Course : Transform your everyday business processes with agents (Microsoft MS-4019)

Official course MS-4019

Practical course - 1d - 7h00 - Ref. C3A
Price : 870 € E.T.

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NEW

With this training course, you'll discover how to create, manage and use code-free agents in Microsoft 365 Copilot Chat and SharePoint, to make your business tasks more efficient.

Teaching objectives

At the end of the training, the participant will be able to:

- Understanding agents in Microsoft 365 Copilot Chat and SharePoint
- Discover the benefits of using agents to automate tasks and improve collaboration
- Use predefined agents to simplify day-to-day work
- Create, test and manage your own agents without code
- Share and use agents with colleagues in Microsoft 365 (Teams, SharePoint, etc.)

Intended audience

Utilisateurs métiers souhaitant créer et utiliser des agents dans Microsoft 365.

Prerequisites

Have basic functional experience of Microsoft 365 services, and a good understanding of general IT practices.

Practical details

Teaching methods

Training in French. Official course material in digital format and in English. Good understanding of written English.

PARTICIPANTS

Utilisateurs métiers souhaitant créer et utiliser des agents dans Microsoft 365.

PREREQUISITES

Have basic functional experience of Microsoft 365 services, and a good understanding of general IT practices.

TRAINER QUALIFICATIONS

The experts who lead the training courses are specialists in the subjects covered. They are approved by the publisher and certified for the course. They have also been validated by our teaching teams in terms of both professional knowledge and teaching skills for each course they teach. They have at least three to ten years of experience in their field and hold or have held positions of responsibility in companies.

ASSESSMENT TERMS

Assessment of targeted skills prior to training.
Assessment by the participant, at the end of the training course, of the skills acquired during the training course.
Validation by the trainer of the participant's learning outcomes, specifying the tools used: multiple-choice questions, role-playing exercises, etc.
At the end of each training course, ITTCERT provides participants with a course evaluation questionnaire, which is then analysed by our teaching teams. Participants also complete an official evaluation of the publisher.
An attendance sheet for each half-day of attendance is provided at the end of the training course, along with a certificate of completion if the participant has attended the entire session.

Course schedule

1 First steps with agents

- What is an agent?
- Who can create and use agents?
- Discover the benefits of agents.
- Promote collaboration with agents.
- Agent-related IT governance controls.

2 Discover the predefined agents in Microsoft 365 Copilot

- Introducing the Analyst agent.
- Introducing the Researcher agent.
- Introducing the Visual Creator agent.
- Introducing the Prompts Coach agent.
- Introducing the Idea Coach agent.
- Introducing the Copywriting Coach agent.

3 Create and manage an agent

- Tools needed to create an agent.
- Agent components.
- Create an agent in Copilot Chat.
- Create an agent in SharePoint.
- Test and modify an agent.
- Manage your agents.

Hands-on work
Create a Copilot Chat agent, create a SharePoint agent.

4 Sharing and using agents

- Share an agent with other users.
- Share an agent in Microsoft Teams.
- Interact with agents.

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TEACHING AIDS AND TECHNICAL RESOURCES
The teaching resources used are the publisher's official materials and practical exercises.

TERMS AND DEADLINES
Registration must be completed 24 hours before the start of the training course.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES
Do you have specific accessibility requirements? Contact Ms FOSSE, disability advisor, at the following address: psh-accueil@orsys.fr so that we can assess your request and its feasibility.

Dates and locations

REMOTE CLASS
2026 : 18 Sep., 27 Nov.

PARIS LA DÉFENSE
2026 : 27 Nov.