

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

Course Code: 834045

Empower your workforce with Microsoft 365 Copilot Use Cases, 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.

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,

- Empower your workforce with Microsoft 365 Copilot Use Cases

## Who Needs to Attend

Empower your workforce with Microsoft 365 Copilot Use Cases is targeted towards business users who want to enhance their Microsoft 365 Copilot skills to solve business-related use case scenarios..

## Prerequisites

**\*\*IMPORTANT:\*\*** Before attending this course, you should be familiar with how Microsoft 365 Copilot works across M365 applications, including Copilot Chat and Copilot Agents. For a basic understanding of Copilot, see the following online training: [Get started with Microsoft 365 Copilot](#)

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

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CLASSROOM LIVE

\$675 CAD

1 Day

## Classroom Live Outline

### Module 1: 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: Communications Use Case
- Empower your workforce with Microsoft 365 Copilot: Customer Service Use Case
- Empower your workforce with Microsoft 365 Copilot: Legal Use Case

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

Course Code: 834045

VIRTUAL CLASSROOM LIVE

\$675 CAD

1 Day

## Virtual Classroom Live Outline

### Module 1: 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: Communications Use Case
- Empower your workforce with Microsoft 365 Copilot: Customer Service Use Case
- Empower your workforce with Microsoft 365 Copilot: Legal Use Case

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

Aug 7 - 7, 2026 | 12:00 - 8:00 PM EDT

Dec 7 - 7, 2026 | 9:00 AM - 5:00 PM EST



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PRIVATE GROUP TRAINING

1 Day

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