



Empower your workforce with Microsoft 365 Copilot Use Cases

6400 XP

6 hr 38 min • Learning Path8 Modules



Level

Beginner



Product

Microsoft 365, Office 365, Excel, OneDrive, Outlook, PowerPoint, Microsoft Teams, Word, Microsoft Whiteboard, Microsoft 365 Apps, Microsoft Copilot



Role

Administrator, Business Analyst, Business User, Data Analyst, Functional Consultant, Security Operations Analyst, Student



Subject

Artificial intelligence, Business applications, Productivity

This Learning Path enables students to perform a series of Use Case exercises that build their Microsoft 365 Copilot skills in various business-related scenarios. Use cases include Executives, Sales, Marketing, Finance, IT, HR, and Operations.

Prerequisites

- Students should have basic functional experience with Microsoft 365 services.
- Students must have a proficient understanding of general IT practices.
- Students must have access to a Microsoft 365 subscription (BYOS) in which they're licensed to use Microsoft 365 Copilot.
- Students must also have a Microsoft OneDrive account, since Copilot requires OneDrive to complete the file sharing tasks used throughout the Use Case exercises.

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Modules in this learning path



Empower your workforce with Microsoft 365 Copilot: Executives Use Case

800 XP

41 min • Module7 Units

This module enables students to perform a series of Use Case exercises that build their Microsoft 365 Copilot skills in Executive-related business scenarios.

[Start >](#)

Overview ^

Introduction

1 min

Exercise: Synthesize your communication insights using Microsoft 365 Copilot Chat

7 min

Exercise: Summarize chat and channel threads using Microsoft 365 Copilot in Teams

12 min

Exercise: Create a speech using Microsoft 365 Copilot in Word

7 min

Exercise: Create a slide presentation using Microsoft 365 Copilot in PowerPoint

7 min

Knowledge check

6 min

Summary

1 min



Empower your workforce with Microsoft 365 Copilot: Sales use case

800 XP ▶

33 min • Module7 Units

This module enables students to perform a series of Use Case exercises that build their Microsoft 365 Copilot skills in Sales-related business scenarios.

Overview ▾





Empower your workforce with Microsoft 365 Copilot: IT Use Case

800 XP ▶

41 min • Module7 Units

This module enables students to perform a series of Use Case exercises that build their Microsoft 365 Copilot skills in IT-related business scenarios.

Overview ▼



Empower your workforce with Microsoft 365 Copilot: Marketing Use Case

800 XP ▶

49 min • Module7 Units

This module enables students to perform a series of Use Case exercises that build their Microsoft 365 Copilot skills in Marketing-related business scenarios.

Overview ▼



Empower your workforce with Microsoft 365 Copilot: Finance Use Case

800 XP ▶

48 min • Module7 Units

This module enables students to perform a series of Use Case exercises that build their Microsoft 365 Copilot skills in Finance-related business scenarios.

Overview ▾



Empower your workforce with Microsoft 365 Copilot: HR Use Case

800 XP ▶

51 min • Module7 Units

This module enables students to perform a series of Use Case exercises that build their Microsoft 365 Copilot skills in HR-related business scenarios.

Overview ▾



Empower your workforce with Microsoft 365 Copilot: Operations use case

800 XP ▶

47 min • Module7 Units

This module enables students to perform a series of Use Case exercises that build their Microsoft 365 Copilot skills in Operations-related business scenarios.

Overview ▾



Empower your workforce with Microsoft 365 Copilot: Challenge Use Case

800 XP



1 hr 28 min • Module7 Units

This module challenges learners by having them use Microsoft 365 Copilot to address various business scenarios without the aid of step-by-step instructions.

Overview ▾

