

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

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	CERTIFICATION
1 Day	Beginner	Microsoft 365	Instructor-led	N/A

### INTRODUCTION

In this course, users 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 with a foundational understanding of Microsoft 365 who want to leverage Microsoft 365 Copilot to deepen their skills in drafting, analysing, 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

Before attending this course, delegates should have:

- Basic functional experience with Microsoft 365 services.

### COURSE OBJECTIVES

After completing this course, students will be able to:

- Understand the purpose, components, and responsible-AI principles behind Microsoft 365 Copilot.
- Distinguish between work-grounded and web-grounded Copilot data and when to use each.
- Use Microsoft 365 Copilot Chat to boost productivity and creativity across daily tasks.
- Create, refine, and complete professional presentations using Copilot in PowerPoint.
- Draft, edit, and enhance documents efficiently with Copilot in Microsoft Word.
- Analyse, summarize, and visualize data using Copilot in Microsoft Excel.
- Improve meeting outcomes and collaboration using Copilot in Microsoft Teams.
- Streamline email communication and task management with Copilot in Outlook.

### COURSE CONTENT

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

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.

#### Module 1.1: 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.

#### Module 1.3: 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.

#### Module 1.5: 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.

#### Module 1.7: 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.

#### Module 1.2: 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.

#### Module 1.4: 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.

#### Module 1.6: 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.

## **ASSOCIATED CERTIFICATIONS & EXAM**

There is no Associated Certification or Exam for this course.