USING MICROSOFT COPILOT FOR POWERPOINT

OVERVIEW

Using Copilot in PowerPoint, you can turn ideas, outlines, and Word documents into complete decks. Draft new slides from prompts, summarize lengthy decks into key takeaways, and restructure layouts — streamlining deck design and presentation prep while keeping visual flow.

#1 GETTING STARTED & DATA PROTECTION

OPEN COPILOT CHAT

- Copilot chat is an interactive conversational interface. To get started, navigate to copilot.cloud.microsoft (or m365.cloud.microsoft) and sign in with your Marist credentials.
- Use the web chat pane to structure slide narratives, write speaker notes, and build presentations from scratch.

#2 LET'S GET STARTED (CREATING SLIDES VIA CHAT)

1.) Enter a prompt into the chat box. Consider:

- ROLE: What role is the AI taking on (e.g., keynote speaker, student presenter, project lead)?
- AUDIENCE: Who is the presentation designed for?
- CONTEXT: What core topics, data, and sections must be covered?
- FORMAT: How many slides, what tone, and what layout should the deck follow?

2.) Include Reference Sources To Further Revise:

- Attach Files: Use the + button to attach documents or OneDrive notes
- Refine & Export: Request slide tweaks or speaker notes in chat, then download and open the file in PowerPoint

#3 CORE CAPABILITIES & BEST PRACTICES

- **Document-to-Deck Conversion:** Attach a drafted report or class notes to generate a structured, multi-slide agenda automatically.
- **Automate Speaker Notes:** Prompt Copilot to draft a 2-3 sentence speaking script for each generated slide header.
- **Iterative Slide Refinement:** Ask follow-ups to break dense paragraphs into parallel bullet points or comparison tables.
- **Fact & Layout Verification:** Always review AI-generated figures, citations, and slide transitions before presenting

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