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.

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: Introduction to Microsoft 365 Copilot

- 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

- Introduction to Copilot in Microsoft PowerPoint
- Craft engaging slides using Microsoft 365 Copilot in PowerPoint
- Refine and enhance your presentation
- Piece it together - Build a presentation from start to finish

Module 3: Draft impactful documents using AI

- Craft content with Copilot in Microsoft Word
- Elevate your content using Copilot in Word
- Exercise - Piece it together - Draft, improve, and share your document

Module 4: Make your meetings more productive with AI

- Grow your collaboration with Copilot in Teams chats
- Amplify your collaboration with Copilot in Teams meetings
- Exercise - Manage collaboration from start to finish with Copilot in Teams

Module 5: Uncover new data insights with AI

- Simplify data summary, analysis, and visual insights
- Customize data integration, analysis, and visualization with Copilot in Excel
- Exercise - Boost your productivity with data-driven decisions

Module 6: From inbox to impact: Improve your email workflows with AI

- Draft engaging emails using Copilot in Microsoft Outlook

- Simplify meeting administration using Copilot in Outlook
- Exercise - Supercharge your collaboration with Copilot in Outlook

Module 7: Unlock productivity and unleash creativity with AI powered chat

- Understand Microsoft 365 Copilot Chat
- Optimize your workflow with Copilot Chat's work grounded data
- Maximize your productivity with web-grounded Copilot Chat
- Exercise - Ace your interview using Copilot Chat

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VIRTUAL CLASSROOM LIVE	$675 USD	1 Day

Virtual Classroom Live Outline

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Dec 12 - 12, 2025 | 9:00 AM - 5:00 PM EST

Feb 20 - 20, 2026 | 9:00 AM - 5:00 PM EST

Apr 24 - 24, 2026 | 9:00 AM - 5:00 PM EDT

Jun 12 - 12, 2026 | 9:00 AM - 5:00 PM EDT

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

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.