

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

**Category:** AI/ML | **Vendor:** Microsoft Technical

**Duration:** 8.00 hours (1 days)

**6.5 CPD Hours**

**Rating:** ★ 4.6 (5,878 reviews)

## Course Information

**Delivery Format:** Instructor Led - Online

## Course Overview

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.

## About This Course

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.

## **Who Should Attend**

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



## Additional Course Details

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Nexus Humans MS-4004 Empower your workforce with Copilot for Microsoft 365 Use Cases training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the ITS Data Analytics course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

# Frequently Asked Questions

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## **Q: What delivery options are available for MS-4004 Empower your workforce with Copilot for Microsoft 365 Use Cases?**

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
  - Traditional Instructor-Led Classroom Training (ILT)
  - On-site delivery at your offices anywhere in United Kingdom
  - Private dedicated courses customized for your team
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## **Q: How many CPD hours does this course provide?**

The 1-day MS-4004 Empower your workforce with Copilot for Microsoft 365 Use Cases course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

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## **Q: What is the duration of the MS-4004 Empower your workforce with Copilot for Microsoft 365 Use Cases training?**

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

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## **Q: Do you provide corporate training for MS-4004 Empower your workforce with Copilot for Microsoft 365 Use Cases?**

Yes, we provide corporate training, dedicated training, and closed classes for MS-4004 Empower your workforce with Copilot for Microsoft 365 Use Cases. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

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## Q: Why choose Nexus Human for MS-4004 Empower your workforce with Copilot for Microsoft 365 Use Cases?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:


- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

## Q: Are there any discount codes available?

Yes! Use discount code **PENPALS** when booking your MS-4004 Empower your workforce with Copilot for Microsoft 365 Use Cases training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

## Nexus Human

### Professional Training & Development

 Email: [info@nexushuman.com](mailto:info@nexushuman.com)

 Website: [www.nexushuman.com](http://www.nexushuman.com)

 Phone: +353 1 XXX XXXX (Ireland) | +44 20 XXXX XXXX (UK)