

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

Duration: 1 day

Audience: Pour tous

Who is this training for?

Business users

Training objectives

- Understand the core features of Microsoft 365 Copilot and its AI-driven capabilities in various applications
- Learn how to create effective prompts to leverage AI assistance in Word, PowerPoint, Excel, Outlook, and Teams
- Improve presentation creation using Copilot's features in PowerPoint, including AI-driven tools
- Improve document writing and editing with Copilot in Word, focusing on efficient workflows
- Maximizing meeting productivity and collaboration through Copilot in Teams, exploring both AI and standard features
- Using Copilot in Excel for data analysis and visualization, incorporating AI insights where applicable
- Proficient in the use of Copilot Chat for cross-platform content interaction and hands-on exercises, such as preparing for interviews

Summary

This Microsoft 365 Copilot course teaches learners about common prompt flows in Microsoft 365 apps, including PowerPoint, Word, Excel, Teams, and Outlook. It also introduces Copilot Chat and discusses the difference between working data and web-based data. Does not require the Copilot license.

Course outline

Introduction to Microsoft 365 Copilot course details:

- What is Microsoft 365 Copilot?
- Explore how Microsoft 365 Copilot works
- Explore the core components of Microsoft 365 Copilot
- Review Microsoft's commitment to responsible AI
- Create effective presentations with AI

Introduction to Copilot in Microsoft PowerPoint

- Create engaging slides using Microsoft 365 Copilot in PowerPoint
- Refine and enhance your presentation
- Put it all together - Create a presentation from scratch

Write impactful documents with AI

- Create content with Copilot in Microsoft Word
- Elevate your content using Copilot in Word
- Exercise - Assemble it all - Write, improve, and share your document

Make your meetings more productive with AI

- Grow your collaboration with Copilot in Teams chats
- Amplify your collaboration with Copilot in Teams meetings
- Exercise - Manage collaboration from start to finish with Copilot in Teams

Discover new data insights with AI

- Simplify data summarization, analysis, and visual insights
- Customize data integration, analysis, and visualization with Copilot in Excel
- Exercise - Increase your productivity with data-driven decisions

From inbox to impact : Improve your email workflows with AI

- Write engaging emails using Copilot in Microsoft Outlook
- Simplify meeting administration using Copilot in Outlook
-

Exercise - Supercharge your collaboration with Copilot in Outlook

Unleash productivity and creativity with AI-driven chat

- Understand Microsoft 365 Copilot Chat
- Optimize your workflow with work data from Copilot Chat
- Maximize your productivity with web-based Copilot Chat
- Exercise - Ace your interview using Copilot Chat

Approach and methodology

Practical and structured approach combining focused theory and guided workshops. Participants progressively write, analyze, and present content with Microsoft 365 Copilot through real-world exercises inspired by professional scenarios, promoting immediate application of learning. They learn how to leverage AI to generate documents, synthesize information, and create impactful presentations in Microsoft 365 tools. Led by a Microsoft certified trainer, the training focuses on interactivity and the development of directly transferable skills to improve productivity and the quality of deliverables in a professional context.

Prerequisites

Participants must have basic functional experience with Microsoft 365 services

Recommendations

- Good command of Microsoft 365 applications (Word, Excel, PowerPoint, Outlook, Teams)
- Daily experience with productivity and collaboration tools Interest in improving productivity with AI (Copilot)
- Basic knowledge of office workflows (writing, analysis, data presentation)