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

Category: AI, Data & Analytics | **Vendor:** Microsoft Technical

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format:	Instructor Led - Online
Certification:	Microsoft Applied Skills: Empower your workforce with Microsoft 365 Copilot Use Cases
Related Exam:	MS-4004

Course 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.

About This Course

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.

Who Should Attend

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.

Prerequisites & Entry Requirements

General Prerequisites:

Learners should be familiar with working in Microsoft 365 apps like Word, Excel, and PowerPoint. This course is intended for all types of users working with Microsoft Copilot for Microsoft 365.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Course ObjectivesIntroduction to Copilot for Microsoft 365 Explore the possibilities with Copilot for Microsoft 365Empower your workforce with Copilot for Microsoft 365: Executives Use CaseEmpower your workforce with Copilot for Microsoft 365: Sales use caseEmpower your workforce with Copilot for Microsoft 365: IT Use CaseEmpower your workforce with Copilot for Microsoft 365: Marketing Use CaseEmpower your workforce with Copilot for Microsoft 365: Finance Use CaseEmpower your workforce with Copilot for Microsoft 365: HR Use CaseEmpower your workforce with Copilot for Microsoft 365: Operations use caseEmpower your workforce with Copilot for Microsoft 365: Challenge Use Case, Course ObjectivesIntroduction to Copilot for Microsoft 365 Explore the possibilities with Copilot for Microsoft 365Empower your workforce with Copilot for Microsoft 365: Executives Use CaseEmpower your workforce with Copilot for Microsoft 365: Sales use caseEmpower your workforce with Copilot for Microsoft 365: IT Use CaseEmpower your workforce with Copilot for Microsoft 365: Marketing Use CaseEmpower your workforce with Copilot for Microsoft 365: Finance Use CaseEmpower your workforce with Copilot for Microsoft 365: HR Use CaseEmpower your workforce with Copilot for Microsoft 365: Operations use caseEmpower your workforce with Copilot for Microsoft 365: Challenge Use Case, Course ObjectivesIntroduction to Copilot for Microsoft 365 Explore the possibilities with Copilot for Microsoft 365Empower your workforce with Copilot for Microsoft 365: Executives Use CaseEmpower your workforce with Copilot for Microsoft 365: Sales use caseEmpower your workforce with Copilot for Microsoft 365: IT Use CaseEmpower your workforce with Copilot for Microsoft 365: Marketing Use CaseEmpower your workforce with Copilot for Microsoft 365: Finance Use CaseEmpower your workforce with Copilot for Microsoft 365: HR Use CaseEmpower your workforce with Copilot for Microsoft 365: Operations use caseEmpower your workforce with Copilot for Microsoft 365: Challenge Use Case, Course ObjectivesIntroduction to Copilot for Microsoft 365 Explore the possibilities with Copilot for Microsoft 365Empower your workforce with Copilot for Microsoft 365: Executives Use CaseEmpower your workforce with Copilot for Microsoft 365: Sales use caseEmpower your workforce with Copilot for Microsoft 365: IT Use CaseEmpower your workforce with Copilot for Microsoft 365: Marketing Use CaseEmpower your workforce with Copilot for Microsoft 365: Finance Use CaseEmpower your workforce with Copilot for Microsoft 365: HR Use CaseEmpower your workforce with Copilot for Microsoft 365: Operations use caseEmpower your workforce with Copilot for Microsoft 365: Challenge Use Case, Course ObjectivesIntroduction to Copilot for Microsoft 365 Explore the possibilities with Copilot for Microsoft 365Empower your workforce with Copilot for Microsoft 365: Executives Use CaseEmpower your workforce with Copilot for Microsoft 365: Sales use caseEmpower your workforce with Copilot for Microsoft 365: IT Use CaseEmpower your workforce with Copilot for Microsoft 365: Marketing Use CaseEmpower your workforce with Copilot for Microsoft 365: Finance Use CaseEmpower your workforce with Copilot for Microsoft 365: HR Use CaseEmpower your workforce with Copilot for Microsoft 365: Operations use caseEmpower your workforce with Copilot for Microsoft 365: Challenge Use Case, Course ObjectivesIntroduction to Copilot for Microsoft 365 Explore the possibilities with Copilot for Microsoft 365Empower your workforce with Copilot for Microsoft 365: Executives Use CaseEmpower your workforce with Copilot for Microsoft 365: Sales use caseEmpower your workforce with Copilot for Microsoft 365: IT Use CaseEmpower your workforce

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Detailed Course Outline

1 - Empower your workforce with Microsoft 365 Copilot: Executives Use Case

- Module assessment

2 - Empower your workforce with Microsoft 365 Copilot: Sales use case

- Module assessment

3 - Empower your workforce with Microsoft 365 Copilot: IT Use Case

- Module assessment

4 - Empower your workforce with Microsoft 365 Copilot: Marketing Use Case

- Module assessment

5 - Empower your workforce with Microsoft 365 Copilot: Finance Use Case

- Module assessment

6 - Empower your workforce with Microsoft 365 Copilot: HR Use Case

- Module assessment

7 - Empower your workforce with Microsoft 365 Copilot: Operations use case

- Module assessment

8 - Empower your workforce with Microsoft 365 Copilot: Communications Use Case

- Module assessment

9 - Empower your workforce with Microsoft 365 Copilot: Customer Service Use Case

- Module assessment

10 - Empower your workforce with Microsoft 365 Copilot: Legal Use Case

- Module assessment

, Introduction to Copilot for Microsoft 365, Explore the possibilities with Copilot for Microsoft 365, Optimize and extend 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, Get started with Copilot for Microsoft 365, Empower your workforce with Copilot for Microsoft 365 Use Cases

□□ Certification Path

Microsoft Applied Skills: Empower your workforce with Microsoft 365 Copilot Use Cases

Exam: MS-4004

Upcoming Schedule

Available training dates for MS-4004 Empower your workforce with Microsoft 365 Copilot Use Cases:

Start Date	End Date	Location	Delivery	Price
19 Nov 2026	19 Nov 2026	Online	Virtual	€495.00
22 Dec 2026	22 Dec 2026	Online	Virtual	€495.00

Frequently Asked Questions

Q: What delivery options are available for MS-4004 Empower your workforce with Microsoft 365 Copilot Use Cases?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: What certification does this course prepare me for?

The MS-4004 Empower your workforce with Microsoft 365 Copilot Use Cases course helps prepare you for the Microsoft Applied Skills: Empower your workforce with Microsoft 365 Copilot Use Cases certification path.

Q: Which exam does this course prepare me for?

This course prepares you for the MS-4004 official exam. You can take this exam at any exam center across United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online wherever you are located.

Q: How many CPD hours does this course provide?

The 1-day MS-4004 Empower your workforce with Microsoft 365 Copilot Use Cases course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the MS-4004 Empower your workforce with Microsoft 365 Copilot Use Cases training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for MS-4004 Empower your workforce with Microsoft 365 Copilot Use Cases?

Yes, we provide corporate training, dedicated training, and closed classes for MS-4004 Empower your workforce with Microsoft 365 Copilot Use Cases. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: What related terms do people search for?

Popular related searches include: MS-4004: Empower your workforce with Microsoft 365 Copilot Use Cases, Microsoft, vILT, MS-4004

Q: Why choose Nexus Human for MS-4004 Empower your workforce with Microsoft 365 Copilot Use Cases?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your MS-4004 Empower your workforce with Microsoft 365 Copilot Use Cases training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

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