

Copilot for Beginners: Create a Powerpoint Presentation

Key Takeaways

Task 1

Create a presentation structure

- You will need at least a Copilot Pro license with a Microsoft 365 license to use Copilot in Powerpoint. Enable autosave and cloud saving on OneDrive.
- You can use a suggested pre-made prompt to start creating a presentation
- Prompt Copilot with an outline and brief description of the presentation you want to create
- Specifically declare the desired number of slides, topic, audience and goal of your presentation in your prompt

Task 2

Add an image

- Use the “Add an image” prompt to insert an image in your presentation
- Delete an image and use the “Add an image” prompt to replace an image, “replace” keyword will not work at the moment
- Copilot will use mainly images alt text to find the most relevant images to add to your presentation
- Use Copilot Designer via web to create and download AI-generated images

Optional and ungraded practice task

Task 3

Transform a Word document into slides content

- You will need at least a Microsoft 365 Business Standard license to transform a document into slides content
- Only documents hosted on your organization’s SharePoint will be supported to create slides with Copilot
- Prompt Copilot to create a presentation from the document link, use a direct prompt such as “create a presentation from [document link]”
- Attempt to be specific and organized in the document for better results in creating slides with Copilot

Task 4

Extract insights from other presentations

- Copilot is capable of generating summary slides or insights slides from existing presentations
- Open the relevant Powerpoint file and prompt Copilot to “Create a summary slide” or “What

- are the main insights in this presentation? Add a slide”
- Copy the insights slides or summary slides and paste them into your main deck

Optional and ungraded practice task

Task 5

Augment content with AI-researched information

- Copilot is capable of reading through the slides and understand topics and concepts explored within
- To augment slides content, prompt Copilot with questions specifically stating you desire answers from outside of the presentation
- Use prompts such as “Give me a list of industries where AI is mostly utilized” and “generate a slide from this information” to add the results of the research to the slides
- Always double check AI-generated content with Copilot for web and human research

Task 6

Restructure and expand on content

- You can expand on existing content by leveraging Copilot’s capabilities of reviewing the slides you have built so far
- Use prompts such as “add an agenda slide” or “add a divider slide” or “summarize this presentation” to recap information
- Use prompts such as “group slides into themed sections” to restructure the slides
- Ask questions on the presentation content and prompt to generate deep-dive additional slides

Task 7

Use pre-built prompts with Copilot Lab

- Use “View prompts > View more prompts” section to access Copilot Lab with a list of pre-built prompts divided by action type for fast use
- Click the bookmark icon next to any desired prompt to save them as favorite in the “saved prompts” for quick re-use
- Access the full web view of complete prompts collection through the “See all prompts in Copilot Lab” link
- Build your customized “prompt catalog” in a separate file

Optional and ungraded cumulative activity