

MS-4004: Empower your workforce with Copilot for Microsoft 365 Use Cases

Course Description

In MS-4004: Empower your workforce with Microsoft 365 Copilot Use Cases, students perform a series of hands-on exercises involving ten Use Cases - Executives, Sales, Marketing, Finance, IT, HR, Operations, Communications, Customer Service, and Legal. These exercises focus on using Copilot in various Microsoft 365 apps (such as Word, PowerPoint, Outlook, and so on) to complete a series of common business-related tasks pertaining to each Use Case. To complete the Use Case exercises in this course, each student must have access to a Microsoft 365 subscription (BYOS) in which they're licensed to use Microsoft 365 Copilot. Each student must also have a Microsoft OneDrive account, since Copilot requires OneDrive to complete the file sharing tasks used throughout the Use Case exercises.

Course Duration

1 day

Prerequisites

Before attending this course, you should be familiar with how Microsoft 365 Copilot works across M365 applications, including Copilot Chat and Copilot Agents.

Course Outline

- Empower your workforce with Microsoft 365 Copilot: Executives Use Case
- Empower your workforce with Microsoft 365 Copilot: Sales use case
- Empower your workforce with Microsoft 365 Copilot: IT Use Case
- Empower your workforce with Microsoft 365 Copilot: Marketing Use Case
- Empower your workforce with Microsoft 365 Copilot: Finance Use Case
- Empower your workforce with Microsoft 365 Copilot: HR Use Case
- Empower your workforce with Microsoft 365 Copilot: Operations use case
- Empower your workforce with Microsoft 365 Copilot: Communications Use Case
- Empower your workforce with Microsoft 365 Copilot: Customer Service Use Case
- Empower your workforce with Microsoft 365 Copilot: Legal Use Case

Who Should Attend

This course is targeted towards business users who want to enhance their Copilot for Microsoft 365 skills to solve business-related use case scenarios.