

# Copilot for PowerPoint

## Snapshot

Duration: 90 Minutes

Audience: For those who want to use Copilot to create, enhance, and deliver impactful presentations quickly and effortlessly, without compromising quality.

Requirements: This course is suitable only for users with a paid Copilot licence that enables Copilot in PowerPoint. The free version of Copilot Chat is not sufficient for this course.

## Course Outline

### 1. Introduction & Goals

- Overview of Copilot in PowerPoint
- What participants will learn
- Common presentation challenges Copilot can solve

### 2. Getting Started with Copilot in PowerPoint

- Accessing Copilot in PowerPoint
- Interface overview and key features
- Creating a presentation from a prompt or document
- Live demo: Generating slides from a topic

### 3. Content Creation & Enhancement

- Expanding bullet points into full slides
- Rewriting slide content for clarity and impact
- Adjusting tone and style for different audiences
- Demo: Transforming a rough outline into a polished deck

#### 4. Visual Design Support

- Suggesting layouts and design themes
- Adding relevant images, icons, and charts
- Ensuring consistency across slides
- Demo: Improving slide aesthetics with Copilot

#### 5. Hands-On Activity

- Create a short presentation from a topic or document
- Refine slide content and design
- Add visuals and structure