

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](#)

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CLASSROOM LIVE

\$675 USD

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

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VIRTUAL CLASSROOM LIVE

\$675 USD

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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