



## TRAINING

### Copilot

#### LEARNING OBJECTIVES

- Understand the uses of Copilot in a professional environment
- Automate tasks and improve productivity with Copilot
- Create content, analyse data and generate code with AI
- Integrate Copilot into everyday business tools

#### TRAINING DURATION

2 days (14 hours)

#### TARGET AUDIENCE

Digital, marketing and management professionals

#### PREREQUISITES

None

#### ACCESS TIME

Eligibility based on application and interview with the Experience team: response within 48 hours.

#### PRICE

- Inter-company training: €1,890 excl. VAT per person
- Intra-company / tailor-made training: on request

#### Crews Education

3 rue Lac du Mont-Cenis, BP 70408, 73370 Le Bourget du Lac, FRANCE

Tél : +33 (0)4 80 81 94 50 - Email : [contact@crews-education.com](mailto:contact@crews-education.com)

[www.crews-education.com](http://www.crews-education.com)



## DETAILED PROGRAM

- Introduction to Copilot
  - Overview of Copilot and its different versions (Microsoft, GitHub...)
  - Positioning within the generative AI ecosystem
  - Business use cases
- Getting started with Copilot
  - Interface, features and configuration
  - Integration into Microsoft tools (Word, Excel, PowerPoint, Outlook)
  - Managing prompts and interactions
- Productivity and automation
  - Writing emails, documents and presentations
  - Automating repetitive tasks
  - Organising and summarising information
- Copilot for data
  - Data analysis in Excel
  - Creating tables, charts and insights
  - Interpreting results
- Copilot for code
  - Using GitHub Copilot to generate code
  - Assistance with debugging, optimisation and documentation
  - Use cases for developers and non-developers
- Business use cases
  - Using Copilot in marketing, HR, finance and project management
  - Improving internal workflows
  - Time savings and operational efficiency
- Practical workshop
  - Creating customised usage scenarios
  - Simulating automated business tasks
  - Optimising prompts and results

### Crews Education

3 rue Lac du Mont-Cenis, BP 70408, 73370 Le Bourget du Lac, FRANCE

Tél : +33 (0)4 80 81 94 50 - Email : [contact@crews-education.com](mailto:contact@crews-education.com)

[www.crews-education.com](http://www.crews-education.com)



## CAREER OPPORTUNITIES, PATHWAYS AND FOLLOW-UP COURSES

At the end of the training, learners will be able to use Copilot to automate tasks, improve productivity, leverage their data and integrate AI into their daily work tools.

## TEACHING METHODS, RESOURCES AND SUPPORT

- Training delivered by professionals actively working in the digital field
- Varied and dynamic teaching methods (case studies, workshops, assignments)
- Individual support by the Experience team

## TRAINING TOOLS

- High-performance digital tools: Google Workspace for Education, Edusign...
- Practical case studies based on real-life business situations

## EVALUATION METHODS

- End-of-training assessment via quiz or project submission

## RESULTS AND PERFORMANCE INDICATORS

- Satisfaction rate at the end of training: NA
- Individual progress rate: NA

## ACCESSIBILITY

Accessibility for people with disabilities or specific difficulties, contact us to organize an interview and offer you a program adapted to your needs: [handicap@crews-education.com](mailto:handicap@crews-education.com)

Accessibility to international attendants, contact us: [international@crews-education.com](mailto:international@crews-education.com)

## CONTACTS

- By telephone: +33(0)4 80 81 94 50
- By WhatsApp: +33(0)7 56 10 93 20
- By email: [contact@crews-education.com](mailto:contact@crews-education.com)

## Crews Education

3 rue Lac du Mont-Cenis, BP 70408, 73370 Le Bourget du Lac, FRANCE

Tél : +33 (0)4 80 81 94 50 - Email : [contact@crews-education.com](mailto:contact@crews-education.com)

[www.crews-education.com](http://www.crews-education.com)