

KOENIG SOLUTIONS • COURSE OUTLINE

MS-4004: Empower Your Workforce with Copilot for Microsoft 365 Use Cases

Learn to use Copilot for Microsoft 365 across Word, PowerPoint, Outlook and other apps for real business tasks.

1 Day

DURATION

11

MODULES

COURSE OVERVIEW

This one-day course is composed of two Learning Paths: LP1: Getting started with Copilot for Microsoft 365, and 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.

Who Should Attend

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

PREREQUISITES

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.

COURSE SYLLABUS

11 Modules

01

Introduction to Copilot for Microsoft 365

30 minutes

02

Explore the Possibilities with Copilot for Microsoft 365

35 minutes

03

Optimize and Extend Copilot for Microsoft 365

35 minutes

01

Empower Your Workforce Using Copilot for Microsoft 365: Executives Use Case

40 minutes

02

Empower Your Workforce Using Copilot for Microsoft 365: Sales Use Case

30 minutes

03

40 minutes

Empower Your Workforce Using Copilot for Microsoft 365: IT Use Case**04**

45 minutes

Empower Your Workforce Using Copilot for Microsoft 365: Marketing Use Case**05**

45 minutes

Empower Your Workforce Using Copilot for Microsoft 365: Finance Use Case**06**

45 minutes

Empower Your Workforce Using Copilot for Microsoft 365: HR Use Case**07**

45 minutes

Empower Your Workforce Using Copilot for Microsoft 365: Operations Use Case**08**

120 minutes

Empower Your Workforce Using Copilot for Microsoft 365: Challenge Use Case (Optional)**NOTES**

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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com