

QSF PowerPoint_First_Draft_Outline_With_Copilot

Purpose: This SOP explains how to use Microsoft Copilot in PowerPoint Desktop to create a first-draft presentation outline. The goal is to generate clear structure and talking points, not a finished or fully designed deck.

When to Use This SOP

Use this SOP when:

You have an idea but no slide structure yet	You want to clarify your message before designing slides
You are preparing a presentation for discussion or decision-making	You want to avoid overloading slides with content

Step-by-Step: Create a First-Draft Outline

Step 1. Open a New Presentation Start with a blank PowerPoint file.	Step 2. Select the Copilot icon from the PowerPoint ribbon to open the Copilot panel.
Step 3. Use the CRAFT prompt below in Copilot to generate slide titles and key points only. Ask for an Outline, Not Slides,	Step 4. Confirm each slide represents one clear idea.
Step 5. Adjust slide titles and order before adding visuals or formatting.	

Example CRAFT Prompt: Draft an Outline

[CONTEXT] We need to present a short overview to align on next steps. [ROLE] Business Owner. [AUDIENCE] Team members who need clarity, not detailed documentation. [FORMAT] A slide outline with titles and one supporting bullet per slide. [TOPIC] The key points we need to cover to support discussion and decision-making.

Best Practices

Limit the outline to 5–7 slides	Use short, descriptive slide titles
Keep one main idea per slide	Treat Copilot output as a draft, not a final answer

Common Mistakes to Avoid

Asking Copilot to design or format slides	Accepting long paragraphs on slides
Skipping review and jumping straight to visuals	Using slides to replace spoken explanation