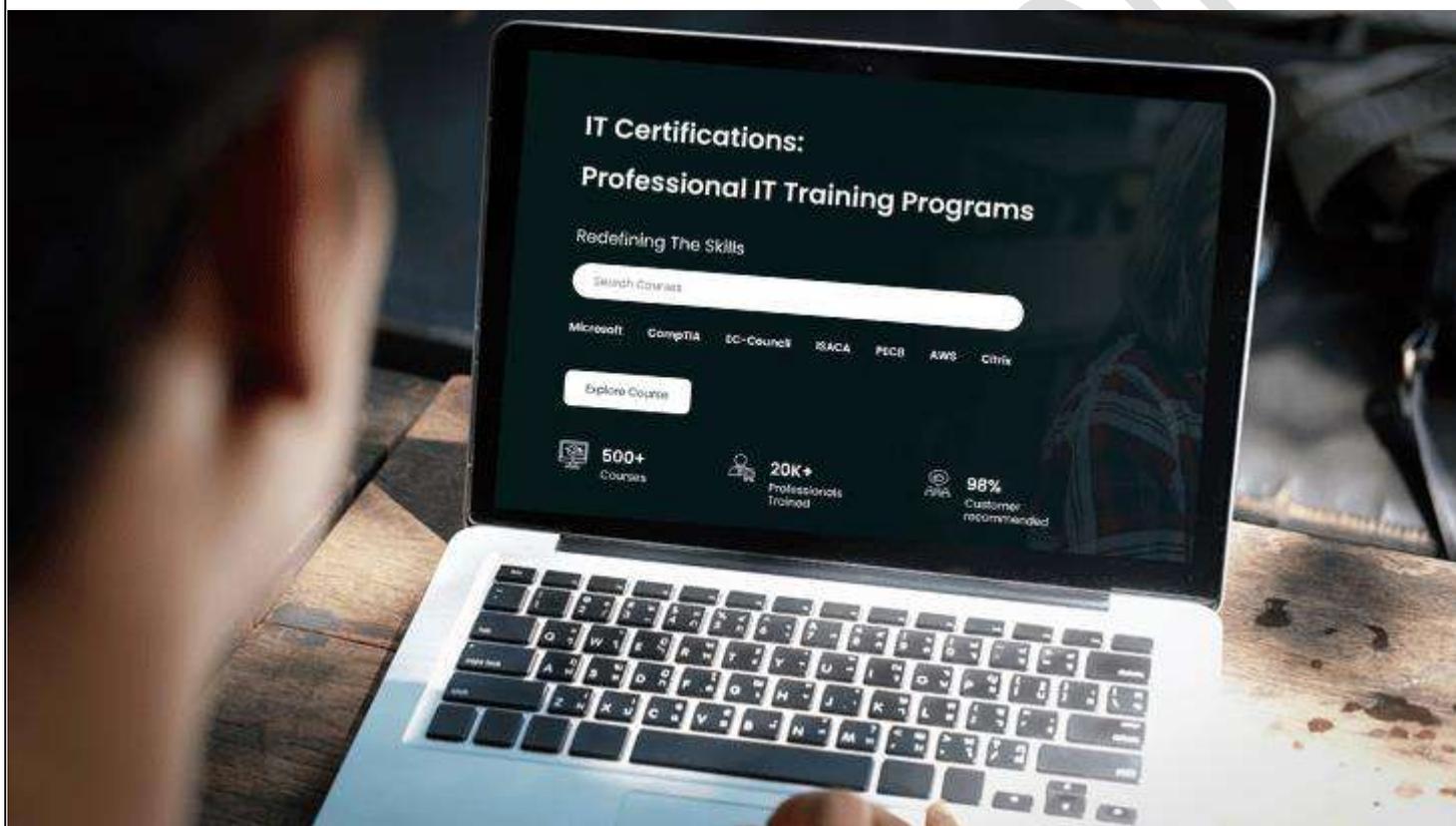




Redefining The Skills



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

DURATION: 1 DAY

Course Description

Introduce your team to the MS-4004 course on Microsoft Copilot and elevate the work ecosystem. This course explores the best practices for using Microsoft Copilot in terms of productivity enhancement, security, and compliance. It also trains to perform a series of hands-on sales, marketing, HR, IT, finance, executive and operations.

