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

Official course MS-4004

Practical course - 1d - 7h00 - Ref. C3C
Price : 870 € E.T.

NEW

With this training, you will learn how to use Microsoft 365 Copilot in your everyday applications (Word, PowerPoint, Outlook, etc.). After an introduction to best practices and creating effective prompts, you will put your knowledge into practice through 10 business use cases (Management, Sales, Marketing, Finance, HR, etc.).

Teaching objectives

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

- Discover the main features of Microsoft 365 Copilot.
- Learn how to create effective prompts.
- Apply Copilot best practices.
- Experiment with Copilot through business use cases.
- Gain autonomy and efficiency with Copilot.

Intended audience

Business users wishing to develop their skills on Microsoft 365 Copilot in order to solve business use cases.

Prerequisites

Familiarity with Microsoft 365 applications (e.g. Word, Excel, PowerPoint)

Practical details

Teaching methods

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

Course schedule

PARTICIPANTS

Business users wishing to develop their skills on Microsoft 365 Copilot in order to solve business use cases.

PREREQUISITES

Familiarity with Microsoft 365 applications (e.g. Word, Excel, PowerPoint)

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.

1 Getting started with Microsoft 365 Copilot

- Introduction to Microsoft 365 Copilot.
- Explore the possibilities offered by Microsoft 365 Copilot.
- Optimize and extend the use of Microsoft 365 Copilot.

2 Boost your teams' performance with Microsoft 365 Copilot use cases

- Use cases Management.
- Sales use case.
- IT use cases.
- Marketing use cases.
- Finance use case.
- Human Resources (HR) use case.
- Use cases Operations.
- Use case Communication.
- Customer service use case.
- Legal use cases.
- Challenge use case.

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 : 15 June, 25 Sep., 4 Dec.

PARIS LA DÉFENSE
2026 : 15 June, 25 Sep., 4 Dec.