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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

MS-4019: Create a no-code Copilot agent for Microsoft 365 SharePoint



About This Course:

The MS-4019 course is designed to help business users, project managers, and IT professionals leverage no-code agents within Microsoft 365 SharePoint to automate everyday tasks and streamline business processes. This course provides a hands-on experience in creating, managing, and using no-code AI agents to enhance productivity and collaboration.

Course Objectives:

- Describe the components and benefits of no-code agents in SharePoint.
- Identify who can create and use no-code agents in SharePoint.
- Explain how no-code agents can enhance collaboration within SharePoint.
- Understand IT governance controls for no-code agents in SharePoint.
- Create, test, edit, and manage no-code agents in SharePoint.
- Share no-code agents within SharePoint and Microsoft Teams.
- Engage with agents on SharePoint sites, pages, and document libraries.
- Identify the types of files that can be referenced when interacting with no-code agents.
- Describe how no-code Power Automate flows can integrate with no-code SharePoint agents.

Audience:

- Business users who want to automate tasks without coding
- SharePoint users looking to enhance collaboration and efficiency
- Department managers seeking to streamline workflows
- IT administrators responsible for governance and automation oversight
- Project managers aiming to improve business processes
- Microsoft 365 power users interested in no-code automation
- Teams and SharePoint site owners who want to leverage AI-driven agents
- Business analysts exploring automation solutions for enterprise environments

Prerequisites:

- Basic understanding of Microsoft 365 and SharePoint
- Familiarity with SharePoint sites, pages, and document libraries

- Experience using Microsoft Teams for collaboration (recommended but not required)
- No coding or development experience required
- Interest in automating business processes using no-code solutions

Course Outline:

- Describe the components of no-code agents.
- Identify who can create and use no-code agents.
- Describe the benefits of using no-code agents.
- Explain how no-code agents can enhance collaboration.
- Understand IT governance controls for no-code agents.