



# MS-4004: Empower your workforce with Copilot for Microsoft 365 Use Cases

Course ID #: 7000-927-ZZ-Z

Hours: 7

## Course Content

### Course Description:

This one-day course is composed of two parts - Getting started with Copilot for Microsoft 365 and Empower your workforce with Copilot for Microsoft 365 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 with plugins and Graph connectors. 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 Copilot for Microsoft 365. 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.

### Prerequisites:

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

### Target Audience:

- Business User
- Functional Consultant

### Topics:

#### Get started with Copilot for Microsoft 365

- responsible AI
- Knowledge check
- Summary

#### Lesson 1: Introduction to Copilot for Microsoft 365

- Introduction
- What is Copilot for Microsoft 365?
- Explore how Copilot for Microsoft 365 works
- Explore the core components of Copilot for Microsoft 365
- Examine how Microsoft is committed to

#### Lesson 2: Explore the possibilities with Copilot for Microsoft 365

- Introduction
- Compose and summarize documents with Copilot in Word



# MS-4004: Empower your workforce with Copilot for Microsoft 365 Use Cases

Course ID #: 7000-927-ZZ-Z

Hours: 7

- Summarize and draft emails with Copilot in Outlook
- Design captivating presentations with Copilot in PowerPoint
- Analyze and transform data with Copilot in Excel
- Elevate productivity with Copilot in Teams
- Empower employees through Microsoft Copilot with Graph-grounded chat
- Knowledge check
- Summary

## Lesson 3: Optimize and extend Copilot for Microsoft 365

- Introduction
- Examine the art and science of working with AI
- Review best practices for using Copilot for Microsoft 365
- Examine how to build an effective prompt
- Review prompting best practices
- Extend Copilot for Microsoft 365 with plugins
- Explore Microsoft Graph connectors
- Knowledge check
- Summary

## Empower your workforce with Copilot for Microsoft 365 Use Cases

### Lesson 4: Empower your workforce with Copilot for Microsoft 365: Executives Use Case

- Introduction
- Exercise: Synthesize your communication insights using Microsoft Copilot
- Exercise: Summarize chat and channel threads using Copilot in Teams
- Exercise: Create a speech using Copilot in Word
- Exercise: Create a slide presentation using Copilot in PowerPoint
- Knowledge check

- Summary

### Lesson 5: Empower your workforce with Copilot for Microsoft 365: Sales use case

- Introduction
- Exercise: Create a market research report using Copilot in Loop
- Exercise: Create a sales presentation using Copilot in PowerPoint
- Exercise: Prepare your meeting notes from emails using Microsoft Copilot
- Exercise: Compare supplier agreements using Copilot in Word
- Knowledge check
- Summary

### Lesson 6: Empower your workforce with Copilot for Microsoft 365: IT Use Case

- Introduction
- Exercise: Create a project plan using Microsoft Copilot
- Exercise: Create a project plan presentation using Copilot in PowerPoint
- Exercise: Update a technical report using Copilot in Word
- Exercise: Draft an email based on a technical report using Copilot in Outlook
- Knowledge check
- Summary

### Lesson 7: Empower your workforce with Copilot for Microsoft 365: Marketing Use Case

- Introduction
- Exercise: Create a project plan using Microsoft Copilot
- Exercise: Create a project plan presentation using Copilot in PowerPoint
- Exercise: Update a technical report using



# MS-4004: Empower your workforce with Copilot for Microsoft 365 Use Cases

Course ID #: 7000-927-ZZ-Z

Hours: 7

## Copilot in Word

- Exercise: Draft an email based on a technical report using Copilot in Outlook
- Knowledge check
- Summary

## Lesson 8: Empower your workforce with Copilot for Microsoft 365: Finance Use Case

- Introduction
- Exercise: Create a project plan using Microsoft Copilot
- Exercise: Create a project plan presentation using Copilot in PowerPoint
- Exercise: Update a technical report using Copilot in Word
- Exercise: Draft an email based on a technical report using Copilot in Outlook
- Knowledge check
- Summary

## Lesson 9: Empower your workforce with Copilot for Microsoft 365: HR Use Case

- Introduction
- Exercise: Create a project plan using Microsoft Copilot
- Exercise: Create a project plan presentation using Copilot in PowerPoint
- Exercise: Update a technical report using Copilot in Word
- Exercise: Draft an email based on a technical report using Copilot in Outlook
- Knowledge check
- Summary

## Lesson 10: Empower your workforce with Copilot for Microsoft 365: Operations use case

- Introduction
- Exercise: Create a project plan using Microsoft Copilot
- Exercise: Create a project plan presentation using Copilot in PowerPoint
- Exercise: Update a technical report using Copilot in Word
- Exercise: Draft an email based on a technical report using Copilot in Outlook
- Knowledge check
- Summary

## Lesson 11: Empower your workforce with Copilot for Microsoft 365: Challenge Use Case

- Introduction
- Exercise: Create a project plan using Microsoft Copilot
- Exercise: Create a project plan presentation using Copilot in PowerPoint
- Exercise: Update a technical report using Copilot in Word
- Exercise: Draft an email based on a technical report using Copilot in Outlook
- Knowledge check
- Summary

Register for this class by visiting us at:

[www.tcworkshop.com](http://www.tcworkshop.com) or calling us at 800-639-3535



# MS-4004: Empower your workforce with Copilot for Microsoft 365 Use Cases

Course ID #: 7000-927-ZZ-Z

Hours: 7