Mastering Microsoft Copilot for Microsoft PowerPoint

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Microsoft Copilot is transforming how presentations are created in PowerPoint by helping users quickly generate, design, and refine content using natural language. This course focuses on practical, real-world ways to use Copilot to build presentations from scratch or existing content, enhance design and layout, and prepare for effective delivery. Participants will learn how to work alongside Copilot to create visually engaging, well-structured presentations while staying in control of their message.

About This Course

Microsoft Copilot is transforming how presentations are created in PowerPoint by helping users quickly generate, design, and refine content using natural language. This course focuses on practical, real-world ways to use Copilot to build presentations from scratch or existing content, enhance design and layout, and prepare for effective delivery. Participants will learn how to work alongside Copilot to create visually engaging, well-structured presentations while staying in control of their message.

Who Should Attend

This course is designed for professionals who create presentations and want to improve speed, quality, and confidence using Microsoft Copilot. It is ideal for users who build slide decks for meetings, training, or presentations and want practical ways to streamline their workflow. A basic familiarity with PowerPoint is recommended.

Prerequisites & Entry Requirements

General Prerequisites:

Before taking this course, it is highly recommended that students complete MS-4005 Craft effective prompts for Microsoft Copilot for Microsoft 365

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Provide participants with a practical understanding of Microsoft Copilot in PowerPoint, enabling them to create, design, refine, and deliver presentations more efficiently.

Detailed Course Outline

Introduction to Copilot in PowerPoint

- Write effective prompts
- Use the Copilot interface

Comprehensive Introduction to Copilot in PowerPoint

- Start Presentations using Different Methods in Copilot
- Prompt Writing

Enhance Presentation Design and Layout with Copilot

- View Prompts Options
- Theme Suggestions

Customize Text and Images with Copilot

- Customizing Text
- Add Images and Create Images

Summarize and Organize Your Presentation with Copilot

- Summarize your Presentation
- Organize your Presentation

Prepare and Deliver with Copilot

- Prepare to Deliver
- Rehearse with Coach

Upcoming Schedule

Available training dates for Mastering Microsoft Copilot for Microsoft PowerPoint:

Start Date	End Date	Location	Delivery	Price
22 Dec 2026	22 Dec 2026	Online	Virtual	€495.00

Frequently Asked Questions

Q: What delivery options are available for Mastering Microsoft Copilot for Microsoft PowerPoint?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Mastering Microsoft Copilot for Microsoft PowerPoint course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Mastering Microsoft Copilot for Microsoft PowerPoint training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Mastering Microsoft Copilot for Microsoft PowerPoint?

Yes, we provide corporate training, dedicated training, and closed classes for Mastering Microsoft Copilot for Microsoft PowerPoint. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Mastering Microsoft Copilot for Microsoft PowerPoint?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Mastering Microsoft Copilot for Microsoft PowerPoint training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

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