# MS-4019 Transform your everyday business processes with agents

**Category:** AI, Data & Analytics | **Vendor:** Microsoft Apps

**Duration:** 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

## Course Information

| | |
|---|---|
| **Delivery Format:** | Instructor Led - Online |
| **Certification:** | Microsoft Applied Skills: Transform your everyday business processes with agents |
| **Related Exam:** | MS-4019 |

## Course Overview

MS-4019: Transform your everyday business processes with agents examines Microsoft prebuilt agents and agents for the everyday business user in Microsoft 365 Copilot. Hands-on lab exercises help students learn how to create agents in both Microsoft 365 Copilot Chat and SharePoint.

## About This Course

MS-4019: Transform your everyday business processes with agents examines Microsoft prebuilt agents and agents for the everyday business user in Microsoft 365 Copilot. Hands-on lab exercises help students learn how to create agents in both Microsoft 365 Copilot Chat and SharePoint.

## Who Should Attend

MS-4019: Transform your everyday business processes with agents is targeted to everyday Microsoft 365 business users. No programming experience is required to create Microsoft 365 Copilot Chat agents and SharePoint agents.

## Prerequisites & Entry Requirements

**General Prerequisites:**

Students should have basic functional experience with Microsoft 365 services., Students must have a proficient understanding of general IT practices.

# Learning Outcomes

**Upon successful completion of this course, participants will be able to:**

Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these

agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents

in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for

agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?, Course Objectives:Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.?Identify the roles authorized to create and use these agents.?Explore how agents can enhance collaboration within organizations.?Learn to create agents in both Copilot Chat and SharePoint platforms.?Develop effective instructions and starter prompts for agent functionality.?Latest news & breaking headlinesMaster the processes for testing, editing, and managing agents.?

## Detailed Course Outline

### 1 - Get started with agents

- What are agents?
- Who can create and use agents?
- Explore the benefits of using agents
- Enhance collaboration using agents
- Examine IT governance controls for agents
- Module assessment

### 2 - Explore prebuilt Microsoft 365 Copilot agents

- Examine the Analyst agent
- Examine the Researcher agent
- Examine the Prompt Coach agent
- Examine the Idea Coach agent
- Examine the Writing Coach agent
- Module assessment

### 3 - Build and manage an agent

- Examine the tools used to create agents
- Explore the components of an agent
- Create an agent in Copilot Chat - Part 1
- Create an agent in Copilot Chat - Part 2
- Create an agent in SharePoint
- Test and edit your agents
- Manage your agents
- Module assessment

### 4 - Share and use agents

- Share an agent with other users
- Share an agent in Microsoft Teams
- Interact with agents
- Module assessment

, Get started with no-code agents, Build and manage a no-code agent, Use no-code agents in SharePoint, Get started with agents, Explore prebuilt Microsoft 365 Copilot agents, Build and manage an agent, Share and use agents

### Certification Path

Microsoft Applied Skills: Transform your everyday business processes with agents

Exam: MS-4019

# Upcoming Schedule

**Available training dates for MS-4019 Transform your everyday business processes with agents:**

| Start Date | End Date | Location | Delivery | Price |
|---|---|---|---|---|
| 12 Nov 2026 | 12 Nov 2026 | Online | Virtual | €495.00 |

# Frequently Asked Questions

### Q: What delivery options are available for MS-4019 Transform your everyday business processes with agents?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

---

### Q: What certification does this course prepare me for?

The MS-4019 Transform your everyday business processes with agents course helps prepare you for the Microsoft Applied Skills: Transform your everyday business processes with agents certification path.

---

### Q: Which exam does this course prepare me for?

This course prepares you for the MS-4019 official exam. You can take this exam at any exam center across United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online wherever you are located.

---

### Q: How many CPD hours does this course provide?

The 1-day MS-4019 Transform your everyday business processes with agents course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

---

### Q: What is the duration of the MS-4019 Transform your everyday business processes with agents training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

---

### Q: Do you provide corporate training for MS-4019 Transform your everyday business processes with agents?

Yes, we provide corporate training, dedicated training, and closed classes for MS-4019 Transform your everyday business processes with agents. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

---

### Q: What related terms do people search for?

Popular related searches include: MS-4019: Transform your everyday business processes with agents, Microsoft, vILT, MS-4019

---

### Q: Why choose Nexus Human for MS-4019 Transform your everyday business processes with agents?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

---

### Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your MS-4019 Transform your everyday business processes with agents training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.


## Nexus Human

**Professional Training & Development**

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

© 2026 Nexus Human. All rights reserved. This brochure was generated on 19/10/2026.