

How to use Copilot in PowerPoint

Copilot will help you add creative ideas to PowerPoint content slides, or correct incorrect content in your presentation slides.

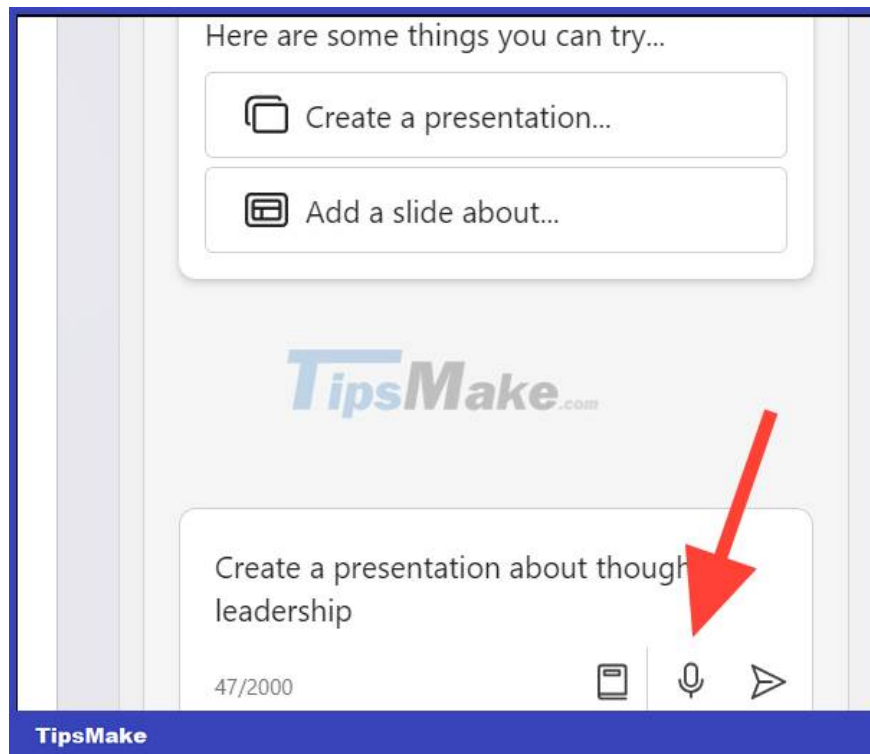
When you add Copilot to Microsoft Office 365, you will be able to take advantage of Copilot to support working with office applications, such as using Copilot in PowerPoint, for example. Copilot will help you add creative ideas to PowerPoint content slides, or correct incorrect content in your presentation slides. Below are instructions for using Copilot in Copilot in PowerPoint.

Instructions for using Copilot in PowerPoint

Step 1:

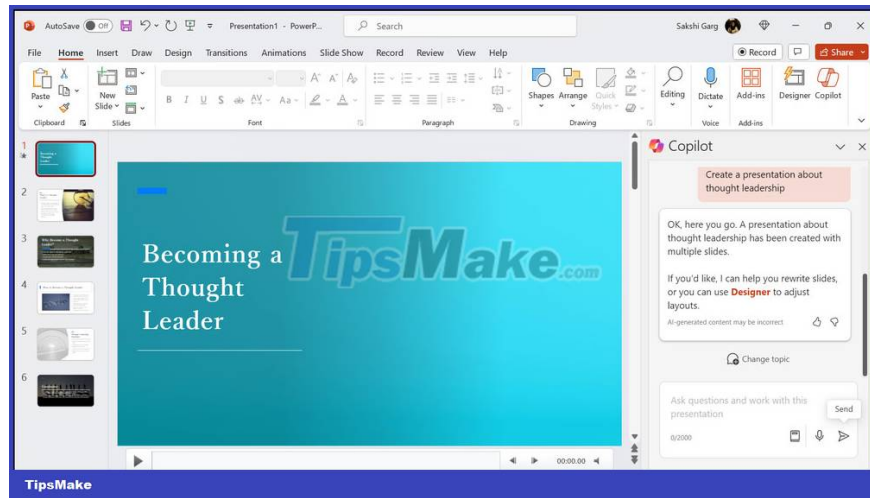
At the PowerPoint interface, click on the Copilot icon to display the tool's interface. Next, click Create a presentation, then enter the slide topic you want to make or you can use the microphone to record your voice.

