

Les **A**venturiers du **B**out du **M**onde *by Yves Cornil*

Rampe de Lancement number 216 — 07/17/2026



Introducing Copilot in PowerPoint
for Mac version 16.110.

***Les Aventuriers du Bout du Monde.
Rampe de Lancement.***

This issue was produced by:
Yves Cornil

Software and hardware used:
Microsoft 365 for Mac,
MacBook Pro M5,
macOS 26.5.
Graphic Converter

*This document is the
adaptation of “Rampe de
Lancement 212”,
originally written in
French.*

Enjoy your reading.

Yves Cornil

*The software mentioned is protected by the registered
trademarks of their respective publishers.*

Internet :

<https://www.cornil.com/>

<https://www.cornil.com/abm/rampe212.pdf>



Copilot in PowerPoint For Mac.

Report by Yves Cornil



<https://www.cornil.com/>

<https://www.youtube.com/user/initinfo>

<https://www.facebook.com/yves.cornil>

<https://cilaclamadeleine.org>

Table of Contents.

About.	5
About "Rampe de Lancement".	5
<i>About the author.</i>	5
<i>Video (in French) :</i>	5
General presentation	6
Powerpoint, why do it?	6
Where to buy Microsoft 365?	6
<i>The Microsoft 365 Family subscription.</i>	6
Learn more about Microsoft 365 subscription sharing (in French) :	7
A few tips from Chantal Bossé to better use PowerPoint.	7
<i>The fonts.</i>	7
<i>Bold and italic.</i>	7
<i>Use the correct font size.</i>	7
<i>The contrast.</i>	8
<i>Use comments and presenter mode.</i>	9
<i>Hall and auditorium.</i>	9
<i>Decluttering slides.</i>	11
For more information:	12
Using Copilot in PowerPoint for Mac	13
Do you have Copilot?	13
Generate an image (1).	13
Generate an image (2).	16
Explain a slide.	19
Improve a slide.	20
<i>Sometimes, the service is out of order.</i>	22
Create a MCQ.	23
Summarize a presentation.	28
<i>Here's a summary of the deck.</i>	30

ABOUT.

The information contained herein is provided without warranty of any kind, either express or implied.

The reader assumes the risk of using the information provided.

ABOUT "RAMPE DE LANCEMENT".

- The publications called "Rampe de Lancement" (Launchpad) are documents that aim to introduce the use of software for the general public, mainly for Mac and iPad.
- The eBooks are free, but protected by copyright and are available, usually in PDF format or ePub format.

<https://www.cornil.com/abm.htm>

ABOUT THE AUTHOR.

¹

Yves Cornil is a French IT trainer specializing in the Apple and Microsoft 365 ecosystem.

He is known for his clear and accessible tutorials, published on his cornil.com site and YouTube channel, which has more than 500 videos dedicated to the Mac, iPad, iPhone, Windows and Microsoft tools.

Its teaching style is simple, visual and practical, which makes it a French-speaking reference for users wishing to progress at their own pace.

VIDEO (IN FRENCH) :

Using Copilot in PowerPoint for Mac version 16.110:

- Generate images;
- Translate a presentation;
- Create a multiple-choice question;
- Summarize a presentation.

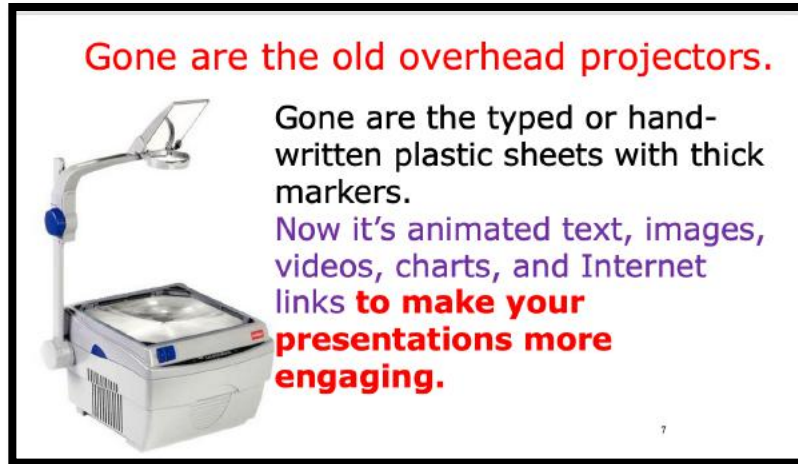
<https://youtu.be/hAVi8ToFNUM>

¹ Short presentation generated by Copilot.

