



# GTech Learn

*"Our focus is your Success"*



## Course Contents

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

<b>Duration:</b> 1 day	<b>Level:</b> Beginner	<b>Role:</b> Business User
<b>Certification:</b> Available	<b>Public Schedules:</b> <a href="#">View Dates</a>	<b>Private Delivery:</b> <a href="#">Reach Us</a>

### What's included?

- ✓ Learn from Microsoft Certified Trainer (MCT's)
- ✓ 24x7 Lab Access
- ✓ Official Courseware
- ✓ Exam Preps / Practice Tests
- ✓ Badges & Completion Certificate
- ✓ Discounted Exam Vouchers



Modern Work

Training Services

Email: [info@gtechlearn.com](mailto:info@gtechlearn.com)

## 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.

## Audience Profile

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.

## Contents

### Learning Path 1: Draft, analyze and present with Microsoft 365 Copilot

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

## About GTech Learn

Established in 2011 in the USA, GTech Learn is one of the leading IT training organizations in North America & South East Asia. Driven by its unique USPs, GTech Learn is spurring competition, meeting the unmet needs of customers, assisting in skills upgrade, and supplementing talent pools with its presence in the USA, Canada, Singapore and India. This is consistent with our vision to help our Learners with skills upgrade for enhanced career opportunities.







As a Microsoft Learning Partner, we offer a broad range of learning solutions across the full Microsoft technology stack that can be customized.

Since 2011, GTech Learn has been developing custom-fit learning solutions that involve creating and delivering maximum results.

We have successfully helped all types of businesses, government entities, and individuals. For this reason, GTech has chosen by Microsoft to deliver comprehensive learning programs around the globe.

With flexible learning options, state-of-the-art delivery methods, numerous language preferences, experienced instructors, and complete dedication to our students, GTech Learn has the capabilities to help students develop their Microsoft skill sets and achieve increasingly high standards of productivity while organizations of all sizes realize the full potential of their technology investments.

## Our Accreditations with Microsoft

 Security Training Services	 Modern Work Training Services	 Business Applications Training Services
 Infrastructure Azure Training Services	 Digital & App Innovation Azure Training Services	 Data & AI Azure Training Services