After entering the content, click the send icon to send the request to Copilot.



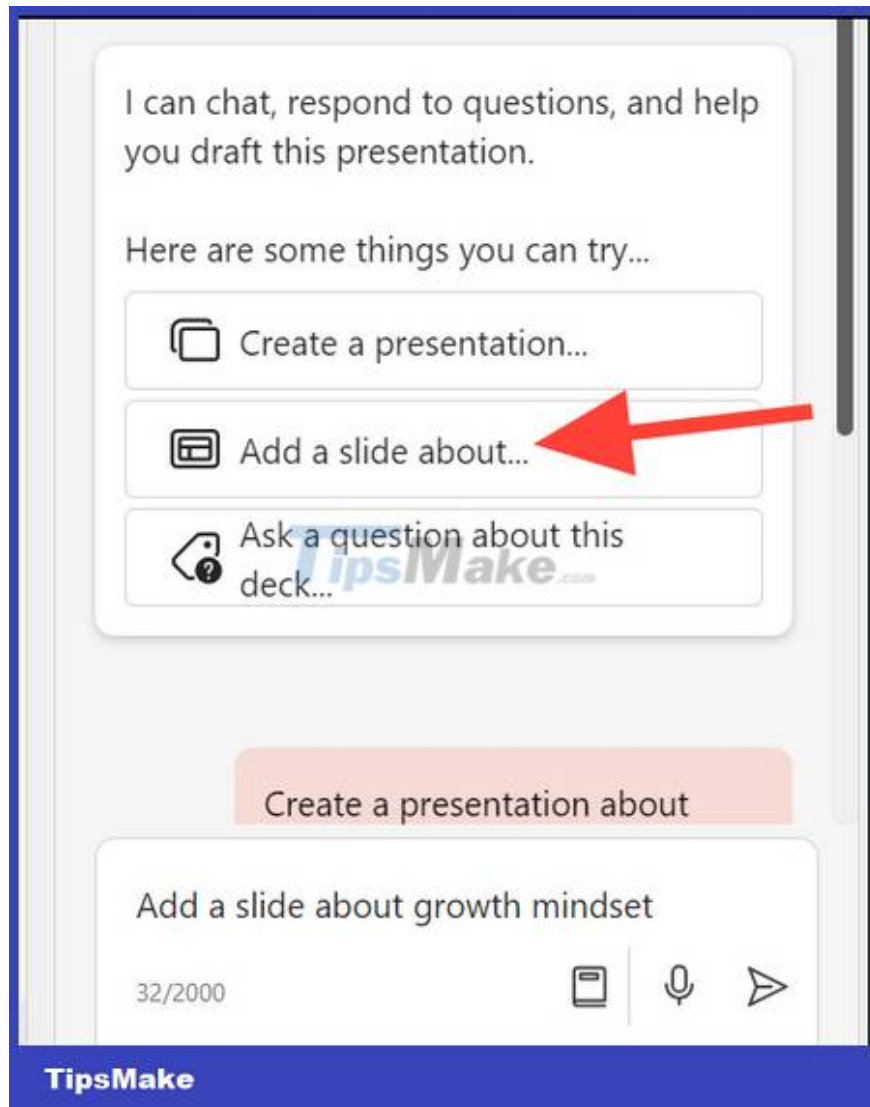
Step 2:

Immediately after that, Copilot proceeds to create the content for the slide you want. As a result, you will have a basic slide with a few slides with images and text using a uniform layout and theme.