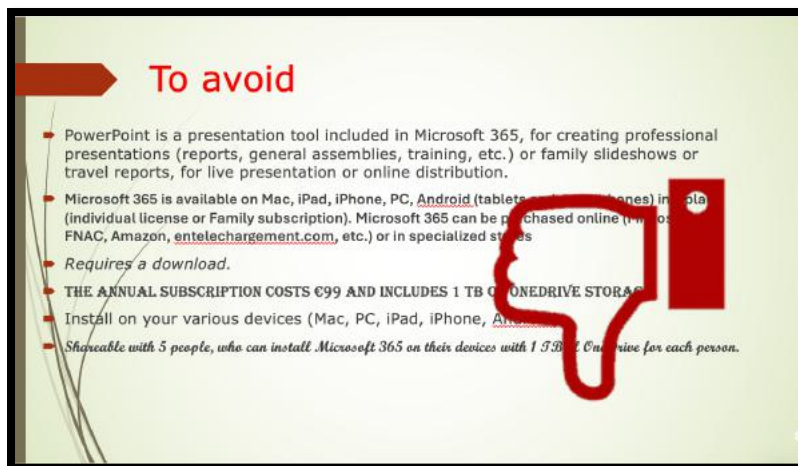
GENERAL PRESENTATION

POWERPOINT, WHY DO IT?

- Presentation software that is part of the Microsoft 365 suite:
 - To create slides to present information in an engaging and visual way.



In next chapter you will find help to improve your presentation with Copilot, Microsoft's AI.



WHERE TO BUY MICROSOFT 365?

- ▶ Microsoft 365 exists on:
 - ▶ Mac, iPad, iPhone, PC, Android (tablets and smartphones).
- ▶ 2 formulas:
 - ▶ Individual license or Family subscription.
- ▶ Can be purchased on the Internet (Microsoft, FNAC, Amazon, etc.) or in specialized shops.
 - Then download.

THE MICROSOFT 365 FAMILY SUBSCRIPTION.

Annual subscription at the price of 129 €:

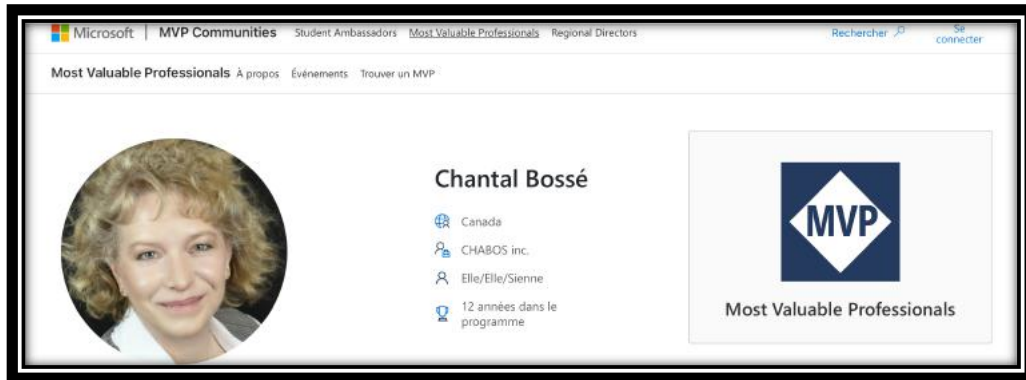
- 1TB OneDrive storage.
- Installations on your different devices:
 - Mac, PC, iPad, iPhone, Android.
- Shareable with 5 people,
 - Who will be able to install it on their devices
 - With 1 TB of OneDrive for each person.

- The Family plan holder will have the Copilot feature in PowerPoint, not the recipients of the subscription share.

LEARN MORE ABOUT MICROSOFT 365 SUBSCRIPTION SHARING (IN FRENCH) :

<https://www.cornil.com/abm/rampe214.pdf>

A FEW TIPS FROM CHANTAL BOSSÉ TO BETTER USE POWERPOINT.



Author, trainer and consultant specializing in the Microsoft 365 ecosystem

- *Chantal Bossé has been sharing her passion for visual communications and technology through her company, CHABOS (Canada), since 2004.*
- *Chantal helps speakers and small businesses improve their PowerPoint presentations*
 - *and their public speaking,*
 - *as well as their Microsoft 365 and Teams skills.*

THE FONTS.

- **AVOID STYLIZED AND HARD-TO-READ FONTS.**
- Use a maximum of 2 font styles.
- Avoid capital letters everywhere.
- IN THE CURRENT TEXT (EXCLUDING HEADINGS, SUBHEADINGS, ETC.) UPPERCASE LETTERS ARE LESS LEGIBLE THAN LOWERCASE LETTERS.
- Lowercase letters are more readable than uppercase, especially in common text (i.e., outside of headings).

BOLD AND ITALIC.

