

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

### Course Details

**Course Code:** MS-4004

**Duration:** 1 day

#### Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

*Elements of this syllabus are subject to change.*

#### About this course

This one-day course is composed of two parts - Getting started with Copilot for Microsoft 365 and Empower your workforce with Copilot for Microsoft 365 Use Cases. The first part of the course introduces you to Copilot for Microsoft 365, examines how you can use Copilot throughout the various Microsoft 365 apps, explores best practices for using Copilot and building effective prompts, and examines how you can extend Copilot with plugins and Graph connectors. The second part of this training content is really the heart of this course. Students perform a series of hands-on exercises involving seven Use Cases - Executives, Sales, Marketing, Finance, IT, HR, and Operations. 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 Copilot for Microsoft 365. 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.

#### Audience Profile

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

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### **Get started with Copilot for Microsoft 365**

In this course, delve into how Copilot for Microsoft 365 can streamline communication and power up your content creation. This learning path, crafted to be both practical and enlightening, spans three key modules. These modules will walk you through the basics of Copilot for Microsoft 365, showcase its versatility across various Microsoft 365 applications, and offer advice on maximizing its potential. Designed with all professionals in mind, this beginner-friendly course requires no previous AI expertise.

#### **Prerequisites**

- None

### **Empower your workforce with Copilot for Microsoft 365 Use Cases**

This Learning Path enables students to perform a series of Use Case exercises that build their Copilot for Microsoft 365 skills in various business-related scenarios. Use cases include Executives, Sales, Marketing, Finance, IT, HR, and Operations.

#### **Prerequisites**

- Students should have basic functional experience with Microsoft 365 services.
- Students must have a proficient understanding of general IT practices.
- Students must have access to a Microsoft 365 subscription (BYOS) in which they're licensed to use Copilot for Microsoft 365.
- Students must also have a Microsoft OneDrive account, since Copilot requires OneDrive to complete the file sharing tasks used throughout the Use Case exercises.