kod szkolenia: MS-4004 / ENG DL 1d

Empower your workforce with Copilot for Microsoft 365 Use Cases

The training covers key aspects of using Copilot for Microsoft 365 across various applications and use cases. It consists of two learning paths: Getting started with Copilot for Microsoft 365 and Empower your workforce with Copilot for Microsoft 365 Use Cases. Through a practical approach with hands-on exercises, participants will gain experience in using Copilot across different business scenarios and Microsoft 365 apps.

Training recipients

The training is intended for anyone interested in learning about Copilot for Microsoft 365 and gaining experience in using various Copilot applications for Microsoft 365. Specifically, it will benefit:

- IT Administrators who manage cloud resources, monitor environments, and implement solutions following best practices in security and optimization.
- Sales Specialists looking to increase operational efficiency through the automation of administrative processes.
- Marketing Managers aiming to better manage marketing campaigns and analyze data.
- Finance Professionals needing tools for better budget management and financial analysis.
- HR Personnel seeking to streamline recruitment processes and human resource management.

Benefits

Participation in the training offers numerous benefits, including:

- Understanding Copilot Basics – Participants will learn the fundamentals of using Copilot in Microsoft

365 applications.
- Practical Experience – Through practical exercises, participants will gain experience that can be easily applied to real-world tasks.
- Work Optimization – Participants will learn how to optimize their daily tasks using Copilot.
- Extending Functionality – The training will demonstrate how to extend Copilot capabilities with plugins and Graph connectors.
- Certification Preparation – The training prepares participants for a certification exam that will validate their skills in administration and optimization of Copilot.

Training program

1. Course Introduction
2. Getting 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
3. 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)

Expected preparation of the participant

- Basic knowledge of Microsoft 365 applications
- Ability to read instructions

Recommended and Featured Products

- MS-4005: Craft effective prompts for Microsoft Copilot for Microsoft 365
- MS-4008: Copilot for Microsoft 365 Interactive Experience
- MS-4007: Microsoft 365 Copilot User Enablement Specialist

To increase the comfort of work and training’s effectiveness we suggest using an additional monitor. The

lack of additional monitor does not exclude participation in the training, however, it significantly influences the comfort of work during classes.
You can find information and requirements of participation in Distance Learning trainings at:
https://www.altkomakademia.pl/en/how-it-works/about-courses/

Training Includes

* electronic handbook available at:
https://learn.microsoft.com/pl-pl/training/

- access to the Altkom Akademia student portal

Product Includes

- Lecture (40%)
- Exercises (60%)

Czas trwania

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Language

- Lecture: English
- Materials: English