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

COURSE CONTENT

GET IN TOUCH

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About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

About Course

The MS-4018: Draft, Analyze, and Present with Microsoft 365 Copilot Training by Multisoft Systems is designed to empower professionals with the skills to efficiently utilize AI-powered tools within Microsoft 365. This comprehensive course focuses on enhancing productivity by leveraging Copilot's advanced capabilities for drafting, analyzing data, and creating impactful presentations.

Module 1: Introduction to Microsoft 365 Copilot

Module 2: Build effective presentations with AI

Module 3: Draft impactful documents using AI

Module 4: Make your meetings more productive with AI

Module 5: Uncover new data insights with AI

Module 6: From inbox to impact: Improve your email workflows with AI

Module 7: Unlock productivity and unleash creativity with AI powered chat