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

About this course

This one-day course is composed of two Learning Paths:

- LP1: Getting started with Copilot for Microsoft 365
- LP2: Empower your workforce with Copilot for Microsoft 365 Use Cases

LP1 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.

LP2 is the heart of this course. Students perform a series of hands-on exercises involving eight Use Case modules (Executives, Sales, IT, Marketing, Finance, HR, Operations, and Challenge).

- Each Use Case module includes four exercises. Each exercise includes a scenario involving a fictitious company.
- The learner is assigned the role of a business user related to the specific Use Case (i.e. a business executive, an IT professional, a Sales manager, and so on).
- These exercises use 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.
- The exercises in the first seven Use Case modules (Executives, Sales, IT, Marketing, Finance, HR, and Operations) include step-by-step instructions to complete their scenarios. Each exercise

focuses only on one Copilot for Microsoft 365 app (such as Copilot in Word, or Copilot in PowerPoint, and so on).

- It should take students approximately 30-45 minutes to complete the four exercises in each of these seven Use Case modules.
- The final module, the Challenge Use Case, is an optional module. It should only be performed in class if time permits. It does not provide step-by-step instructions (hence, its name – "Challenge" Use Case). And while each exercise in the other seven modules focuses on only one Copilot, each exercise in this Challenge module uses multiple Copilots.
- It may take approximately two hours to complete the four exercises in this Challenge Use Case module.

Audience Profile

This course is designed for all learners who are interested in learning about Copilot for Microsoft 365 and who want to gain experience in using various Copilot for Microsoft 365 apps.

Audience Prerequisites

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.
- A Microsoft OneDrive account, since Copilot requires OneDrive to complete the file sharing tasks used throughout the Use Case exercises.

Prerequisite Knowledge to teach this course

To successfully teach this course, instructors must have a working knowledge of Microsoft 365 workloads. They must also be adept at using Copilot in each of the Microsoft 365 apps.

Course Module and Course Schedule

Learning Path	Module
Course Introduction	N/A
Learning Path 1: **Getting started with Copilot for Microsoft 365**	**Module 1:** Introduction toCopilot for Microsoft 365 **Module 2:** Explore the possibilities with Copilot forMicrosoft 365 **Module 3:** Optimize and extendCopilot for Microsoft 365
Learning Path 2:	**Module 1:** Empower your workforce using Copilot for

Empower your workforce usingCopilot for Microsoft 365 Use Cases	Microsoft 365: Executives UseCase
	Module 2: Empower your workforce using Copilot for Microsoft 365: Sales Use Case
	Module 3: Empower your workforce using Copilot forMicrosoft 365: IT Use Case
	Module 4: Empower your workforce using Copilot for Microsoft 365: Marketing UseCase
	Module 5: Empower your workforce using Copilot for Microsoft 365: Finance Use Case
	Module 6: Empower your workforce using Copilot forMicrosoft 365: HR Use Case
	Module 7: Empower your workforce using Copilot for Microsoft 365: Operations UseCase
	Module 8: Empower your workforce using Copilot for Microsoft 365: Challenge UseCase (optional)

Note: Each Learning Path/Module activity in the following agenda is the slide deck presentation for that module.

Day	Estimated Time	Classroom activity
1	45 minutes	Course Introduction slide deck (times may vary due to the number of student introductions in a given course)
	30 minutes	Learning Path 1, Module 1
	35 minutes	Learning Path 1, Module 2
	35 minutes	Learning Path 1, Module 3
	40 minutes	Learning Path 2, Module 1
	30 minutes	Learning Path 2, Module 2
	40 minutes	Learning Path 2, Module 3
	45 minutes	Learning Path 2, Module 4
	45 minutes	Learning Path 2, Module 5
	45 minutes	Learning Path 2, Module 6
	45 minutes	Learning Path 2, Module 7
TOTAL	7.5 hours	Prior to completing module 8
	120 minutes	Learning Path 2, Module 8 (optional)
	10 minutes	Course Conclusion slide deck Feel free to add a slide if you wish to include any specific follow-up questions for students or any final points that you want to address regarding the course.