Document Generated: 11/29/2026

Learning Style: Online Instructor-Led

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

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



About This Course:

The MS-4004: Empower Your Workforce with Copilot for Microsoft 365 Use Cases Course focuses on practical applications of Copilot for Microsoft 365 across various departments, including sales, marketing, and IT. Learn how to utilize Copilot to streamline workflows, analyze data, and automate tasks. This Copilot for Microsoft 365 training enhances productivity by showcasing real-world use cases across

Microsoft 365 apps. Enroll in the MS-4004 course to empower your team with Microsoft Copilot.

Course Objectives:

- Introduction to Copilot for Microsoft 365
- Explore the possibilities with Copilot for Microsoft 365
- Empower your workforce with Copilot for Microsoft 365: Executives Use Case
- Empower your workforce with Copilot for Microsoft 365: Sales use case
- Empower your workforce with Copilot for Microsoft 365: IT Use Case
- Empower your workforce with Copilot for Microsoft 365: Marketing Use Case
- Empower your workforce with Copilot for Microsoft 365: Finance Use Case
- Empower your workforce with Copilot for Microsoft 365: HR Use Case
- Empower your workforce with Copilot for Microsoft 365: Operations use case
- Empower your workforce with Copilot for Microsoft 365: Challenge Use Case

Audience:

- Business Managers
- Microsoft 365 Administrator

Prerequisites:

- MS-900T01: Microsoft 365 Fundamentals

Course Outline:

- Introduction to Microsoft 365 Copilot
- Explore the possibilities with Microsoft 365 Copilot
- Optimize and extend Microsoft 365 Copilot
- 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: Challenge Use Case