- **Use bold only to emphasis.**
- *Use italics sparingly.*

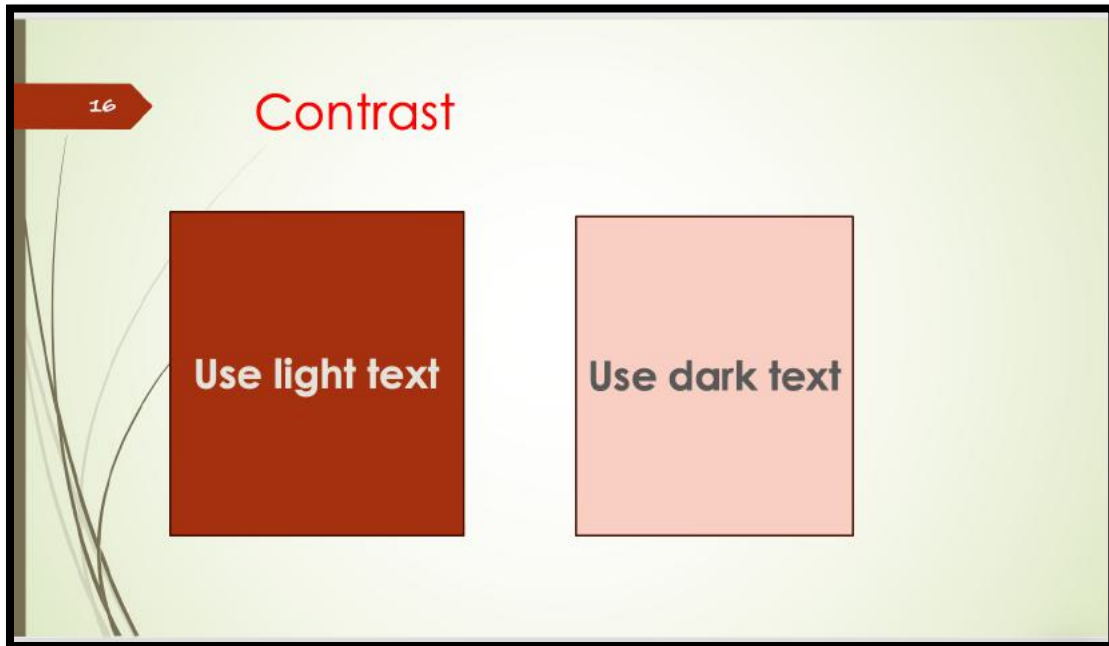
USE THE CORRECT FONT SIZE.

- Title between 32 and 44 points.
- Content between 28 and 32 points.

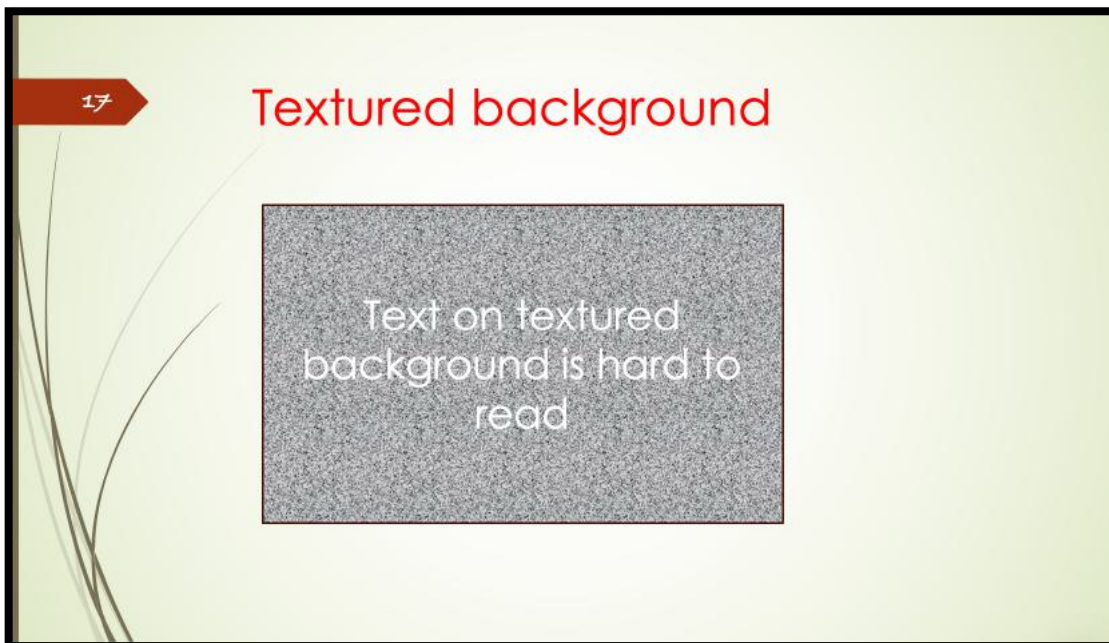
Examples:

28 points – 32 points –
44 points

THE CONTRAST.

