

# MICROSOFT CO-PILOT GETTING THE MOST FROM YOUR PRESENTATIONS

1/2 DAY

## COURSE SUMMARY

This course is designed to help participants enhance their presentation creation process with the help of Co-Pilot. The course aims to provide a comprehensive understanding of how to leverage Co-Pilot to enhance creativity and productivity in presentation creation.

## COURSE CONTENT

### USING CO-PILOT TO GENERATE TEXT IDEAS AND CONTENT

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- Brainstorm Presentation Ideas
- Using Co-Pilot to generate a presentation
- Prepare generated text for PowerPoint
- Import and Format generated slide content

### USING CO-PILOT FOR GRAPHIC DEVELOPMENT

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- Brainstorm image and Design Notes
- Writing Better image generation prompts

### USING CO-PILOT TO GENERATE PRESENTER NOTES AND HANDOUT CONTENT

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- Expand side bullets into paragraphs for notes and handouts
- Using co-pilot based web search to find additional information sources