

MICROSOFT OFFICIAL CURRICULUM

Microsoft

MS-4004

Empower your workforce with Microsoft 365 Copilot Use Cases

Official Microsoft Learn-aligned instructor-led program for Empower your workforce with Microsoft 365 Copilot Use Cases.

AI

Beginner

Microsoft 365

DURATION

1 day

LEVEL

Beginner

FORMAT

Virtual, On-site, or Hybrid

CERTIFICATION

MS-4004

AUDIENCE PROFILE

Built for these roles

MS-4004: Empower your workforce with Microsoft 365 Copilot Use Cases is targeted towards business users who want to enhance their Microsoft 365 Copilot skills to solve business-related use case scenarios. **IMPORTANT:** Before attending this course, you should be familiar with how Microsoft 365 Copilot works across M365 applications, including Copilot Chat and Copilot Agents. For a basic understanding of Copilot, see the following online training: [Get started with Microsoft 365 Copilot](#).

OVERVIEW

Executive overview

In MS-4004: Empower your workforce with Microsoft 365 Copilot Use Cases, students perform a series of hands-on exercises involving ten Use Cases - Executives, Sales, Marketing, Finance, IT, HR, Operations, Communications, Customer Service, and Legal. 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.

PROGRAM OUTCOMES

Capabilities your teams will gain

- Strengthen capability in ai scenarios
- Strengthen capability in microsoft 365 scenarios
- Strengthen capability in role-based scenarios

TALK TO US

OFFICE

ENTERPRISE CUSTOMIZATION

Enterprise customization

Tailor this program to your organization's priorities: Builds current Microsoft credential readiness for Empower your workforce with Microsoft 365 Copilot Use Cases using the official Microsoft Learn outline.

Customization options

- Align labs to your production environment and platform priorities
- Add readiness reviews and instructor-led practice sessions
- Extend into project-specific architecture or delivery coaching

CURRICULUM

Curriculum roadmap

1

MODULE 1

Empower your workforce with Microsoft 365 Copilot Use Cases

This Learning Path enables students to perform a series of Use Case exercises that build their Copilot for Microsoft 365 skills in various business-related scenarios. Use cases include Executives, Sales, Marketing, Finance, IT, HR, and Operations.

- 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

PRIVATE DELIVERY

Plan a private cohort for your team

Scope delivery format, role mix, and rollout timeline with our solutions team.

Plan Private Delivery

Book advisory call

vnodeites.com

TALK TO US

-  info@vnodeites.com
-  +91 9779 91 4792
-  WhatsApp · +91 9779 91 4792
-  +91 9419 11 4792

OFFICE

DLF Cyber City, Gurugram
Haryana — India
Azure · AI · Data · Power Platform