

MS 4018: Draft, Analyze, and Present with Microsoft 365 Copilot Course

Course Duration: 8 Hrs.

Course code: MS 4018

Course Overview

MS 4018: Draft, Analyze, and Present with Microsoft 365 Copilot Course equips learners with the skills to leverage AI-powered features within Microsoft 365. Participants will learn how to draft professional documents, analyze data insights, and create impactful presentations using Copilot in Word, Excel, PowerPoint, and other Microsoft 365 applications. The course emphasizes productivity, creativity, and efficiency by integrating AI into everyday workflows.

What you'll learn?

- Create polished documents using Microsoft Word with Copilot assistance.
- Analyze and visualize complex data with Copilot in Excel.
- Design impactful presentations with AI-driven features in PowerPoint.
- Enhance communication and collaboration using Copilot in Outlook and Teams.
- Improve decision-making with AI-powered insights and suggestions.
- Maximize productivity by automating repetitive tasks with Microsoft 365 Copilot.

Target Audience

- Business professionals seeking productivity enhancement.
- Data analysts and managers use Excel for insights.

- Executives and team leaders preparing presentations.
- IT and non-IT professionals working in collaborative environments.
- Anyone interested in leveraging Microsoft 365 Copilot for everyday tasks.

Pre-Requisites

- Basic knowledge of Microsoft 365 applications (Word, Excel, PowerPoint, Outlook).
- Familiarity with digital workplace tools.
- No prior AI knowledge is required.

Course Content

Module 1: Introduction to Microsoft 365 Copilot and AI Capabilities

Module 2: Drafting and Editing Documents with Word Copilot

Module 3: Analyzing Data and Automating Workflows with Excel Copilot

Module 4: Designing Presentations and Visual Storytelling with PowerPoint Copilot

Module 5: Enhancing Collaboration and Productivity with Copilot in Outlook & Teams