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

Description

Discover How to Harness the Full Potential of Microsoft 365 Copilot

With the rise of artificial intelligence, businesses are seeking solutions to enhance their productivity. Microsoft 365 Copilot is a strategic asset for automating tasks and optimizing workflows. This MS-4004 training guides you through real-world use cases to make the most of Copilot.

In just one day, you will learn how to use Microsoft 365 Copilot within office tools such as Word, Excel, PowerPoint, Outlook, and Teams. Through hands-on exercises tailored to marketing, finance, human resources, and operations, you will discover how to streamline daily tasks and improve decision-making.

A Practical Approach for Immediate Mastery

This program stands out for its pragmatic approach. Each module includes real-life scenarios to apply Microsoft Copilot to specific business challenges. You will be able to write, analyze, and structure your information efficiently while leveraging all the advanced features of Microsoft 365.

Niveau
Fondamental
Course Content
Module 1: Introduction to Microsoft 365 Copilot

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

Module 2: Explore the possibilities with Microsoft 365 Copilot

- Compose and summarize documents with Microsoft 365 Copilot in Word
- Summarize and draft emails with Microsoft 365 Copilot in Outlook
- Design captivating presentations with Microsoft 365 Copilot in PowerPoint
- Analyze and transform data with Microsoft 365 Copilot in Excel
- Elevate productivity with Microsoft 365 Copilot in Teams
- Empower your workflow with Microsoft 365 Copilot Chat

Module 3: Optimize and extend Microsoft 365 Copilot

- Examine the art and science of working with AI
- Review best practices for using Microsoft 365 Copilot
- Examine how to build an effective prompt
- Review prompting best practices
- Extend Microsoft 365 Copilot

Module 4: Empower your workforce with Microsoft 365 Copilot – Executives Use Case

- Synthesize your communication insights using Microsoft 365 Copilot Chat
- Summarize chat and channel threads using Microsoft 365 Copilot in Teams
- Create a speech using Microsoft 365 Copilot in Word
- Create a slide presentation using Microsoft 365 Copilot in PowerPoint

Module 5: Empower your workforce with Microsoft 365 Copilot – Sales Use Case

- Create a market research report using Microsoft 365 Copilot in Loop
- Create a sales presentation using Microsoft 365 Copilot in PowerPoint
- Prepare your meeting notes from emails using Microsoft 365 Copilot Chat
- Compare supplier agreements using Microsoft 365 Copilot in Word

Module 6: Empower your workforce with Microsoft 365 Copilot – IT Use Case

- Create a project plan using Business Chat
- Create a project plan presentation using Microsoft 365 Copilot in PowerPoint
- Update a technical report using Microsoft 365 Copilot in Word
- Draft an email based on a technical report using Microsoft 365 Copilot in Outlook

Module 7: Empower your workforce with Microsoft 365 Copilot – Marketing Use Case

- Conduct market analysis using Microsoft 365 Copilot Chat
- Brainstorm marketing campaign ideas using Microsoft 365 Copilot in Loop
- Consolidate multiple marketing reports using Microsoft 365 Copilot in Word
- Analyze a market trend spreadsheet using Microsoft 365 Copilot in Excel

Module 8: Empower your workforce with Microsoft 365 Copilot – Finance Use Case

- Draft an email to your insurance company using Microsoft 365 Copilot in Outlook
- Analyze a financial spreadsheet using Microsoft 365 Copilot in Excel
- Create a financial analysis report using Microsoft 365 Copilot in Word
- Summarize financial results using Microsoft 365 Copilot in Word

Module 9: Empower your workforce with Microsoft 365 Copilot – HR Use Case

- Create a job description using Microsoft 365 Copilot in Word
- Analyze resumes and make a recommendation using Microsoft 365 Copilot in Word
- Create interview questions using Microsoft 365 Copilot in Loop
- Compose an email offer letter using Microsoft 365 Copilot in Outlook

Module 10: Empower your workforce with Microsoft 365 Copilot – Operations Use Case

- Brainstorm project plan ideas using Microsoft 365 Copilot in Whiteboard
- Draft a meeting reply using Microsoft 365 Copilot in Outlook
- Compare reporting results using Microsoft 365 Copilot in Word
- Create a presentation comparing heating systems using Microsoft 365 Copilot in PowerPoint

Module 11: Empower your workforce with Microsoft 365 Copilot – Challenge Use Case

- Create interview questions using different Copilots
- Enhance your social media marketing efforts
- Enhance your project management collaboration skills
- Enhance content creation and collaboration skills

Lab / Exercises

- This course provides you with exclusive access to the official Microsoft lab, enabling you to practice your skills in a professional environment.

Documentation

- Access to Microsoft Learn, Microsoft's online learning platform, offering interactive resources and educational content to deepen your knowledge and develop your technical skills.

Participant profiles

- Business users looking to optimize their productivity
- Business analysts and consultants
- Administrators and department managers
- Marketing, finance, and human resources teams
- Students and professionals in career transition

Prerequisites

- Have a basic understanding of Microsoft 365 tools
- Understand the fundamental principles of office productivity
- Have a Microsoft 365 subscription with Copilot access

Objectives

- Leverage the advanced features of Microsoft 365 Copilot
- Automate document creation and management
- Enhance email drafting and management
- Optimize collaboration in Microsoft Teams
- Analyze and structure data with Copilot in Excel
- Create impactful presentations with Copilot in PowerPoint
- Apply Copilot to specific business scenarios

Description
Empower your workforce with Microsoft 365 Copilot Use Cases (MS-4004)
Classroom Registration Price (CHF)
900
Virtual Classroom Registration Price (CHF)
850
Duration (in Days)
1
Reference
MS-4004