

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

Duration: 1 Day **Course Code:** M-MS4018 **Delivery Method:** Virtual Learning

Overview:

Learn how to use Microsoft 365 Copilot across Word, Excel, PowerPoint, Teams, Outlook, and Copilot Chat to draft content, analyze data, enhance collaboration, and create impactful presentations with AI assistance.

This course teaches learners how to use Copilot and agents to complete real-world workflows across Microsoft 365 apps. The course highlights how Copilot supports key business outcomes, including drafting content, analyzing data, preparing for meetings, and managing communication. Learners also see how Copilot Chat, in app experiences, and agents work together to combine organizational context and user intent across everyday work.

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Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

Target Audience:

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, analyzing, and presenting data. The target audience includes professionals who regularly create content, analyze data, prepare presentations, and manage communication as part of their role. These learners are looking to build confidence using Copilot to support everyday tasks and improve the quality of their work.

Objectives:

- **By the end of this course, learners will be able to:**
- Understand how Microsoft 365 Copilot uses organizational and web data to enhance productivity across Microsoft 365 apps.
- Create effective prompts and use Copilot Chat to generate accurate, context-aware results.
- Draft, edit, and refine professional documents using Copilot in Microsoft Word.
- Build and enhance presentations with Copilot in Microsoft PowerPoint, including content creation and speaker notes.
- Analyze, visualize, and gain insights from data using Copilot in Microsoft Excel.
- Improve meeting preparation, collaboration, and communication using Copilot in Microsoft Teams and Outlook.
- Use Copilot and agents to streamline everyday business workflows, increase efficiency, and improve decision-making.
- Apply Microsoft 365 Copilot securely while understanding enterprise data protection and governance considerations.

Prerequisites:

Attendees should meet the following prerequisites:

- Students should have basic functional experience with Microsoft 365 services.

Testing and Certification

None

Follow-on-Courses:

MS-4005 – Craft Effective Prompts for Microsoft 365 Copilot

Develop advanced prompting techniques to improve Copilot-generated results and productivity. [netcomlearning.com], [learn.microsoft.com]

MS-4007 – Copilot for Microsoft 365 User Enablement Specialist

Learn how to support Copilot adoption, user readiness, change management, and business transformation initiatives.

- M-MS4004 - Empower your workforce with Copilot for Microsoft 365 Use Cases (MS-4004)
- M-MS4014 - Build a foundation to build AI agents and extend Microsoft 365 Copilot (MS-4014)
- M-MS4017 - Manage and extend Microsoft 365 Copilot (MS-4017)
- M-PL200 - Microsoft Power Platform Functional Consultant (PL-200)
- M-PL7008 - Create agents in Microsoft Copilot Studio

Content:

Module 1: Draft, analyze, and present with Microsoft 365 Copilot

- Get ready to work with Microsoft 365 Copilot
- Unlock productivity and unleash creativity with AI powered chat
- Build effective presentations with AI
- Draft impactful documents using AI
- Make your meetings more productive with AI
- Uncover new data insights with AIFrom inbox to impact: Improve your email workflows with AI

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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