

PowerPoint Copilot Training Workbook

Your Guide to Mastering AI-Powered Presentations

Learning Outcomes

By the end of this training, you will be able to:

- Create presentations from prompts using Copilot
- Generate presentations from existing files and documents
- Edit and refine slides using AI assistance
- Apply professional templates and themes effectively
- Utilize advanced Copilot features for presentations
- Organize and summarize presentations efficiently

Personal Learning Goals:

1. Creating Presentations from Prompts

Key Concepts:

- Copilot can generate complete presentations from text descriptions
- Effective prompts lead to better results
- You can specify topic, length, and style

⇒ Activity 1: Crafting Effective Prompts

Write three prompts you could use to create presentations in your work:

1. _____

2. _____

3. _____

Best Practices for Prompts:

2. Creating Presentations from Files

Supported File Types:

- Word documents (.docx)
- PDF files
- Other PowerPoint presentations

Process Steps:

Step 1: _____

Step 2: _____

Step 3: _____

Step 4: _____

⇒ Activity 2: Planning Your Presentation

Think of a document you have that could be turned into a presentation:

Document name/topic: _____

What would you want Copilot to emphasize? _____

3. Editing Features

Copilot Editing Capabilities:

F	W	W
e	h	h
a	a	e
t	t	n
u	I	t
r	t	o
e	D	U
	o	s
	e	e
	s	I
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⇒ Activity 3: Editing Practice

Describe a situation where you would use each editing feature:

Add Slides: _____

Organize: _____

Summarize: _____

4. Templates and Themes

Working with Templates:

- Copilot can apply templates during creation
- Choose templates that match your brand

- Templates can be changed after generation

Notes on Template Selection:

My Organization's Template Guidelines:

5. New and Advanced Features

Narrative Builder (2024):

What it does: _____

How to access it: _____

Additional Advanced Features:

F e a t u r e	N o t e s / H o w t o U s e
C o p i l o t C h a	

t
i
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P
o
w
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⇒ **Activity 4: Feature Exploration**

Which new feature are you most excited to try? Why?

6. Tips and Best Practices

Do's:

✓ _____

✓ _____

✓ _____

✓ _____

Don'ts:

✗ _____

✗ _____

✗ _____

✗ _____

7. Reflection and Action Plan

⇒ **Activity 5: Personal Action Plan**

Three ways I will use PowerPoint Copilot in my work:

1. _____

2. _____

3. _____

My biggest takeaway from this training:

Questions I still have:

8. Quick Reference Guide

Common Copilot Commands:

T a s k	C o m m a n d / A c t i o n
C r e a t e f r o m p r o m p t	
C r e a t e f r o m f i l e	
A d d n e	

w s l i d e s
O r g a n i z e p r e s e n t a t i o n
S u m m a r i z e s l i d e s
A p p l y t e m p l a t e

Additional Resources:

PowerPoint Copilot Training Workbook

Complete all activities and checkboxes to maximize your learning!