Transform your everyday business processes with agents (MS-4019)

Duration: 1 day
Audience: Pour tous

Who is this training for?

Users

Training objectives

- Understand the role of no-code agents in Microsoft 365 Copilot and SharePoint
- Identify people who can effectively create and use no-code agents
- Explain the benefits of incorporating no-code agents into business processes
- Describe how no-code agents improve collaboration within a team or organization
- Summarize the relevant IT governance controls for no-code agents
- Create a no-code agent base by using the tools and components available in Microsoft 365 Share and manage agents without code in SharePoint and Microsoft Teams environments

Summary

This Microsoft Copilot course teaches participants how to leverage no-code agents in Microsoft 365 Copilot Chat and SharePoint and explores how Microsoft 365 business users can create, manage, and use them.

Course outline

Getting Started with No-Code Agents

- What are No-Code Agents?
- Who can create and use no-code agents?
- Explore the benefits of using no-code agents
- Improve collaboration by using no-code agents
- Review IT governance controls for no-code agents

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Create and manage a no-code agent

- Review the tools used to create no-code agents
- Explore the components of a no-code agent
- Create no-code agents in Copilot Chat - Part 1
- Create no-code agents in Copilot Chat - Part 2
- Create no-code agents no-code agents in SharePoint
- Exercise - Create instructions for no-code agent scenarios
- Exercise - Create starter prompts for no-code agent scenarios
- Test and modify no-code agents
- Manage no-code agents

Use no-code agents in SharePoint

- Share a no-code agent with others
- Share a no-code agent in Microsoft Teams
- Interact with no-code agents in SharePoint sites
- Explore cases How to use no-code agents for business users
- Review how Power Automate's no-code flows integrate with SharePoint's no-code agents

Approach and methodology

Practical and interactive approach combining demonstrations, guided exercises and real-life situations. Participants discover the capabilities of Microsoft 365 Copilot through concrete scenarios from everyday work, promoting immediate application of learning. They gradually develop their ability to use Copilot in different contexts (communication, content creation, analysis), while learning how to formulate effective queries and analyze the results generated. The training focuses on experimentation, exchanges and the sharing of best practices in order to enable rapid adoption and optimal use of Copilot in a professional environment.

Prerequisites

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Participants should have basic functional experience with Microsoft 365 services and a thorough understanding of general IT practices.

Recommendations

- No advanced technical expertise required (beginner to intermediate level)
- Fluency with Microsoft 365 tools (Word, Excel, Outlook, Teams)
- Interest in generative AI and productivity Ability to formulate clear (prompt) queries
- Openness to experimentation and adoption of new tools

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