

# COURSE OVERVIEW

## Course Name:

Empower your workforce with Copilot for Microsoft 365 Use Cases  
MS-4004-A

**COURSE DURATION: 1 Day**

### Gauteng:

3rd Floor, 34 Whitely Road  
Melrose Arch  
Johannesburg  
2196

### Gauteng:

192 on Bram  
192 Bram Fischer Drive  
Ferndale, Randburg  
Johannesburg  
2160

### Cape Town:

3rd Floor, Thomas Pattullo Building  
19 Jan Smuts St  
Cape Town  
8000

### Durban:

9 Mountview Close  
Broadlands  
Mount Edgecombe  
Durban  
4302

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## COURSE OVERVIEW

This course will introduce you to Copilot for Microsoft 365, examine how you can use Copilot throughout the various Microsoft 365 apps, explore best practices for using Copilot and build effective prompts, and teach you how you can extend Copilot with plugins and Graph connectors.

## COURSE OBJECTIVES

By the end of this course, you will be able to:

- Identify the key features and benefits of Copilot for Microsoft 365
- Apply Copilot for Microsoft 365 to various business scenarios
- Use Copilot to create and edit documents, presentations, emails, and more with natural language generation
- Collaborate and communicate effectively with your team and customers using Copilot for Microsoft 365
- Evaluate the quality and relevance of the content generated by Copilot for Microsoft 365

## DELIVERY METHOD

Our courses offer flexible delivery options:

- In-person classroom training at the Impactful training facilities in Johannesburg, Durban and Cape Town
- Virtual instructor-led training
- Nationally: On-site at the client

