Fast Lane

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

- Describe the purpose and functionalities of Microsoft 365 Copilot.
- Create and enhance presentations using Copilot in PowerPoint.
- Draft and improve documents with Copilot in Microsoft Word.
- Utilize Copilot in Teams to streamline meetings and workflows.
- Analyze and visualize data using Copilot in Excel.
- Optimize email workflows with Copilot in Outlook.
- Differentiate between work and web-grounded Copilot Chat for productivity.

Detailed Course Outline

- Introduction to Microsoft 365 Copilot
- Build effective presentation 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

Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

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✓ Instructor-Led Online Training
✓ FLEX Classroom – Classroom & Online Hybrid
✓ Onsite & Customized Training
✓ E-Learning
✓ Blended & Hybrid Learning
✓ Mobile Learning

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