

Empower Your Workforce with Copilot for Microsoft 365 Use Cases (MS-4004)

Price: 695

Duration: 1 days

Delivery Methods: Virtual

Overview

The first part of the course introduces you to Copilot for Microsoft 365, examines how you can use Copilot throughout the various Microsoft 365 apps, explores best practices for using Copilot and building effective prompts, and examines how you can extend Copilot with plugins and Graph connectors. The second part of this training content is really the heart of this course. Students perform a series of hands-on exercises involving seven Use Cases - Executives, Sales, Marketing, Finance, IT, HR, and Operations. 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 Copilot for Microsoft 365. 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.

Course Schedule

Date	Time	Price	Options
03/31/2026	09:00 AM - 05:00 PM CT	695.00	Buy Now Enroll
05/04/2026	08:00 AM - 04:00 PM CT	695.00	Buy Now Enroll
07/20/2026	08:00 AM - 04:00 PM CT	695.00	Buy Now Enroll

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FAQ

What if I have to reschedule my class due to conflict?

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to info@toptalentlearning.com to avoid rescheduling penalties.

How do I enroll for this class?

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

What happens once I purchase a class?

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

What is your late policy?

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

What happens when I finish my class?

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.