Training: Microsoft

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

Microsoft Partner

TRAINING GOALS:

In MS-4004, 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.

Audience Profile:
MS-4004 is targeted towards business users who want to enhance their Microsoft 365 Copilot skills to solve business-related use case scenarios. Before attending this course, you should be familiar with how Microsoft 365 Copilot works across M365 applications, including Copilot Chat and Copilot Agents.

CONSPECT:

- Empower your workforce with Microsoft 365 Copilot Use Cases
  - Module 1: Empower your workforce with Microsoft 365 Copilot: Executives Use Case
  - Module 2: Empower your workforce with Microsoft 365 Copilot: Sales use case
  - Module 3: Empower your workforce with Microsoft 365 Copilot: Marketing Use Case
  - Module 4: Empower your workforce with Microsoft 365 Copilot: IT Use Case
  - Module 5: Empower your workforce with Microsoft 365 Copilot: Finance Use Case
  - Module 6: Empower your workforce with Microsoft 365 Copilot: HR Use Case
  - Module 7: Empower your workforce with Microsoft 365 Copilot: Operations use case
  - Module 8: Empower your workforce with Microsoft 365 Copilot: Communications Use Case
  - Module 9: Empower your workforce with Microsoft 365 Copilot: Customer Service Use Case
  - Module 10: Empower your workforce with Microsoft 365 Copilot: Legal Use Case

REQUIREMENTS:

Basic functional experience with Microsoft 365 services. Proficient understanding of general IT practices. Access to a Microsoft 365 subscription (BYOS) licensed for Microsoft 365 Copilot. A Microsoft OneDrive account.

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Difficulty level



CERTIFICATE:

The participants will obtain certificates signed by Microsoft (course completion).

TRAINER:

Microsoft Certified Trainer (MCT)

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