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MS-4004: Empower your workforce with Copilot for Microsoft 365

Group Training

Training code	CGAM4004CE
Spoken Language	English
Language Materials	English
Dayparts	2
Price	€600,00 excl. VAT No extra costs.

What is MS-4004: Empower your workforce with Copilot for Microsoft 365

"Empower your workforce with Copilot for Microsoft 365" is a comprehensive one-day training course designed to introduce and integrate the powerful capabilities of Copilot within Microsoft 365 apps.
The course is divided into two main learning paths.
The first path covers the basics of Copilot, exploring its usage across various Microsoft 365 apps, best practices, and how to enhance its functionality with plugins and connectors.
The second path dives into practical, hands-on exercises through multiple specific use cases, allowing participants to experience Copilot's application in real-world business scenarios.
These exercises are tailored to different roles within a business, ensuring that each participant gains relevant, role-specific insights. The training is aimed at equipping learners with the skills necessary to utilize Copilot effectively to improve productivity and streamline tasks within their organizations.

Who should attend MS-4004: Empower your workforce with Copilot for Microsoft 365

This training is suitable for:

- Business Executives: Gain strategic insights and automate routine tasks to focus on decision-making.
- IT Professionals: Enhance system management and streamline IT operations with advanced tools.
- Sales Managers: Improve sales processes and customer interactions through intelligent data analysis.
- Marketing Professionals: Automate campaign management and generate impactful content efficiently.
- Financial Analysts: Simplify data analysis and reporting tasks, leading to better financial insights.

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- Human Resources Managers: Streamline HR processes and enhance employee engagement initiatives.
- Operations Managers: Optimize operational workflows and improve overall efficiency.

Prerequisites

Participants should have access to a Microsoft 365 subscription with Copilot enabled and a Microsoft OneDrive account. A basic understanding of Microsoft 365 applications is recommended to fully benefit from the training content.

Objectives

After this training you will be able to:

- Describe the core functionalities of Copilot in Microsoft 365 apps.
- Demonstrate the use of Copilot across different business scenarios.
- Apply best practices for building effective prompts in Copilot.
- Extend Copilot's capabilities with plugins and Graph connectors.
- Automate repetitive tasks using Copilot within Microsoft 365.
- Generate intelligent insights and reports using Copilot's features.
- Facilitate seamless collaboration and communication with Copilot.

About Capgemini Academy

Capgemini Academy's professionals offer what people in IT need. Our professionals have a keen eye for motivation, talent and are aware of specific contexts and circumstances. They move people to move. Programmes and courses that originate from daily experience of our both didactical and substantively strong trainers, light a fire within the individual IT professionals.
Real life stories of our professionals' experience that tell how to solve problems and work with the people around it, do the rest.

An organization, like ours, helps people and their organizations day by day to get the best out of themselves and each other. We prepare them to defy tomorrow's challenges. We stimulate learning and curiosity. In order for individual IT professionals and their employers, to build better, longer and more intensive relationships. For mutual benefit.

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