Copilot for Microsoft 365 User Enablement Specialist (MS-4007)

Description

Adopt Microsoft 365 Copilot within your organization

With the training course User Adoption Specialist for Microsoft 365 Copilot (MS-4007), master all the necessary subtleties to ensure a successful transition to AI. This comprehensive course provides you with essential knowledge to effectively integrate Microsoft 365 Copilot into your organization. Microsoft 365 Copilot transforms how teams interact with Microsoft 365 applications, significantly enhancing daily productivity. This training gives you the keys to optimally deploy this technology.

You will learn how to use Microsoft Copilot to simplify business processes and automate repetitive tasks across various Microsoft 365 Apps. From Word, Excel, PowerPoint to Teams, you will become capable of effectively supporting users in making the most of each tool with Copilot. Additionally, you'll discover how to optimize your adoption strategy to ensure the successful integration of Microsoft 365 Copilot with your teams.

Successfully integrate AI into your professional environment

Whether you are an IT manager, consultant, or business leader, this course helps you implement a clear and efficient strategy. From initial implementation to optimization, become an expert in user adoption for Microsoft 365 Copilot.

Course Content
Module 1: Introduction to Microsoft 365 Copilot

- What is Microsoft 365 Copilot?
- Explore how Microsoft 365 Copilot works
- Explore the core components of Microsoft 365 Copilot
- Examine how Microsoft is committed to responsible AI

Module 2: Explore the possibilities with Microsoft 365 Copilot

- Compose and summarize documents with Microsoft 365 Copilot in Word
- Summarize and draft emails with Microsoft 365 Copilot in Outlook
- Design captivating presentations with Microsoft 365 Copilot in PowerPoint
- Analyze and transform data with Microsoft 365 Copilot in Excel

- Elevate productivity with Microsoft 365 Copilot in Teams
- Empower your workflow with Microsoft 365 Copilot Chat

Module 3: Optimize and extend Microsoft 365 Copilot

- Examine the art and science of working with AI
- Review best practices for using Microsoft 365 Copilot
- Examine how to build an effective prompt
- Review prompting best practices
- Extend Microsoft 365 Copilot

Module 4: Explore user enablement strategies for adopting Microsoft 365 Copilot

- Describe the importance of user enablement
- Describe the journey to becoming an AI-powered organization
- Describe the people first strategy
- Describe the Microsoft 365 Copilot user enablement framework
- Discover how a global organization empowered its employees by adopting Microsoft 365 Copilot

Module 5: Envision a successful adoption of Microsoft 365 Copilot

- Assemble your team
- Secure sponsors and stakeholders
- Create an AI council
- Define a strategy
- Identify and prioritize scenarios
- Define success criteria, KPIs and success measurement plan
- Assess your organization's readiness

Module 6: Onboard and empower your employees to use Microsoft 365 Copilot efficiently

- Establish a Microsoft 365 Copilot Community of Practice
- Build your Champions and Early Adopters programs
- Build your engagement strategy
- Build your training strategy

Module 7: Drive value and maximize the impact of Microsoft 365 Copilot within your organization

- Collect and analyze feedback
- Review success measures and user survey results
- Measure and report Microsoft 365 Copilot usage
- Conduct health service reviews

Module 8: Extend and optimize Microsoft 365 Copilot in your organization

- Describe how to enhance Microsoft 365 Copilot
- Design scenarios using the Modern Collaboration Architecture framework
- Deliver business process transformation with Copilot Studio

Lab / Exercises

- This course provides you with exclusive access to the official Microsoft lab, enabling you to practice your skills in a professional environment.

Documentation

- Access to Microsoft Learn, Microsoft's online learning platform, offering interactive resources and educational content to deepen your knowledge and develop your technical skills.

Participant profiles

- Microsoft 365 Administrator
- IT Manager
- Microsoft Technology Consultant
- Head of Digital Innovation
- CEO or Business Owner
- IT Project Manager

Prerequisites

- Master the fundamentals of Microsoft 365 tools
- Have basic knowledge of artificial intelligence (AI) principles

Objectives

- Understand the overall functionality of Microsoft 365 Copilot
- Leverage Microsoft 365 Copilot in key Microsoft 365 applications
- Optimize the use of Microsoft 365 Copilot through best practices
- Implement a user-centric support strategy
- Effectively prepare your organization for adopting Microsoft Copilot
- Engage and empower your teams in daily use of Copilot
- Measure and maximize the impact of Microsoft 365 Copilot within your organization
- Continuously expand and enhance Microsoft Copilot capabilities

Description
Copilot for Microsoft 365 User Enablement Specialist (MS-4007)
Niveau
Fondamental
Classroom Registration Price (CHF)
900
Virtual Classroom Registration Price (CHF)
850
Duration (in Days)
1
Reference
MS-4007