

MICROSOFT OFFICIAL CURRICULUM

Microsoft

MS-4018

Draft, analyze, and present with Microsoft 365 Copilot

Official Microsoft Learn-aligned instructor-led program for Draft, analyze, and present with Microsoft 365 Copilot.

AI

Intermediate

Microsoft 365

DURATION

1 day

LEVEL

Intermediate

FORMAT

Virtual, On-site, or Hybrid

CERTIFICATION

MS-4018

AUDIENCE PROFILE

Built for these roles

MS-4018: Draft, analyze, and present with Microsoft 365 Copilot 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. The target audience includes professionals who regularly create content, analyze data, prepare presentations, and manage communication as part of their role. These learners are looking to build confidence using Copilot to support everyday tasks and improve the quality of their work.

OVERVIEW

Executive overview

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

PROGRAM OUTCOMES

Capabilities your teams will gain

- Strengthen capability in ai scenarios
- Strengthen capability in microsoft 365 scenarios
- Strengthen capability in role-based scenarios

TALK TO US

-  info@vnodeites.com
 +91 9779 91 4792
 WhatsApp · +91 9779 91 4792
 +91 9419 11 4792

OFFICE

DLF Cyber City, Gurugram
Haryana — India
Azure · AI · Data · Power Platform

ENTERPRISE CUSTOMIZATION

Enterprise customization

Tailor this program to your organization's priorities: Builds current Microsoft credential readiness for Draft, analyze, and present with Microsoft 365 Copilot using the official Microsoft Learn outline.

Customization options

- Align labs to your production environment and platform priorities
- Add readiness reviews and instructor-led practice sessions
- Extend into project-specific architecture or delivery coaching

CURRICULUM

Curriculum roadmap

1

MODULE 1

Draft, analyze, and present with Microsoft 365 Copilot

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

- Get ready to work with 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

PRIVATE DELIVERY

Plan a private cohort for your team

Scope delivery format, role mix, and rollout timeline with our solutions team.

Plan Private Delivery

Book advisory call

vnodeites.com

TALK TO US

-  info@vnodeites.com
-  +91 9779 91 4792
-  WhatsApp · +91 9779 91 4792
-  +91 9419 11 4792

OFFICE

DLF Cyber City, Gurugram
Haryana — India
Azure · AI · Data · Power Platform