Draft, analyze, and present with Microsoft 365 Copilot

Course code: MS-4018

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.

Who is the course for

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.

Required skills

Students should have basic functional experience with Microsoft 365 services.

Course outline

- Introduction to 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 AI
- From inbox to impact: Improve your email workflows with AI

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