



# MS-4018: Draft, analyze, and present with Microsoft 365 Copilot

Course ID #: 7000-1086-ZZ-Z

Hours: 7

## Course Content

### Description:

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.

### Target Audience:

Administrator, Business User, Functional Consultant, Solution Architect, Technology Manager

### Topics:

#### Lesson 1: Introduction to Microsoft 365 Copilot

- 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

#### Lesson 2: Build effective presentations with AI

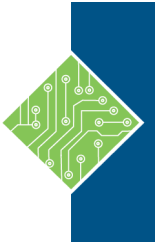
- Introduction to Copilot in Microsoft PowerPoint
- Craft engaging slides using Microsoft 365 Copilot in PowerPoint
- Refine and enhance your presentation
- Piece it together - Build a presentation from start to finish
- Knowledge check
- Summary

#### Lesson 3: Draft impactful documents using AI

- 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

#### Lesson 4: Make your meetings more productive with AI

- 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



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## **Lesson 5: Uncover new data insights with AI**

- 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

## **Lesson 6: From inbox to impact: Improve your email workflows with AI**

- 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

## **Lesson 7: Unlock productivity and unleash creativity with AI powered chat**

- 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

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## NASBA Information

**Attendance Requirement:** To be awarded the full credit hours, you must sign in and attend the entire course.

**Recommended Field(s) of Study:**

**Recommended CPEs:** 7.80

### **Policies: Course Registration, Cancellation, Refund, and Complaint Resolution**

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: [www.tcworkshop.com](http://www.tcworkshop.com)

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