Draft, analyze, and present with Microsoft 365 Copilot (MS-4018)

Description

Why use Microsoft 365 Copilot on a daily basis?

This training teaches you how to effectively use Microsoft 365 Copilot (MS-4018). Copilot simplifies your professional tasks using artificial intelligence integrated into common business applications. Through practical advice and real-life scenarios, you'll discover how to enhance your productivity with Office 365.

The course specifically includes realistic examples with Microsoft Word, Excel, PowerPoint, Teams, and Outlook. Each module helps you learn to craft effective prompts, ensuring precise outcomes tailored to your professional needs. You'll also learn how to automate repetitive tasks, significantly improving your daily efficiency.

Master new technologies to benefit your business

Additionally, this training thoroughly explains the differences between business data and web-based data. You'll understand key issues regarding compatibility and security of information processed by Microsoft 365 Copilot's artificial intelligence. Consequently, your company will fully benefit from AI innovations, while ensuring ethical and responsible data use.

Course Content
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
- 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
- Draft, improve, and share your document effectively

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
- 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
- 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
- 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
- Ace your interview using Copilot Chat

Lab / Exercises

- This course provides you with exclusive access to the official Microsoft lab, enabling you to practice your skills in a professional environment.

Documentation

- Access to Microsoft Learn, Microsoft's online learning platform, offering interactive resources and educational content to deepen your knowledge and develop your technical skills.

Participant profiles

- System Administrator
- Business User
- Business Consultant
- Solution Architect
- Technical Manager
- IT Project Manager

Prerequisites

- Master the basics of Microsoft 365 tools (Word, Excel, PowerPoint, Outlook, Teams)
- Understand the Microsoft 365 environment in a professional context

Objectives

- Discover the key features of Microsoft 365 Copilot
- Create compelling presentations using PowerPoint and AI
- Write and optimize professional-quality Word documents
- Boost productivity in Teams meetings with Copilot
- Fully leverage advanced data analysis in Excel
- Optimize email and meeting management with Outlook
- Leverage Copilot Chat to improve daily efficiency

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Niveau

Fondamental
Classroom Registration Price (CHF)
900
Virtual Classroom Registration Price (CHF)
850
Duration (in Days)
1
Reference
MS-4018