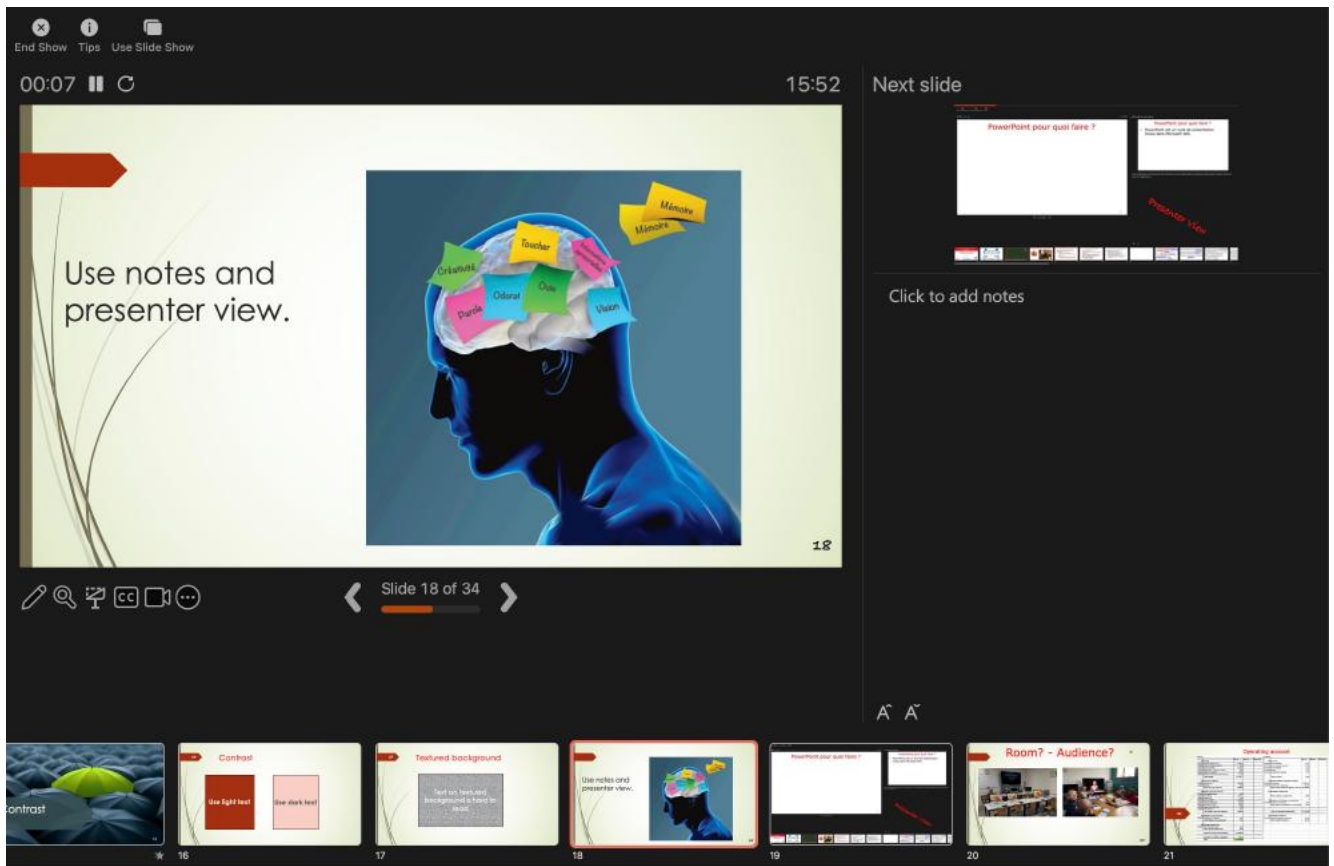


If dark background, use text that is as light as possible.
If background light, use text that is as dark as possible.



A textured background makes it difficult to read the text.

USE COMMENTS AND PRESENTER MODE.



- Presenter mode provides an overview of the presentation:
 - Active slide, comments, next slides, time spent.
- Switches automatically when the projection tool is plugged in.

HALL AND AUDITORIUM.



- Pay attention to the size of the room, as well as the size of the screens to project tables of numbers.
- Tailor your speech to the audience.

