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

Duration: 1 day
Audience: Pour tous

Who is this training for?

Professional users who want to improve their Copilot skills and tackle real-world business scenarios

Training objectives

- Familiarize yourself with Copilot and its integration into the various Microsoft 365 applications
- Explore best practices for using Copilot and building effective prompts
- Extend Copilot's functionality with plugins and graphical connectors
- Conduct hands-on exercises focused on seven business use cases: executives, sales, marketing, finance, IT, human resources, and operations • Use Copilot in various Microsoft 365 applications (Word, PowerPoint, Outlook, etc.) to accomplish common business tasks

Summary

This course is made up 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, looks at how you can use Copilot in the various Microsoft 365 apps, explores best practices for using Copilot and building effective prompts, and looks at how you can extend Copilot with plugins and graphical connectors. The second part of this training content is really the heart of this course. You'll complete a series of hands-on exercises involving seven use cases: executives, sales, marketing, finance, IT, human resources, and operations. These exercises focus on using Copilot in various Microsoft 365 applications (such as Word, PowerPoint, Outlook, etc.) to perform a range of common business-related tasks relevant to each use case.

Course outline

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

- Empower your workforce with Copilot for Microsoft 365: Executive use cases
- Empower your workforce with Copilot for Microsoft 365: Use cases for sales
- Empower your workforce with Copilot for Microsoft 365: IT Use Cases
- Empower your workforce with Copilot for Microsoft 365: Marketing Use Cases
- Empower your workforce with Copilot for Microsoft 365: Finance
- Empower your workforce with Copilot for Microsoft 365: HR use cases
- Empower your workforce with Copilot for Microsoft 365: Operations use case
- Empower your workforce with Copilot for Microsoft 365: Challenge Use Case

Approach and methodology

Interactive and usage-oriented approach, combining demonstrations, practical workshops and concrete scenarios. Participants learn about Copilot's capabilities through real-world scenarios related to everyday tasks in Microsoft 365. They experience Copilot's features first-hand (writing, analysis, collaboration) and learn how to formulate effective queries to obtain relevant results. The training favours: Learning by doing with guided exercises Concrete business use cases (communication, content production, collaboration) Sharing of best practices to optimise the use of Copilot Collaborative exchanges and practices between participants

Prerequisites

- Access to a Microsoft 365 subscription with Copilot license
- A Microsoft OneDrive account

Recommendations

- No advanced technical expertise required (beginner level)
- Fluency with Microsoft 365 tools (Word, Excel, PowerPoint, Outlook, Teams)
- Interest in generative AI and productivity improvement
- Ability to formulate clear (prompt) requests
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Openness to experimentation and the evolution of working methods

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