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.

Affiliate	Duration	Course price	ITB
Praha	1	5 900 Kč	10
Brno	1	5 900 Kč	10
Bratislava	1	250 €	10

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location

The prices are without VAT.

Who is the course for

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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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