

QSF PowerPoint_Word_To_Slides_Without_Overloading

Purpose: This SOP explains how to use Microsoft Copilot to turn an existing Word document into a clear, usable PowerPoint presentation without copying too much text onto slides. The goal is translation, not duplication.

When to Use This SOP

Use this SOP when:

You already have a Word document, brief, or write-up	You need slides to support a conversation or decision
You want clarity without overwhelming the audience	You want Copilot to assist with structure, not content dumping

Step-by-Step: Convert Word Content to Slides

Step 1. Skim the document and identify the main sections or ideas.	Step 2. Create a new presentation and open the Copilot panel.
Step 3. Use the CRAFT prompt below and instruct Copilot to generate slide titles and brief bullets only.	Step 4. Confirm each slide covers one idea and is easy to scan.
Step 5. Remove or shorten text before adding visuals or formatting.	

Example CRAFT Prompt: Convert Word to Slides

[CONTEXT] We need to present the key points from this Word document to align on next steps. [ROLE] Business Owner. [AUDIENCE] Stakeholders who need a high-level understanding, not full documentation. [FORMAT] A slide deck with clear titles and no more than three short bullets per slide. [TOPIC] The most important ideas from the document that support discussion and decision-making.

What to Keep in Word vs Slides

Keep In Word	
Background detail	Supporting explanations
Notes and references	

Keep on Slides	
Headline ideas	Key decisions or options
Simple visuals or summaries	

Common Mistakes to Avoid

Turning paragraphs into bullets verbatim	Letting Copilot create too many slides
Ignoring audience needs	Treating slides as a script