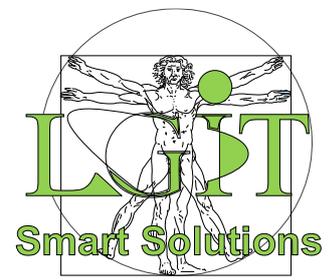


# Draft, analyze, and present with Microsoft 365 Copilot #MS-4018-A



## Overview

Draft, analyze, and present with Microsoft 365 Copilot 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

Draft, analyze, and present with Microsoft 365 Copilot 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, analyzing, 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

**Duration:** 1 day (2 x 3 hours)

## 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

## Module 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.

### 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 (optional) - Ace your interview using Copilot Chat
- Module assessment
- Summary

## Module 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.

### Lessons

- Introduction to Copilot in Microsoft PowerPoint
- Craft engaging slides using Microsoft 365 Copilot in PowerPoint
- Refine and enhance your presentation
- Exercise (optional) - Build a presentation from start to finish
- Knowledge check
- Summary

## Module 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.

### Lessons

- Introduction
- Craft content with Copilot in Microsoft Word
- Elevate your content using Copilot in Word
- Exercise (optional) - Draft, improve, and share your document
- Module assessment
- Summary

## Module 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.

### Lessons

- Introduction
- Grow your collaboration with Copilot in Teams chats
- Amplify your collaboration with Copilot in Teams meetings
- Exercise (optional) - Manage collaboration from start to finish with Copilot in Teams
- Module assessment
- Summary

## Module 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.

### Lessons

- Introduction
- Simplify data summary, analysis, and visual insights
- Customize data integration, analysis, and visualization with Copilot in Excel
- Exercise (optional) - Boost your productivity with data-driven decisions
- Module assessment
- Summary

## Module 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.

### Lessons

- Introduction
- Draft engaging emails using Copilot in Microsoft Outlook
- Simplify meeting administration using Copilot in Outlook
- Exercise (optional) - Supercharge your collaboration with Copilot in Outlook
- Module assessment
- Summary