Note: Students have to bring their own copilot license.

Who should attend this course?

- Business Managers
- Microsoft 365 Administrator

What you will learn

- Introduction to Copilot for Microsoft 365
- Explore the possibilities with Copilot for Microsoft 365
- Empower your workforce with Copilot for Microsoft 365: Executives 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

Prerequisites

Recommended

- [MS-900T01: Microsoft 365 Fundamentals](#)

Curriculum

Module 1: Get started with Copilot for Microsoft 365

Introduction to Copilot for Microsoft 365

- Describe the purpose and functionalities of Copilot for Microsoft 365
- Outline the working principles behind Copilot for Microsoft 365
- Identify the core components integral to Copilot for Microsoft 365
- Articulate Microsoft's dedication to responsible AI practices

Explore the possibilities with Copilot for Microsoft 365

- Identify and apply the key features of Copilot for Microsoft 365 in each Microsoft 365 application to enhance your productivity and workflow
- Understand how Copilot for Microsoft 365 integrates with Teams to provide a centralized hub for all your work-related information
- Utilize the AI capabilities of Copilot for Microsoft 365 to transform your approach to tasks in Microsoft 365, making them more intuitive and efficient

Optimize and extend Copilot for Microsoft 365

- Describe the best practices for using Copilot for Microsoft 365
- Understand how to effectively prompt Copilot for Microsoft 365
- Describe the capabilities of plugins within Copilot for Microsoft 365
- Understand Microsoft Graph connectors and how they can be used to integrate data from external sources into Copilot for Microsoft 365

Module 2: Empower your workforce with Copilot for Microsoft 365 Use Cases

Empower your workforce with Copilot for Microsoft 365: Executives Use Case

- Use Microsoft Copilot to synthesize your emails and chats from the past week involving a specific topic
- Use Copilot in Teams to generate a list of key points made by participants involved in chats and emails involving a specific topic over the past 30 days
- Use Copilot in Word to create a speech you plan to deliver to company shareholders based on your company's annual income statement
- Use Copilot in PowerPoint to create a PowerPoint presentation for your speech to company shareholders regarding your annual income statement

Empower your workforce with Copilot for Microsoft 365: Sales use case

- Use Copilot in Loop to create and update a market research report for a potential new sales market
- Use Copilot in PowerPoint to create and customize a sales presentation based on a market trend report for a new beverage product
- Use Microsoft Copilot to summarize your emails, meetings, and chats for a specific project over the past 30 days, and then generate a list of actions items, and action items involving a specific - person or topic
- Use Copilot in Word to compare three supplier agreements, identify the differences, and provide recommended actions

Empower your workforce with Copilot for Microsoft 365: IT Use Case

- Use Microsoft Copilot to summarize the information in a product spec document for a network security product and create a project plan to implement the product
- Use Copilot in PowerPoint to create and customize a business presentation based on the product plan that you created for the new network security product
- Use Copilot in Word to modify a technical implementation report for a customer who is planning to install your new network security product
- Use Copilot in Outlook to draft an email that provides highlights from the technical implementation report that you created for the customer who is installing your new network security product

Empower your workforce with Copilot for Microsoft 365: Marketing Use Case

- Use Microsoft Copilot to analyze market trends in the U.S. toy market, provide sales forecasts, and identify new sales opportunities
- Use Copilot in Loop to generate marketing campaign ideas for your new product line of outdoor toys
- Use Copilot in Word to consolidate three product marketing reports into a single Market Analysis report and then make further customizations
- Use Copilot in Excel to analyze the market trends that are captured in a spreadsheet for a new beverage product

Empower your workforce with Copilot for Microsoft 365: Finance Use Case

- Use Copilot in Outlook to draft an email to your insurance company that requests a meeting to discuss the increases in your company's medical insurance premiums
- Use Copilot in Excel to analyze a spreadsheet containing projected revenue and user engagements for your company's Q1 marketing campaigns, then add new calculations and charts to visualize the data
- Use Copilot in Word to create a marketing campaign report based on the financial results from your company's Q1 marketing campaigns
- Use Copilot in Word to summarize your company's financial statement results for the past five years, including trends, growth patterns, profitability analysis, and areas of concern

For any query Contact Us – Microtek Learning
