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

Category: AI, Data & Analytics | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format:	Instructor Led - Online
Certification:	Microsoft Applied Skills: Draft, analyze, and present with Microsoft 365 Copilot
Related Exam:	MS-4018

Course Overview

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

About This Course

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

Who Should Attend

MS-4018: Draft, analyze, and present with Microsoft 365 Copilot is designed for business users with a foundational understanding of Microsoft 365 who want to leverage Microsoft 365 Copilot to deepen their skills in drafting, analyzing, and presenting data. The course is suitable for individuals seeking to streamline their workflows, improve collaboration, and make data-driven decisions using advanced features and AI-powered assistance provided by Microsoft 365 Copilot.

Prerequisites & Entry Requirements

General Prerequisites:

Students should have basic functional experience with Microsoft 365 services.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Draft, analyze, and present with Microsoft 365 Copilot 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., Draft, analyze, and present with Microsoft 365 Copilot 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., Draft, analyze, and present with Microsoft 365 Copilot 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., Draft, analyze, and present with Microsoft 365 Copilot 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., Draft, analyze, and present with Microsoft 365 Copilot 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., Draft, analyze, and present with Microsoft 365 Copilot 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., Draft, analyze, and present with Microsoft 365 Copilot 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., Draft, analyze, and present with Microsoft 365 Copilot Course Objectives:Describe the purpose and functionalities of Microsoft 365 Copilot.Create and enhance presentations using Copilot

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Detailed 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, 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

, 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

□□ Certification Path

Microsoft Applied Skills: Draft, analyze, and present with Microsoft 365 Copilot

Exam: MS-4018

Upcoming Schedule

Available training dates for MS-4018 Draft, analyze, and present with Microsoft 365 Copilot:

Start Date	End Date	Location	Delivery	Price
04 Dec 2026	04 Dec 2026	Online	Virtual	€495.00
22 Dec 2026	22 Dec 2026	Online	Virtual	€495.00

Frequently Asked Questions

Q: What delivery options are available for MS-4018 Draft, analyze, and present with Microsoft 365 Copilot?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: What certification does this course prepare me for?

The MS-4018 Draft, analyze, and present with Microsoft 365 Copilot course helps prepare you for the Microsoft Applied Skills: Draft, analyze, and present with Microsoft 365 Copilot certification path.

Q: Which exam does this course prepare me for?

This course prepares you for the MS-4018 official exam. You can take this exam at any exam center across United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online wherever you are located.

Q: How many CPD hours does this course provide?

The 1-day MS-4018 Draft, analyze, and present with Microsoft 365 Copilot course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the MS-4018 Draft, analyze, and present with Microsoft 365 Copilot training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for MS-4018 Draft, analyze, and present with Microsoft 365 Copilot?

Yes, we provide corporate training, dedicated training, and closed classes for MS-4018 Draft, analyze, and present with Microsoft 365 Copilot. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: What related terms do people search for?

Popular related searches include: MS-4018: Draft, analyze, and present with Microsoft 365 Copilot, Microsoft, vILT, MS-4018

Q: Why choose Nexus Human for MS-4018 Draft, analyze, and present with Microsoft 365 Copilot?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your MS-4018 Draft, analyze, and present with Microsoft 365 Copilot training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

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