

# DRAFT, ANALYZE, AND PRESENT WITH MICROSOFT 365 COPILOT (MS-4018)

Course Code: 834101

This course directs users to learn common prompt flows in Microsoft 365 apps including PowerPoint, Word, Excel, Teams, and Outlook. It also introduces Microsoft 365 Copilot Chat and discusses the difference between work and web grounded data.

## Who Needs to Attend

This course is designed for business users with a foundational understanding of Microsoft 365 who want to leverage Microsoft 365 Copilot to deepen their skills in drafting, analyzing, and presenting data. The course is suitable for individuals seeking to streamline their workflows, improve collaboration, and make data-driven decisions using advanced features and AI-powered assistance provided by Microsoft 365 Copilot.

## Prerequisites

Students should have basic functional experience with Microsoft 365 services.

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CLASSROOM LIVE

\$675 USD

1 Day

## Classroom Live Outline

### **Module 1: Draft, analyze, and present with Microsoft 365 Copilot**

- Introduction to Microsoft 365 Copilot
- Build effective presentations with AI
- Draft impactful documents using AI
- Make your meetings more productive with AI
- Uncover new data insights with AI From inbox to impact: Improve your email workflows with AI
- Unlock productivity and unleash creativity with AI powered chat

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VIRTUAL CLASSROOM LIVE

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Aug 14 - 14, 2026 | 12:00 - 8:00 PM EDT

Aug 21 - 21, 2026 | 9:00 AM - 5:00 PM EDT

Oct 5 - 5, 2026 | 9:00 AM - 5:00 PM EDT

Dec 7 - 7, 2026 | 9:00 AM - 5:00 PM EST

Visit us at [www.globalknowledge.com](http://www.globalknowledge.com) or call us at 1-866-716-6688.

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