

QSF PowerPoint_Refine_Slides_For_Audience_and_Decision

Purpose: This SOP explains how to use Microsoft Copilot in PowerPoint Desktop to refine an existing slide deck for a specific audience and a specific decision. The goal is to sharpen clarity, focus attention, and support action, not to redesign or expand the deck.

When to Use This SOP

Use this SOP when:

Slides already exist but feel unfocused	The same deck needs to work for different audiences
A meeting requires a clear decision or recommendation	You want Copilot to help refine, not regenerate

Step-by-Step: Refine Slides with Copilot

Step 1. Before editing slides, write down the decision or outcome the meeting requires.	Step 2. Determine who will view the slides and what they care about most.
Step 3. Open the deck and launch the Copilot panel.	Step 4. Use the CRAFT prompt below in Copilot to adjust wording, emphasis, or slide focus based on the audience and decision.
Step 5. Confirm each slide supports the decision and remove anything that does not.	

Example CRAFT Prompt: Refine for Audience and Decision

[CONTEXT] We are preparing this deck for a meeting where a decision needs to be made. [ROLE] Business Owner. [AUDIENCE] Decision-makers who need clarity and concise options. [FORMAT] An existing slide deck with revised titles and simplified bullets. [TOPIC] Adjusting the slides to clearly support the decision we are asking the group to make.

What to Refine Using Copilot

Slide titles that are vague or descriptive instead of directive	Bullets that explain too much instead of guiding attention
Language that does not match the audience’s priorities	Slides that lack a clear takeaway

Common Mistakes to Avoid

Asking Copilot to rebuild the entire deck	Optimizing for visuals instead of meaning
Keeping slides that do not support the decision	Assuming one version works for every audience