# EMPOWER YOUR WORKFORCE WITH COPILOT FOR MICROSOFT 365 USE CASES (MS-4004)

Course Code: 834045

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 seven Use Cases - Executives, Sales, Marketing, Finance, IT, HR, and Operations. 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.

This course has been created by Microsoft as a "Bring Your Own Environment" course, allowing individuals to use their personal devices and settings. If a student wants to complete the hands-on activities, the individual must bring their own CoPilot environment. Otherwise, demonstrations and lectures will be conducted by the instructor.

## What You'll Learn

Students will learn to,

- Get started with Microsoft 365 Copilot
- Empower your workforce with Microsoft 365 Copilot Use Cases

## Who Needs to Attend

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

# EMPOWER YOUR WORKFORCE WITH COPILOT FOR MICROSOFT 365 USE CASES (MS-4004)

Course Code: 834045

| CLASSROOM LIVE | $675 CAD | 1 Day |
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## Classroom Live Outline

**Module 1: Get started with Microsoft 365 Copilot**

- Introduction to Microsoft 365 Copilot
- Explore the possibilities with Microsoft 365 Copilot
- Optimize and extend Microsoft 365 Copilot

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

- Empower your workforce with Microsoft 365 Copilot: Executives Use Case
- Empower your workforce with Microsoft 365 Copilot: Sales use case
- Empower your workforce with Microsoft 365 Copilot: IT Use Case
- Empower your workforce with Microsoft 365 Copilot: Marketing Use Case
- Empower your workforce with Microsoft 365 Copilot: Finance Use Case
- Empower your workforce with Microsoft 365 Copilot: HR Use Case
- Empower your workforce with Microsoft 365 Copilot: Operations use case
- Empower your workforce with Microsoft 365 Copilot: Challenge Use Case

# EMPOWER YOUR WORKFORCE WITH COPILOT FOR MICROSOFT 365 USE CASES (MS-4004)

Course Code: 834045

| VIRTUAL CLASSROOM LIVE | $675 CAD | 1 Day |
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## Virtual Classroom Live Outline

**Module 1: Get started with Microsoft 365 Copilot**

- Introduction to Microsoft 365 Copilot
- Explore the possibilities with Microsoft 365 Copilot
- Optimize and extend Microsoft 365 Copilot

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

- Empower your workforce with Microsoft 365 Copilot: Executives Use Case
- Empower your workforce with Microsoft 365 Copilot: Sales use case
- Empower your workforce with Microsoft 365 Copilot: IT Use Case
- Empower your workforce with Microsoft 365 Copilot: Marketing Use Case
- Empower your workforce with Microsoft 365 Copilot: Finance Use Case
- Empower your workforce with Microsoft 365 Copilot: HR Use Case
- Empower your workforce with Microsoft 365 Copilot: Operations use case
- Empower your workforce with Microsoft 365 Copilot: Challenge Use Case

Jan 8 - 8, 2026 | 9:00 AM - 5:00 PM EST

Apr 17 - 17, 2026 | 9:00 AM - 5:00 PM EDT

Jul 10 - 10, 2026 | 9:00 AM - 5:00 PM EDT

# EMPOWER YOUR WORKFORCE WITH COPILOT FOR MICROSOFT 365 USE CASES (MS-4004)

Course Code: 834045

| PRIVATE GROUP TRAINING | 1 Day |
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Visit us at www.globalknowledge.com or call us at 1-866-716-6688.