Compte de fonctionnement

Charges	Ex. n	Ex. n-1	Prev. n+1	Produits	Ex. n	Ex. n-1	Prev. n+1
60 Achats				70 Services			
604100 Achats matériel neuf	1 843,97			701000 Vente matériel	0,00		
604200 Achats matériel occasion	0,00			701100 Vente matériel occasion	0,00		
604300 Achats logiciels	108,23			701200 Vente logiciels	0,00		
606200 Réparation - entretien matériel	0,00			706000 Stages	0,00		
606300 Petites fournitures	35,38			708000 Participations usagers	0,00		
606400 Petites fournitures administratives	31,19			Total services	0,00		
Total achats	1 818,77						
61 Services externes				75 Autres produits de gestion courante			
616000 Assurances	250,20			758000 Cotisations	2 580,00		
618000 Revenus	0,00			758500 Contributions volontaires	150,00		
Total services externes	250,20			Total autres produits de gestion courante	2 730,00		
62 Autres services externes				77 Produits exceptionnels			
625100 Frais déplacement	0,00			Total produits exceptionnels	0,00		
625300 Animations	185,11						
626000 Téléphone	0,00			78 Reprise sur dotations aux provisions			
626100 Internet/ADSL	350,88			780000 Reprise sur provisions	0,00		
627000 Services bancaires	25,00			Total reprise sur dotations aux provisions	0,00		
628000 Cotisations CCA	78,00						
628100 Siège social au CCA	17,00			Total des produits d'exploitation	2 773,44		
629000 Frais postaux	6,71						
Total autres services externes	669,79			76 Produits financiers			
68 Dotations aux provisions				761000 Intérêts placement de réserve	43,44		
681600 Placement de réserve	0,00			Total produits financiers	43,44		
Total dotations aux provisions	0,00						
66 Charges financières							
661600 Frais financiers/agios	0,00						
Total charges financières	0,00						
Total des charges d'exploitation	2 729,67						
Excédent ou déficit exploitation	43,77						
Total	2 773,44						

24

- Be careful with the projection of Excel tables which can be difficult to read when they are projected on the external screen.

Expenses

Purchases

New equipment purchases	1 643,97
Used equipment purchases	0,00
Software purchases	108,23
Repair - equipment maintenance	0,00
Small <u>supplies</u>	35,38
Administrative supplies	31,19
Total purchases	1 818,77

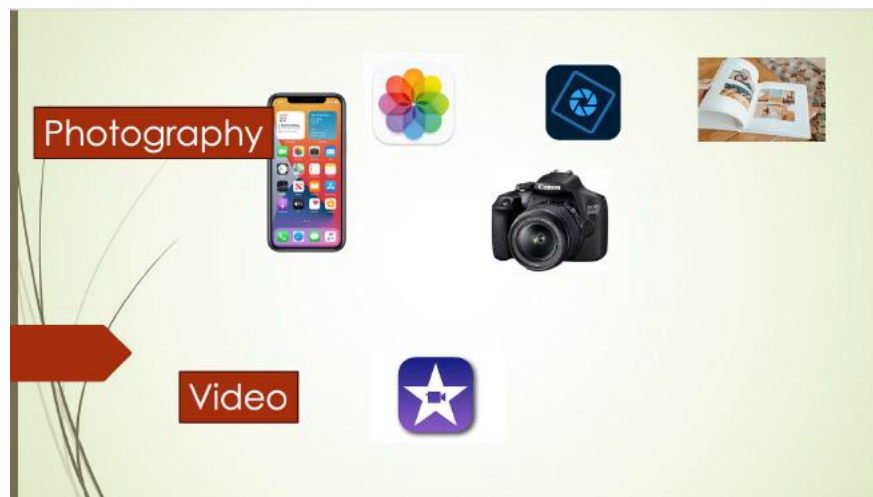
DECLUTTERING SLIDES.

- The more content on your slides, the less readable they are.
- Limit the content of the essay to one idea at a time.
- The number of slides in a presentation is not important.
- Remove unnecessary information (page number (except on the title dispositive), remove redundant text).

Example:



This slide is too busy; It can be broken down into 3 slides.





FOR MORE INFORMATION:

amazon.fr Livraison à 75001 Paris Mettre à jour l'emplacement Toutes nos catégories Rechercher Amazon.fr FR Bonjour, Identifiez-vous Compte et listes Commandes Panier

Toutes Amazon Haul Monoprix Meilleures ventes Ventes Flash Amazon Basics Dernières Nouveautés Vendre sur Amazon Prime

livres Ebooks Kindle Catégories Nouveautés Bonnes affaires Les meilleures ventes Abonnements Plus

Modélisez votre maison en 3D avec ArchiMaster 3D

Livres > Featured Categories > Livres anglais et étrangers > Anglais

Microsoft PowerPoint Mastery: Build professional presentations effortlessly with best practices, tips, and AI-powered tools

Édition en Anglais de Chantal Bossé (Auteur) Format : Broché

5,0 ★★★★★ (3) Voir tous les formats et éditions

-5 % & livraison GRATUITE en points de retrait éligibles, à sélectionner lors du paiement. Détails

Launch decks with Copilot, refine visuals with Designer, rehearse with Speaker Coach, and deliver with PowerPoint Live to create polished PowerPoint presentations

Free with your book: PDF Copy, AI Assistant, and Next-Gen Reader

Key Features

- Design dynamic, engaging presentations with purposeful transitions, navigation, and interactive elements
- Save time and streamline workflows using Slide Master, Handout Master, Designer, and Copilot
- Bring your ideas to life with stunning visuals using SmartArt, images, multimedia, and AI tools

Book Description

If you've ever spent hours crafting slides that still feel uninspired, you're not alone. This book shows you how to tap into PowerPoint's true potential to transform ordinary decks into presentations that connect, persuade, and stick.

