

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

Course Description

MS-4018: Draft, analyze, and present with Microsoft 365 Copilot teaches learners how to use Copilot and agents to complete real-world workflows across Microsoft 365 apps. The course highlights how Copilot supports key business outcomes, including drafting content, analyzing data, preparing for meetings, and managing communication. Learners also see how Copilot Chat, in-app experiences, and agents work together to combine organizational context and user intent across everyday work.

Course Duration

1 day

Course Outline

1 - Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- Explore how Microsoft 365 Copilot works
- Explore the core components of Microsoft 365 Copilot
- Examine how Microsoft is committed to responsible AI
- Module assessment

2 - Unlock productivity and unleash creativity with AI powered chat

- Understand Microsoft 365 Copilot Chat
- Optimize your workflow with Copilot Chat's work grounded data
- Maximize your productivity with web-grounded Copilot Chat
- Module assessment

3 - Build effective presentations with AI

- Craft engaging slides using Microsoft 365 Copilot in PowerPoint
- Refine and enhance your presentation

4 - Draft impactful documents using AI

- Craft content with Copilot in Microsoft Word
- Elevate your content using Copilot in Word
- Module assessment

5 - Make your meetings more productive with AI

- Grow your collaboration with Copilot in Teams chats
- Amplify your collaboration with Copilot in Teams meetings
- Module assessment

6 - Uncover new data insights with AI

- Simplify data summary, analysis, and visual insights
- Customize data integration, analysis, and visualization with Copilot in Excel
- Module assessment

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

- Draft engaging emails using Copilot in Microsoft Outlook
- Simplify meeting administration using Copilot in Outlook
- Module assessment



Who Should Attend

Draft, analyze, and present with Microsoft 365 Copilot is designed for business users with a foundational knowledge of Microsoft 365 who want to use Copilot to work more efficiently across familiar tools such as Word, Excel, PowerPoint, Outlook, and Teams. The target audience includes professionals who regularly create content, analyze data, prepare presentations, and manage communication as part of their role. These learners are looking to build confidence using Copilot to support everyday tasks and improve the quality of their work.