

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

Official course MS-4018

Practical course - 1d - 7h00 - Ref. C3P

Price : 870 € E.T.

NEW

With this training course, you'll learn how to use the main prompt flows in Microsoft 365 applications such as PowerPoint, Word, Excel, Teams and Outlook. You'll also discover Microsoft 365 Copilot Chat and understand the difference between work and web-based data.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Discover the features of Microsoft 365 Copilot.
- ✓ Learn to write, analyze and present with Copilot.
- ✓ Optimize productivity and collaboration with AI.
- ✓ Use data to facilitate decision-making.
- ✓ Gaining efficiency in Microsoft 365 applications.

Intended audience

Utilisateurs métiers maîtrisant les bases de Microsoft 365 et souhaitant utiliser Copilot pour rédiger, analyser et présenter plus efficacement grâce à l'IA.

Prerequisites

Have basic experience with Microsoft 365 and be familiar with Word, Excel, PowerPoint, Outlook and Teams applications.

Practical details

Teaching methods

Training in French. Official course material in digital format and in English. Good understanding of written English.

Course schedule

PARTICIPANTS

Utilisateurs métiers maîtrisant les bases de Microsoft 365 et souhaitant utiliser Copilot pour rédiger, analyser et présenter plus efficacement grâce à l'IA.

PREREQUISITES

Have basic experience with Microsoft 365 and be familiar with Word, Excel, PowerPoint, Outlook and Teams applications.

TRAINER QUALIFICATIONS

The experts who lead the training courses are specialists in the subjects covered. They are approved by the publisher and certified for the course. They have also been validated by our teaching teams in terms of both professional knowledge and teaching skills for each course they teach. They have at least three to ten years of experience in their field and hold or have held positions of responsibility in companies.

ASSESSMENT TERMS

Assessment of targeted skills prior to training.

Assessment by the participant, at the end of the training course, of the skills acquired during the training course.

Validation by the trainer of the participant's learning outcomes, specifying the tools used: multiple-choice questions, role-playing exercises, etc.

At the end of each training course, ITTCERT provides participants with a course evaluation questionnaire, which is then analysed by our teaching teams. Participants also complete an official evaluation of the publisher.

An attendance sheet for each half-day of attendance is provided at the end of the training course, along with a certificate of completion if the participant has attended the entire session.

1 Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- Discover how Microsoft 365 Copilot works.
- Explore the essential components of Microsoft 365 Copilot.
- Understand Microsoft's commitment to responsible AI.

2 Creating effective presentations with AI

- Introduction to Copilot in Microsoft PowerPoint.
- Design engaging slides with Copilot in PowerPoint.
- Improve and refine your presentation.

Exercise

Create a presentation from A to Z.

3 Writing powerful documents with AI

- Create content with Copilot in Microsoft Word.
- Enrich and perfect your documents with Copilot in Word.

Exercise

Write, improve and share your document.

4 Make your meetings more productive with AI

- Strengthen collaboration with Copilot in team discussions.
- Boost your meetings with Copilot in Teams.

Exercise

Manage end-to-end collaboration with Copilot in Teams.

5 Discover new data analysis with AI

- Simplify data synthesis, analysis and visualization.
- Customize data integration, analysis and visualization with Copilot in Excel.

Exercise

Increase productivity with data-driven decisions.

6 From mailbox to action: optimizing your e-mail flows with AI

- Write engaging e-mails with Copilot in Microsoft Outlook.
- Simplify meeting management with Copilot in Outlook.

Exercise

Strengthen your collaboration with Copilot in Outlook.

7 Increase productivity and unleash your creativity with AI chat

- Understanding Microsoft 365 Copilot Chat.
- Optimize your workflow with internal Copilot Chat data.
- Maximize your productivity with web data from Copilot Chat.

Exercise

Copilot Chat for successful interviews.

TEACHING AIDS AND TECHNICAL RESOURCES

The teaching resources used are the publisher's official materials and practical exercises.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training course.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you have specific accessibility requirements? Contact Ms FOSSE, disability advisor, at the following address: psh-accueil@orsys.fr so that we can assess your request and its feasibility.

Dates and locations

REMOTE CLASS

2026 : 24 Apr., 3 July, 9 Oct., 18 Dec.

PARIS LA DÉFENSE

2026 : 24 Apr., 3 July, 9 Oct., 18 Dec.