



MS-4007: Copilot for Microsoft 365 User Enablement Specialist

Course ID #: 7000-930-ZZ-Z

Hours: 7

Course Content

Course Description:

Learn how to drive adoption of Microsoft Copilot for Microsoft 365 using the user enablement framework to create and implement a robust adoption plan.

Prerequisites:

This course is designed for user enablement specialists, business leaders, managers, IT professionals, consultants, or anyone involved in the adoption of Microsoft Copilot for Microsoft 365 within their organization.

Target Audience:

- Business Owner
- Functional Consultant
- Service Adoption Specialist
- Technology Manager

Topics:

Get started with Copilot for Microsoft 365

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 responsible AI
- Knowledge check
- Summary

Lesson 2: Explore the possibilities with Copilot for Microsoft 365

- Introduction
- Compose and summarize documents with Copilot in Word
- 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



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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

MS-4007: Discover how to drive enablement of Copilot for Microsoft 365 in your organization

Lesson 4: Explore user enablement strategies for adopting Copilot for Microsoft 365

- Introduction 3 min
- Describe the importance of user enablement
- Describe the journey to becoming an AI-powered organization
- Describe the people first strategy
- Describe the Copilot for Microsoft 365 user enablement framework
- Discover how a global organization empowered its employees by adopting Copilot for Microsoft 365
- Knowledge check
- Summary

Lesson 5: Envision a successful adoption of Copilot for Microsoft 365

- Introduction 1 min
- Assemble your team
- Secure sponsors and stakeholders
- Create an AI council
- Define a strategy
- Identify and prioritize scenarios
- Define success criteria, KPIs and success measurement plan
- Assess your organization's readiness
- Knowledge check
- Summary

Lesson 6: Onboard and empower your employees to use Copilot for Microsoft 365 efficiently

- Introduction
- Establish a Copilot for Microsoft 365 Center of Excellence
- Build your Champions and Early Adopters programs
- Build your engagement strategy
- Build your training strategy
- Knowledge check
- Summary

Lesson 7: Drive value and maximize the impact of Copilot for Microsoft 365 within your organization

- Introduction
- Collect and analyze feedback
- Review success measures and user survey results
- Measure and report Copilot for Microsoft 365 usage
- Conduct health service reviews
- Knowledge check
- Summary



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Lesson 8: Extend and optimize Copilot for Microsoft 365 in your organization

- Introduction
- Describe how to enhance Copilot for Microsoft 365
- Design scenarios using the Modern Collaboration Architecture framework
- Deliver business process transformation with Copilot Studio
- Knowledge check
- Summary

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