

MS-MS4018: DRAFT, ANALYZE, AND PRESENT WITH MICROSOFT 365 COPILOT



| DURATION | LEVEL | TECHNOLOGY | DELIVERY METHOD | TRAINING CREDITS |
|----------|----------|---------------|-----------------|------------------|
| 1 Day | Beginner | Microsoft 365 | Instructor-led | NA |

INTRODUCTION

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.

AUDIENCE PROFILE

This course is designed for Business Users and Technology managers who want to enhance their productivity and efficiency using Microsoft 365 Copilot.

PREREQUISITES

Before attending this course, delegates must have:

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

COURSE OBJECTIVES

After completing this course, students will be able to:

- Understand Microsoft 365 Copilot Fundamentals
- Draft Content Using Copilot
- Analyze Data with Copilot
- Present Ideas Visually
- Collaborate and Optimize Workflows
- Apply Responsible Use and Best Practices

COURSE CONTENT

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 assessment.
- Summary

After completing this module, students will be able to:

- Describe the purpose and functionalities of Microsoft 365 Copilot.
- Outline the working principles behind Microsoft 365 Copilot.

- Identify the core components integral to Microsoft 365 Copilot.
- Articulate Microsoft's dedication to responsible AI practices.

Module 2: Build effective presentations with AI

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.
- Piece it together - Build a presentation from start to finish.
- Module assessment.

- Summary.
- After completing this module, students will be able to:
- Create a new presentation using Copilot in PowerPoint.
 - Refine and enhance your presentation using Copilot in PowerPoint.
 - Exercise: Piece it together - Build a presentation from start to finish.

Module 3: Draft impactful documents using AI

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.
- Exercise - Piece it together - Draft, improve, and share your document.
- Module assessment.
- Summary.

After completing this module, students will be able to:

- Draft content using Copilot in Microsoft Word.
- Elevate your document using prompts for Copilot in Word.
- Gain hands-on practice on implementing Copilot in Word into your everyday workflow.

Module 4: Make your meetings more productive with AI

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.
- Exercise - Manage collaboration from start to finish with Copilot in Teams.
- Module assessment.
- Summary.

By the end of this module, you'll understand how to use Copilot in Teams to enhance your team's interaction, manage tasks more efficiently, and access information more easily. You will also learn how to improve your workflows with

Copilot and understand its role in the modern business environment.

Module 5: Uncover new data insights with AI

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.
- Exercise - Boost your productivity with data-driven decisions.
- Module assessment.
- Summary.

By the end of this module, you'll be able to use Copilot in Excel to analyze and visualize data and enhance your data analysis and reporting capabilities.

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

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.
- Exercise - Supercharge your collaboration with Copilot in Outlook.
- Module assessment.
- Summary.

By the end of this module, you'll be able to streamline your communication and coordination tasks, making your everyday workflow more streamlined.

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.
- Exercise - Ace your interview using Copilot Chat.
- Module assessment.
- Summary.

By the end of this module, you'll understand the difference between work and web-grounded Microsoft 365 Copilot Chat. You'll also learn how Microsoft 365 Copilot Chat can be accessed through Microsoft Teams and can amplify both your productivity and creativity.

ASSOCIATED CERTIFICATIONS & EXAM

There is no associated Certification or Exam for this course.