

Getting Started with Copilot in PowerPoint

Course Duration: 1 Hour

Course Overview

This course introduces learners to Microsoft 365 Copilot in PowerPoint and shows how AI-powered assistance can help create, structure, and refine presentations efficiently. Participants will learn where Copilot appears in PowerPoint, explore its core capabilities, and practice real-world scenarios such as generating presentations from prompts, converting existing content into slides, and improving storytelling and speaker notes. By the end of the course, learners will be able to use Copilot in PowerPoint to build clear, engaging, and well-structured presentations while applying best practices for reviewing AI-generated content.

Module 1: Introduction to Microsoft 365 Copilot

- Overview of Microsoft 365 Copilot
- Key features and capabilities
- Where Copilot appears in PowerPoint

Module 2: Getting Started with Copilot in PowerPoint

- Accessing Copilot in PowerPoint
- Overview of Copilot capabilities in PowerPoint
- Creating slide decks
- Summarizing content
- Improving slide structure

Module 3: Practical Use Cases – PowerPoint + Copilot in Action

Scenario 1: Create a Presentation with Copilot in PowerPoint

- Generate slides from a topic
- Create an agenda and slide outline
- Refine slide titles and content

Scenario 2: Build Slides from Content with Copilot in PowerPoint

- Convert documents into slides
- Summarize content for slide readability
- Adjust slide density and clarity

Scenario 3: Improve Presentations with Copilot in PowerPoint

- Rewrite slides
- Improve storytelling and flow

- Generate speaker notes