

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

ID MS-4018 **Price** 690.— €(excl. tax) **Duration** 1 day

Course Overview

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.

To complete the Use Case exercises in this course, each student must have access to a Microsoft 365 subscription (BYOS) in which they're licensed to use Microsoft 365 Copilot.

Who should attend

- Administrators
- Business User
- Functional Consultant
- Solution Architect
- Technology Manager

Prerequisites

Students should have basic functional experience with Microsoft 365 services.

Course Objectives

- Introduction to Microsoft 365 Copilot
- 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
- Unlock productivity and unleash creativity with AI powered chat

About Fast Lane



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Training Methods

- ✓ Classroom Training
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