**Exercise 2: Generating Slide Decks Using CoPilot in PowerPoint**

# **Introduction**

Microsoft CoPilot in PowerPoint simplifies the creation of professional slide decks. In this exercise, you will learn how to use CoPilot to generate a polished presentation from high-level inputs and refine the output to meet CXO standards.

**1. Creating a Presentation from Scratch**

* "Create a presentation on [topic] with [number] slides, including an introduction, main points, and a conclusion."  
  *Example*: "Create a presentation on 'The Future of Artificial Intelligence' with 8 slides."
* "Generate a professional presentation about [topic] targeting [specific audience, e.g., business executives]."  
  *Example*: "Generate a professional presentation on 'Sustainability Strategies' for senior management."

**2. Structuring a Presentation**

* "Organize slides for a presentation on [topic] with sections for Introduction, Key Insights, Challenges, and Recommendations."  
  *Example*: "Organize slides for a presentation on 'Cloud Computing Benefits' with key sections."
* "Summarize the following text into slides with bullet points for a presentation."  
  *Paste your content.*

**3. Adding Visuals and Design**

* "Suggest visuals or infographics for a presentation on [topic]."  
  *Example*: "Suggest visuals for a presentation on 'Employee Engagement Strategies.'"
* "Apply a modern design theme to this presentation and recommend slide layouts."

**4. Editing and Improving Content**

* "Rewrite the text on this slide to make it more concise and impactful."  
  *Example*: "Rewrite the points on Slide 3 to make them more engaging."
* "Summarize the key takeaways from this data and make it visually appealing."

**5. Generating Data-Driven Slides**

* "Create a slide with a bar chart showing [data details]."  
  *Example*: "Create a slide with a bar chart showing sales growth over the last 5 years."
* "Analyze the following data and suggest the best chart type to present it."  
  *Paste your dataset.*

**6. Tailoring Presentations for the Audience**

* "Generate a presentation on [topic] tailored for [specific audience]."  
  *Example*: "Generate a presentation on 'Cybersecurity Trends' for IT professionals."
* "Make this presentation more persuasive for [audience, e.g., potential investors]."

**7. Adding Speaker Notes**

* "Add speaker notes for each slide to help explain the content clearly."  
  *Example*: "Add detailed speaker notes to explain Slide 4 on financial projections."

**8. Enhancing Engagement**

* "Add a call-to-action slide to the end of this presentation."  
  *Example*: "Add a call-to-action slide for 'Next Steps' after the recommendations section."
* "Suggest a title and content for an engaging introduction slide."

**9. Formatting and Consistency**

* "Ensure that all slides follow a consistent color scheme and font style."
* "Fix alignment and spacing issues across the presentation."

**10. Summarizing and Exporting**

* "Create an executive summary slide based on the content of this presentation."
* "Export this presentation as a PDF with the file name '[Custom Name].'"

**Tips for Effective Prompts:**

1. **Be Specific**: Clearly state the topic, audience, and number of slides.
2. **Provide Context**: If using data, include relevant details or paste the dataset.
3. **Focus on Outcomes**: Specify what you want (e.g., concise text, engaging visuals, or consistent formatting).