En lire plus

Signaler un problème avec ce produit

Format Kindle 21,09 € Disponible immédiatement

Broché 28,12 €

Autres offres Neuf

28¹² €

Les prix incluent la TVA. Informations sur la TVA

Retours GRATUITS

Livraison à 0,01 € mercredi 15 juillet dès 35 € d'achat de livres. Détails

Ou livraison accélérée lundi 13 juillet. Commandez dans les 9 h 9 min. Détails

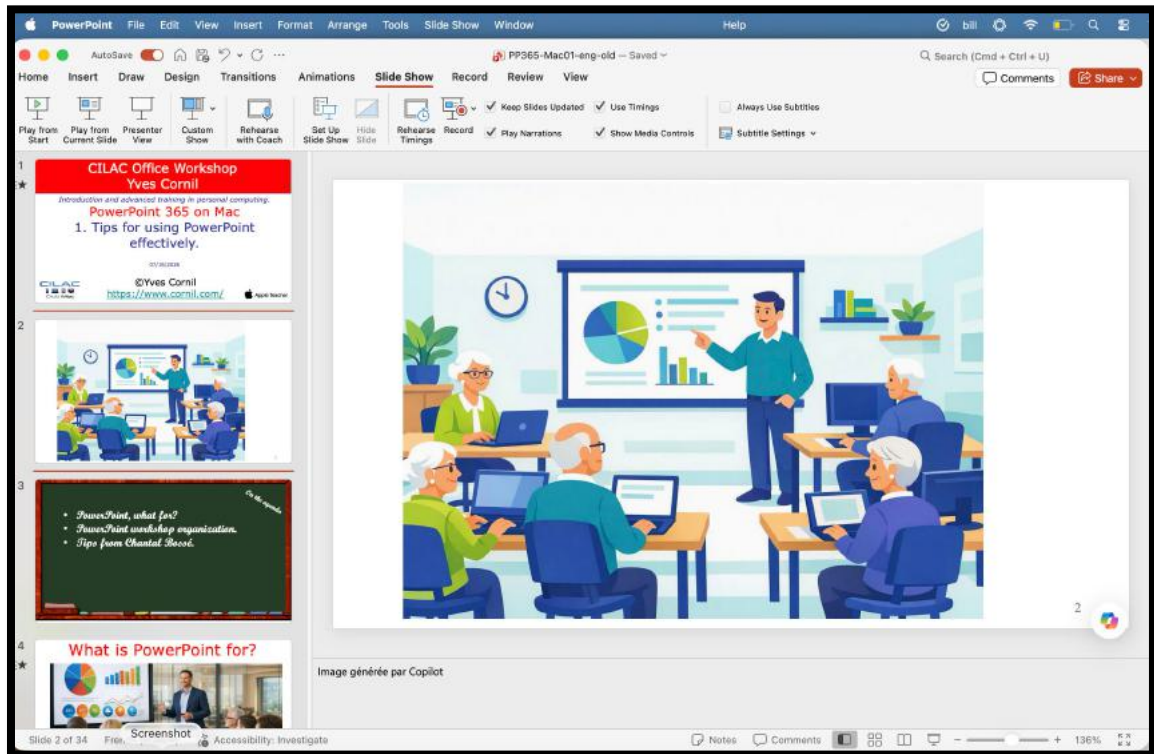
La réglementation impose 3 € minimum de frais de livraison pour les commandes de livres neufs inférieures à 35 €

© Livraison à Paris 75001 — Mettre à jour l'emplacement

*I recommend Chantal Bossé's book to master PowerPoint (2nd edition).
(Available at Amazon, English version, for PowerPoint Windows).
Image on Frenh Amazon Internet site.*

