualization with Copilot in Excel

Module 6: From Inbox to Impact: Improve Your Email Workflows with AI (Outlook)

This module discusses how to effectively prompt Copilot in Microsoft Outlook to assist you in drafting emails, organizing meetings, and fostering a sense of collaboration among your team members.

Lessons

- Introduction
- Draft engaging emails using Copilot in Microsoft Outlook
- Simplify meeting administration using Copilot in Outlook

Module 7: Unlock Productivity and Unleash Creativity with AI-Powered Chat

This module discusses how Microsoft 365 Copilot Chat helps you interact with your content across files, meetings, chats, emails, people, and the web.

Lessons

- Introduction
- Understand Microsoft 365 Copilot Chat
- Optimize your workflow with Copilot Chat’s work grounded data
- Maximize your productivity with web-grounded Copilot Chat

Audience

This course is role-agnostic and is appropriate for any learner who wants to learn the basics of how to Microsoft Copilot 365 functions within Microsoft apps.

Prerequisites

Before attending this course, students must have basic functional experience with Microsoft 365 services.

Course Schedule

Date	Time	Price	Options

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