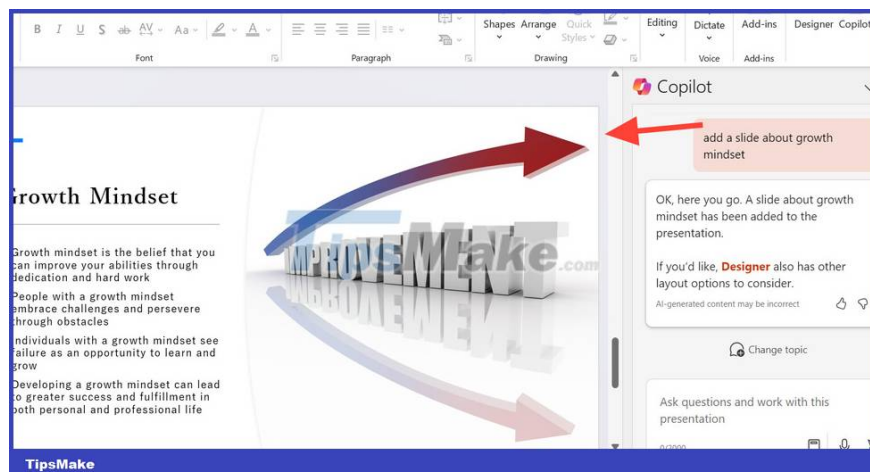
Step 3:

To add a slide page to the content, at the Copilot interface, click Add a slide about and then enter the content of the slide page you want to add below.



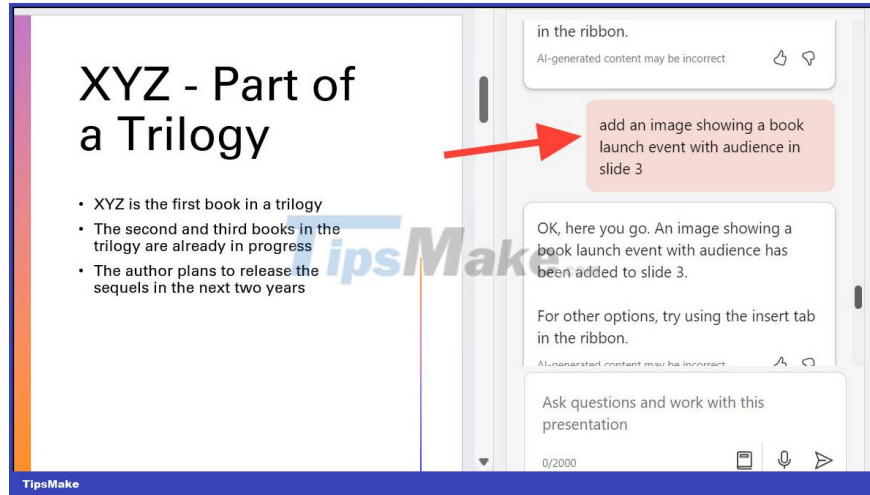
Step 4:

Copilot will add a new slide after the current slide. We can still move the slide order in our presentation if we want.



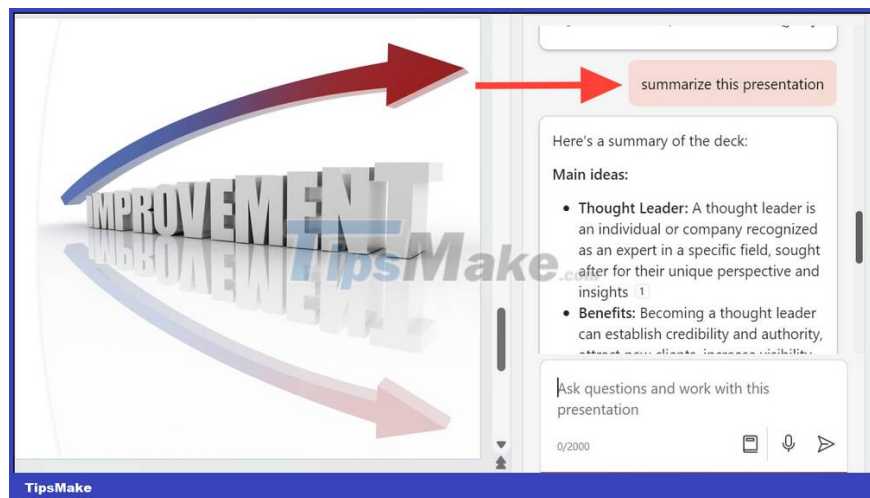
Step 5:

On a presentation slide, to add photos, you enter the image content to add in the slide number, or add it to the slide you have selected to display on the interface.

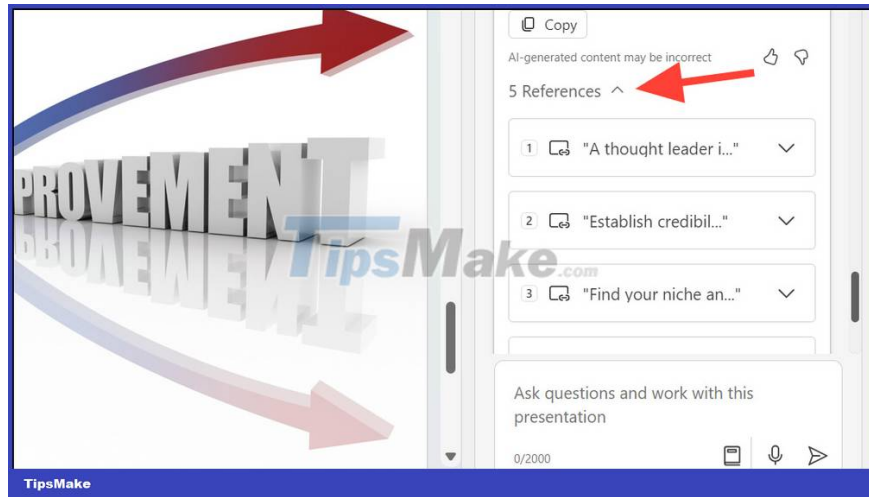


Step 6:

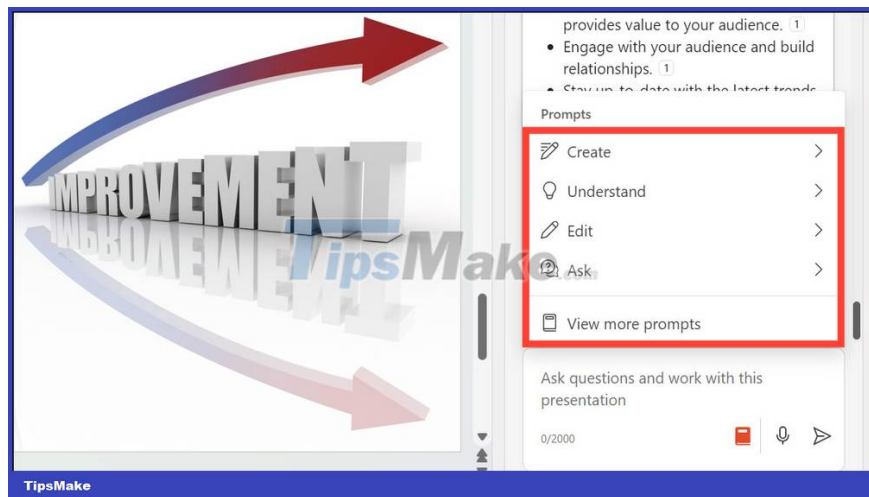
To summarize the presentation slide, just click Summarize this presentation and send it to Copilot.



Copilot then creates a summary of the presentation along with quotes from the presentation so you can refer to the information.



In addition, when you click on the View Prompt icon as shown, you also have more options to use Copilot.



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