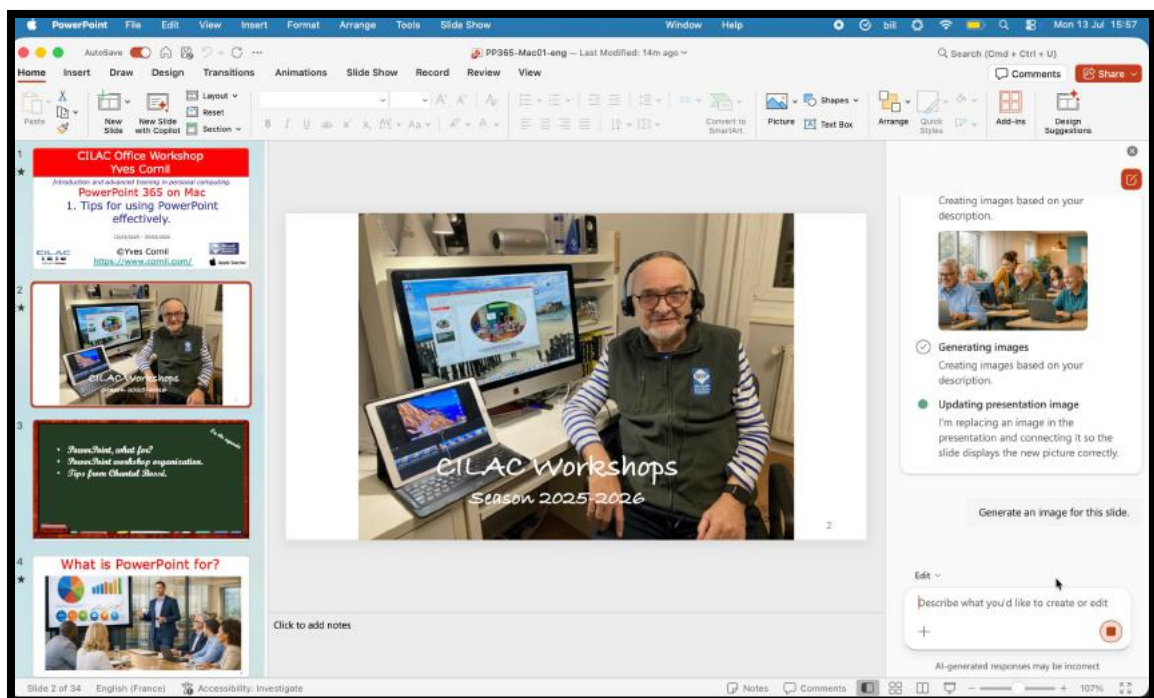
USING COPILOT IN POWERPOINT FOR MAC

DO YOU HAVE COPILOT?



You get the Copilot feature in PowerPoint if you see the Copilot icon in the **Home** tab or the Copilot icon is floating (version 16.110+).

GENERATE AN IMAGE (1).



Generate an image for this slide

Creating images based on your description.



Generating images

Creating images based on your description.



Updating presentation image

I'm replacing an image in the presentation and connecting it so the slide displays the new picture correctly.

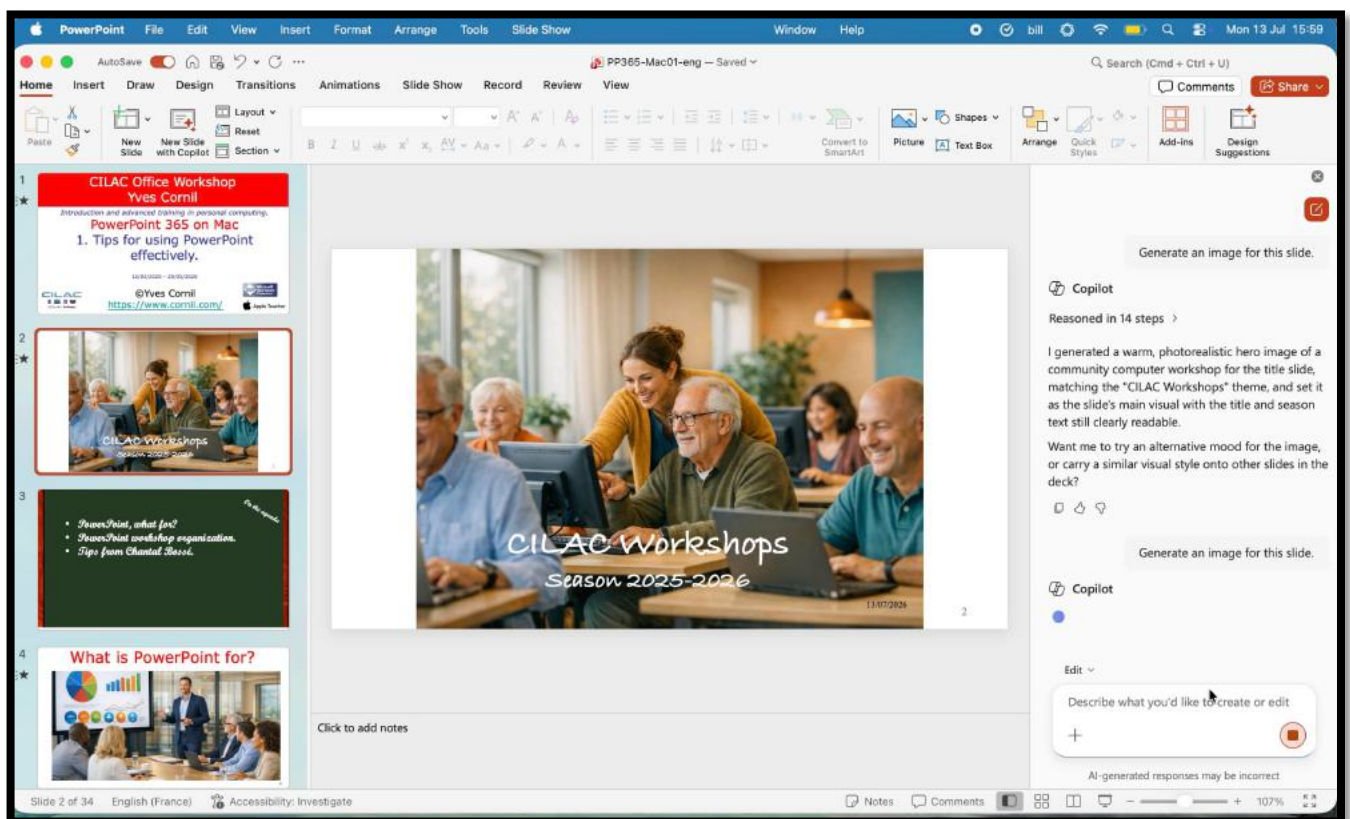
Generate an image for this slide.



