Training: Microsoft

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

Microsoft Partner

TRAINING GOALS:

MS-4018 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.

Audience Profile:
MS-4018 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.

CONSPECT:

- Draft, analyze, and present with Microsoft 365 Copilot
  - Module 1: Get ready to work with Microsoft 365 Copilot
  - Module 2: Unlock productivity and unleash creativity with AI powered chat
  - Module 3: Build effective presentations with AI
  - Module 4: Draft impactful documents using AI
  - Module 5: Make your meetings more productive with AI
  - Module 6: Uncover new data insights with AI
  - Module 7: From inbox to impact: Improve your email workflows with AI

REQUIREMENTS:

Basic functional experience with Microsoft 365 services.

Difficulty level



Compendium Centrum Edukacyjne Spółka z o.o.
ul. Tatarska 5, 30-103 Kraków, tel.: (12) 298 47 77
ul. Postępu 18B, 02-676 Warszawa, tel.: (22) 417 41 70
BNP Paribas Bank Polska S.A.
EUR: PL 79 1600 1462 1853 6451 3000 0006
USD: PL 52 1600 1462 1853 6451 3000 0007

CERTIFICATE:

The participants will obtain certificates signed by Microsoft (course completion).

TRAINER:

Microsoft Certified Trainer (MCT)

Compendium Centrum Edukacyjne Spółka z o.o.
ul. Tatarska 5, 30-103 Kraków, tel.: (12) 298 47 77
ul. Postępu 18B, 02-676 Warszawa, tel.: (22) 417 41 70

BNP Paribas Bank Polska S.A.
EUR: PL 79 1600 1462 1853 6451 3000 0006
USD: PL 52 1600 1462 1853 6451 3000 0007