



# Create Graphics using Copilot

Quick Reference Guide

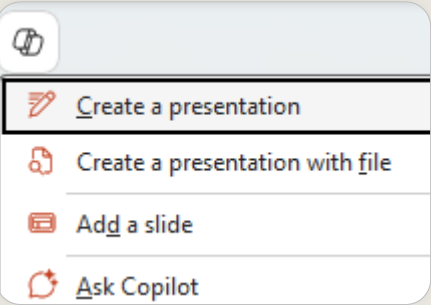


## Let Copilot Help You Design Eye-Catching PowerPoint Slides

Looking to speed up your presentation creation and add eye-catching graphics with ease? discover how Microsoft Copilot in PowerPoint can help you build beautiful, visual presentations in just a few clicks. We'll show you how to generate slides from a topic or a file, request better images, and craft effective prompts for standout results. Whether you're short on time or just want fresh ideas, Copilot is your new go-to presentation assistant.

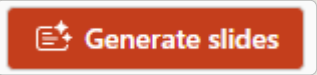
### Create Slide from Topic or File

Click “**Copilot icon**” in top left of slide > select to start from a topic or file.



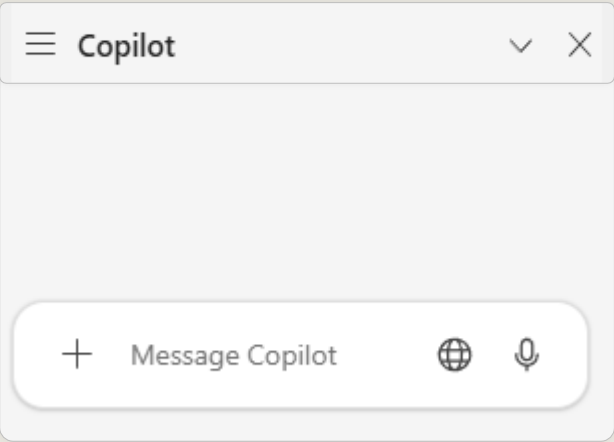
### Generate Slides

Once you're satisfied with the slide text, click Generate Slides in the lower-right corner to generate slides with graphics.



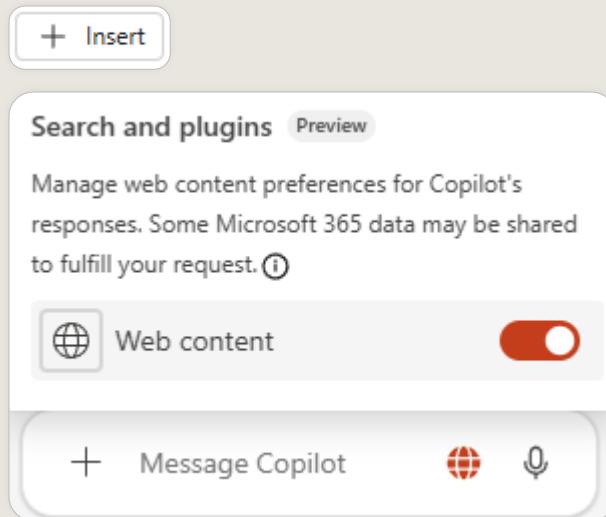
### Replace images

Select to Ask Copilot > a window will appear on the right > Input your prompt or utilise the Microphone to speak your request.



### Choose Image

After Copilot generates images, select the desired image and click “**Insert**”. To manage Content Preferences, click on the “**Globe icon**” and enable Web Content by toggling it on.



### Great Elements to Image Prompts

You don't need to use them all, but using some will improve results:

- **Image Type** – Illustration, painting, photo, sketch?
- **Subject** – What or who is in the image?
- **Context** – What's happening in the scene?
- **Details** – Colors, materials, mood?
- **Lighting** – Natural, dramatic, glowing?
- **Framing** – Wide shot? Close-up?