

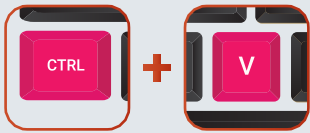


COPILOT IN POWERPOINT



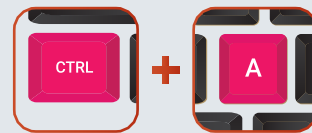
Formulas, Functions and Shortcuts Used

Ctrl + V



to paste copied/
cut item(s)

Ctrl + A



to select all text in a
textbox, all slides in a
presentation or all
objects on a slide

Top Tip

Copilot in PowerPoint - Six Key Points

01

Accessibility

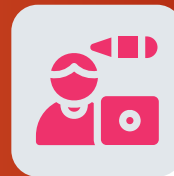
Initially limited to organisations with 300 users or more, Microsoft Copilot is now available to small and medium-sized organisations, as well as Microsoft 365 users for an additional fee, broadening its accessibility.



02

Integration with Designer

Copilot is found on the Home tab, alongside the Designer button, combining two AI utilities. They work together, allowing users to create presentations efficiently.



03

Prompt Specificity

The effectiveness of Copilot is enhanced by providing detailed prompts. Specific prompts, such as instructing Copilot to create a presentation with a defined number of slides on a particular topic, yield better results.



04

Efficient Presentation Building

Copilot can rapidly generate presentations, even with multiple slides, which saves considerable time. While the initial layout might not be perfect, it offers a solid foundation that can be refined using PowerPoint's Designer feature.



05

Collaborative Features

Copilot facilitates various tasks, including slide deletion and summarising presentations. It can also generate presentations based on content from external sources, such as Microsoft Word documents, streamlining the content creation process.



06

Templates & Branding

Copilot can use company templates to ensure consistency in branding and style.

