MS-4004: EMPOWER YOUR WORKFORCE WITH MICROSOFT 365 COPILOT USE CASES

LEVEL	BEGINNER	ROLE	BUSINESS USER
DURATION	1 DAY	PRODUCT	MICROSOFT 365, MICROSOFT COPILOT

OVERVIEW

This one-day course is composed of two parts - Getting started with Microsoft 365 Copilot and Empower your workforce with Microsoft 365 Copilot 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. The second part of this training content is really the heart of this course. 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.

AUDIENCE PROFILE

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

In this course, you will learn how to:

- Overcome the learning curve and gain in-depth knowledge of Copilot for Microsoft 365.
- Hands-on exercises in real-world scenarios, covering Executives, Sales, Marketing, Finance, IT, HR, and Operations.
- Learn effective prompt creation and discover best practices for maximizing Copilot's potential.
- Understand how to extend Copilot with plugins and Graph connectors for enhanced productivity.
- Equip your team with the skills to leverage Copilot across Microsoft 365 apps, boosting efficiency in daily tasks.

Course Prerequisites:

Learners should be familiar with working in Microsoft 365 apps like Word, Excel, and PowerPoint. This course is intended for all types of users working with Microsoft Copilot for Microsoft 365.

Course Outline

- Introduction to Copilot for Microsoft 365
- Explore the possibilities with Copilot for Microsoft 365
- Optimize and extend Copilot for Microsoft 365
- Executive Use Case: Empower your workforce with Copilot for Microsoft 365
- Sales use case: Empower your workforce with Copilot for Microsoft 365

- IT Use Case: Empower your workforce with Copilot for Microsoft 365
- Marketing Use Case: Empower your workforce with Copilot for Microsoft 365
- Finance Use Case: Empower your workforce with Copilot for Microsoft 365
- HR Use Case: Empower your workforce with Copilot for Microsoft 365
- Operations Use Case: Empower your workforce with Copilot for Microsoft 365
- Challenge Use Case: Empower your workforce with Copilot for Microsoft 365

Further Information:

For More information, or to book your course

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

https://smartteklearning.com/Course/empower-your-workforce-with-microsoft-365-copilot-use-cases/

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