

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

**Course Duration: 8 Hours**

**Course code: MS-4004**

## 1. Course Overview

The *MS-4004: Empower Your Workforce with Microsoft 365 Copilot Use Cases* course is designed to help professionals harness the power of Microsoft 365 Copilot to boost productivity, collaboration, and decision-making across business functions. Participants will explore real-world scenarios and learn how to effectively integrate Copilot into daily workflows using tools like Word, Excel, PowerPoint, Outlook, Teams, and more. By the end of this course, learners will be equipped to leverage AI-driven insights to improve efficiency, creativity, and business outcomes.

## 2. What You'll Learn?

By completing this course, you will be able to:

- Understand the capabilities and benefits of Microsoft 365 Copilot.
- Apply Copilot use cases in productivity tools such as Word, Excel, PowerPoint, Outlook, and Teams.
- Automate repetitive tasks and enhance collaboration through AI features.
- Use Copilot to generate content, analyze data, and summarize information efficiently.
- Identify business scenarios where Copilot can drive innovation and productivity.
- Adopt best practices for secure and effective Copilot usage in a corporate environment.

### 3. Target Audience

This course is ideal for:

- Business professionals looking to increase productivity through AI.
- Team leaders and managers seeking to streamline workflows.
- IT professionals exploring AI integration with Microsoft 365.
- Digital transformation specialists.
- Trainers and educators teaching productivity enhancement techniques.

### 4. Pre-Requisites

Before attending this course, participants should have:

- Basic knowledge of Microsoft 365 applications (Word, Excel, PowerPoint, Outlook, Teams).
- Familiarity with organizational workflows and collaboration tools.
- General understanding of AI concepts (helpful but not mandatory).

### 5. Course Content

#### **Module 1: Introduction to Microsoft 365 Copilot**

- Overview of AI in Microsoft 365
- Key features and capabilities of Copilot
- Understanding Copilot integration across apps

#### **Module 2: Copilot in Word**

- Drafting and editing documents using Copilot
- Generating summaries and rewriting content
- Formatting and style suggestions

#### **Module 3: Copilot in Excel**

- Data analysis and visualization
- Generating formulas and functions automatically
- Extracting insights from datasets

#### **Module 4: Copilot in PowerPoint**

- Creating presentations from scratch with Copilot
- Designing layouts and visual suggestions
- Automating slide content creation

#### **Module 5: Copilot in Outlook**

- Drafting professional emails quickly
- Summarizing lengthy email threads
- Scheduling and organizing efficiently

#### **Module 6: Copilot in Teams**

- Summarizing meetings and chat discussions
- Action item tracking
- Enhancing collaboration and productivity

#### **Module 7: Real-World Use Cases**

- Business process automation
- Sales and marketing support
- Project management enhancement
- Cross-departmental productivity improvements

#### **Module 8: Best Practices & Security**

- Responsible AI usage in the workplace
- Data privacy considerations
- Troubleshooting and optimization tips