



Build a Deck from a Report using Copilot

Quick Reference Guide



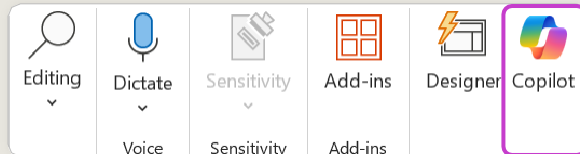
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With **Microsoft Copilot**, you can effortlessly generate a PowerPoint deck from your report, saving time and ensuring a polished, organised structure.

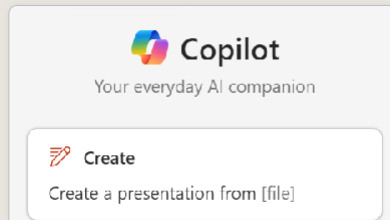
Access Copilot in PowerPoint

- Make sure your report is formatted with clear sections for the best slide creation results.
- Open Microsoft PowerPoint.
- Select **"Blank Presentation"**.
- Click on the Copilot icon in the ribbon.

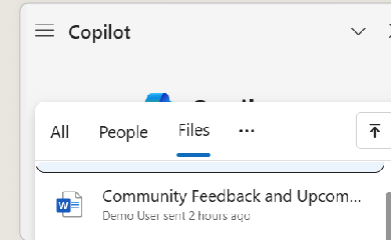


Select Your Report

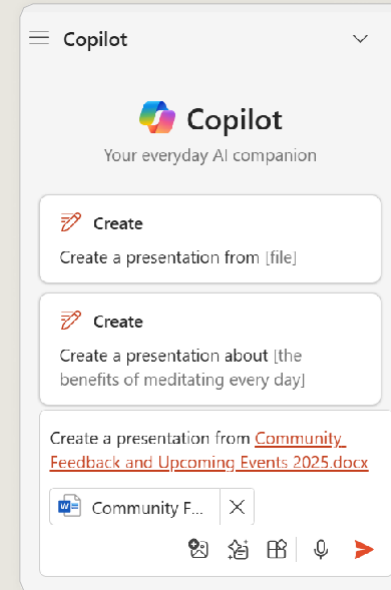
- Choose **"Create Presentation from File"**.



- Browse and select the report document you want to convert into a slide deck.

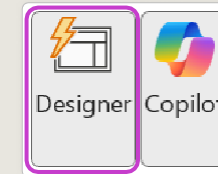


- Click **"send"** and let Copilot analyse the content. Copilot extracts key insights from your report and presents them in an engaging format.



Review and Customise Your Slides

- Once the slides are generated, review the content and layout.
- Personalise the design by Designer.



- Don't forget to save the file once you are happy with it.