PROFESSIONAL DEVELOPMENT TRAINING

# Microsoft 365 Copilot for PowerPoint - Online Instructor-led Training

1300 121 400

REQUEST QUOTE

0.5 DAY COURSE

**"Copilot Business License is required."**

**Unlock the full potential of Microsoft 365 Copilot in PowerPoint with this practical, instructor-led online training. Designed for professionals and teams looking to enhance their presentation skills with AI, this course walks you through every stage of using Copilot from setup to slide design.**

**You'll begin by understanding what Copilot is, how it's licensed, and how to use guides, prompt structures, and the mobile app. Then, dive into the Copilot interface, including accessing settings, navigating the Copilot pane and using prompt galleries and bookmarks effectively.**

**Learn how to generate compelling presentations from prompts, outlines, or Word documents, and discover techniques to structure your content with clarity. You'll also explore how to use Copilot to organise slides, add summaries and create speaker notes. Finally, bring it all together with tips on design themes, layouts, and visuals to make your presentations shine.**

**Whether you're a business professional, educator, or team leader, this hands-on course will help you boost productivity and creativity using AI-powered tools in PowerPoint.**

**These courses are facilitated in English, and are open to people from different industries in all countries especially across Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.**

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

**Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.**

## What You'll Gain:

In today's fast-paced digital environment, the ability to create impactful presentations quickly and efficiently is more important than ever. Microsoft 365 Copilot brings the power of artificial

intelligence directly into PowerPoint, transforming how we design, structure and deliver content.

This course has been thoughtfully designed to guide you through the exciting capabilities of Copilot;from understanding how it works and where to access it, to generating full presentations from simple prompts. Whether you're starting from scratch or enhancing existing content, Copilot empowers you to streamline your workflow, enhance creativity, and focus on what matters most - communicating your message effectively.

Through live, instructor-led guidance, you'll not only learn how to use Copilot's features, but also how to apply them strategically in real-world scenarios. This training is your next step toward working smarter with AI, and taking your presentation skills to a whole new level.

# Outcomes

**In this course, participants will Learn:**

- Understand how Copilot enhances productivity and creativity using AIy
- Navigate the Copilot interface confidently
- Create Ai-generated presentations
- Structure and Organise presentations effecively
- Apply Professional presentation design principles
- Utilise best practices for prompting Copilot
- Boost presentation development speed and quality

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# Modules

### Lesson 1: What is Copilot

- Define
- Licensing
- Guides
- Prompt Structure
- Mobile App

### Lesson 2: Exploring Copilot

- Settings Required
- Access Copilot
- Navigate Copilot Pane
- Prompt Gallery and Bookmarks

### Lesson 3: Creating Presentations

- From Prompt
- From Outline
- From Word Documents

### Lesson 4: Structure Presentations

- Organise Slides
- Add and Summarise Content
- Speaker Notes

### Lesson 5: Design Presentation

- Themes
- Layouts

- Visuals

**Talk to our expert team**
**Phone: 1300 121 400**
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