

# MASK-3 - MOC MS-4004 - EMPOWER YOUR WORKFORCE WITH MICROSOFT 365 COPILOT USE CASES

Categoria: **Applied Skills**

## INFORMAZIONI SUL CORSO



**Durata:**  
1 Giorni



**Categoria:**  
Applied Skills



**Qualifica Istruttore:**  
Microsoft Certified  
Trainer



**Dedicato a:**  
Utente Esperto



**Produttore:**  
Microsoft

## OBIETTIVI

This one-day course is composed of two parts - Getting started with Microsoft 365 Copilot and Empower your workforce with Microsoft 365 Copilot 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. 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 Microsoft 365 Copilot. 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.

## PREREQUISITI

## CONTENUTI

### **Get started with Microsoft 365 Copilot**

- Introduction to Copilot for Microsoft 365
- Explore the possibilities with Microsoft 365 Copilot
- Optimize and extend Microsoft 365 Copilot

### **Empower your workforce with Microsoft 365 Copilot Use Cases**

- Empower your workforce with Microsoft 365 Copilot: Executives Use Case
- Empower your workforce with Microsoft 365 Copilot: Sales use case
- Empower your workforce with Microsoft 365 Copilot: IT Use Case
- Empower your workforce with Microsoft 365 Copilot: Marketing Use Case
- Empower your workforce with Microsoft 365 Copilot: Finance Use Case
- Empower your workforce with Microsoft 365 Copilot: HR Use Case
- Empower your workforce with Microsoft 365 Copilot: Operations Use Case
- Empower your workforce with Microsoft 365 Copilot: Communications Use Case

- Empower your workforce with Microsoft 365 Copilot: Customer Service Use Case
- Empower your workforce with Microsoft 365 Copilot: Legal Use Case
- Empower your workforce with Microsoft 365 Copilot: Challenge Use Case

## INFO

**Materiale didattico:** Materiale didattico ufficiale Microsoft in formato digitale

**Costo materiale didattico:** incluso nel prezzo del corso a Calendario

**Natura del corso:** Operativo (previsti lab su PC)