

# Empower your workforce with Copilot for Microsoft 365 Use Cases



## Purpose of the training

The training objective of the MS-4004 course is to empower the workforce with Copilot for Microsoft 365 by providing practical learning experiences through hands-on exercises in various Microsoft 365 apps.



## Benefits of completing the training

By completing this training, you will be able to enhance your skills in utilizing Copilot for Microsoft 365 effectively, thereby improving your productivity and efficiency at work. Your company will benefit from having employees who are proficient in using Copilot for Microsoft 365, leading to streamlined processes and better collaboration within the organization.



## Expected Listener Preparation

- Ensure you have access to a Microsoft 365 subscription with Copilot for Microsoft 365 licensing.
- Have a Microsoft OneDrive account for completing file sharing tasks in the Use Case exercises.



## Training Language

- **Szkolenie:** English
- **Materiały:** English



## Duration

1 days / 7 hours

## Training agenda

1. Learning Path 1: Get started with Copilot for Microsoft 365
  - Introduction to Copilot for Microsoft 365
  - Explore the possibilities with Copilot for Microsoft 365
  - Optimize and extend Copilot for Microsoft 365
2. Learning Path 2: Empower your workforce using Copilot for Microsoft 365 Use Cases
  - Executives Use Case
  - Sales Use Case
  - IT Use Case
  - Marketing Use Case
  - Finance Use Case
  - HR Use Case
  - Operations Use Case
  - Challenge Use Case (optional)