Reasoned in 14 steps >

I generated a warm, photorealistic hero image of a community computer workshop for the title slide, matching the "CILAC Workshops" theme, and set it as the slide's main visual with the title and season text still clearly readable.

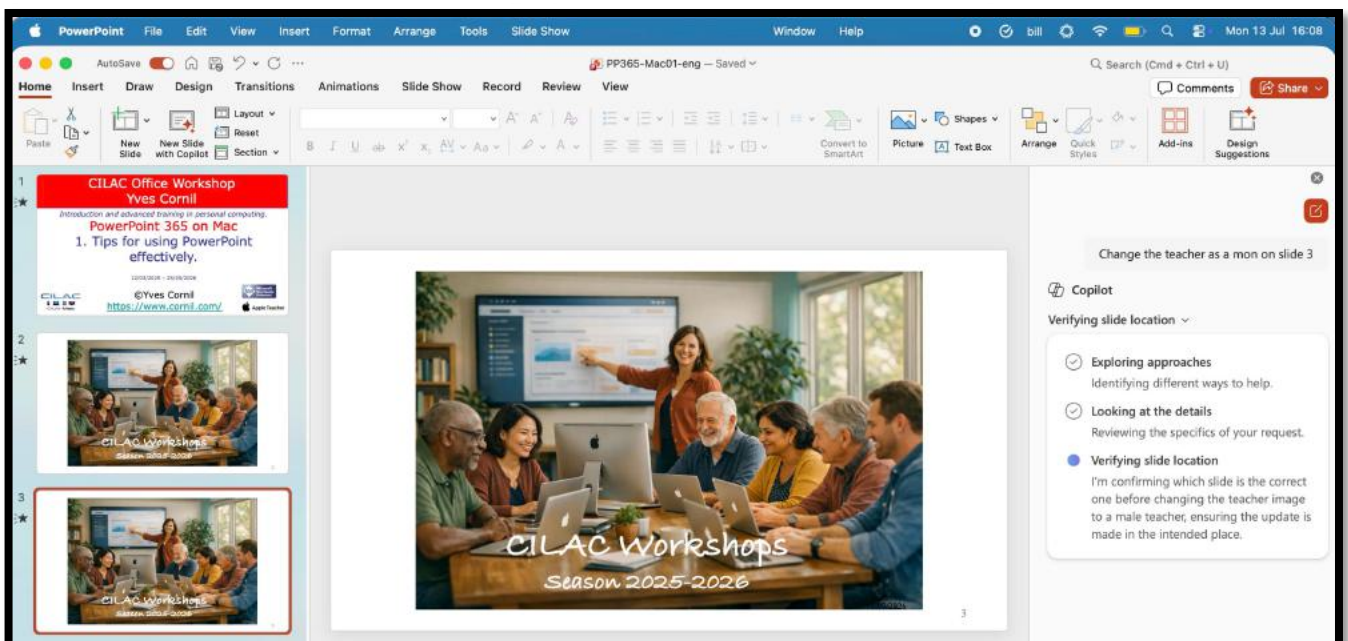
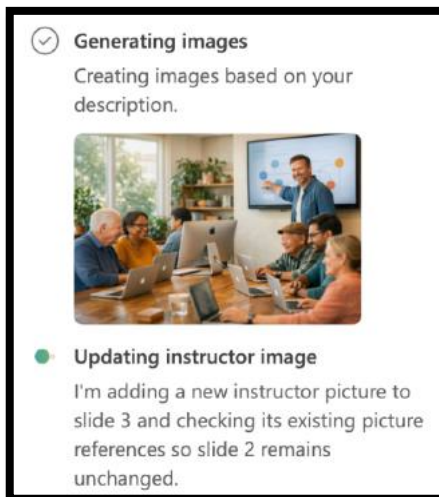
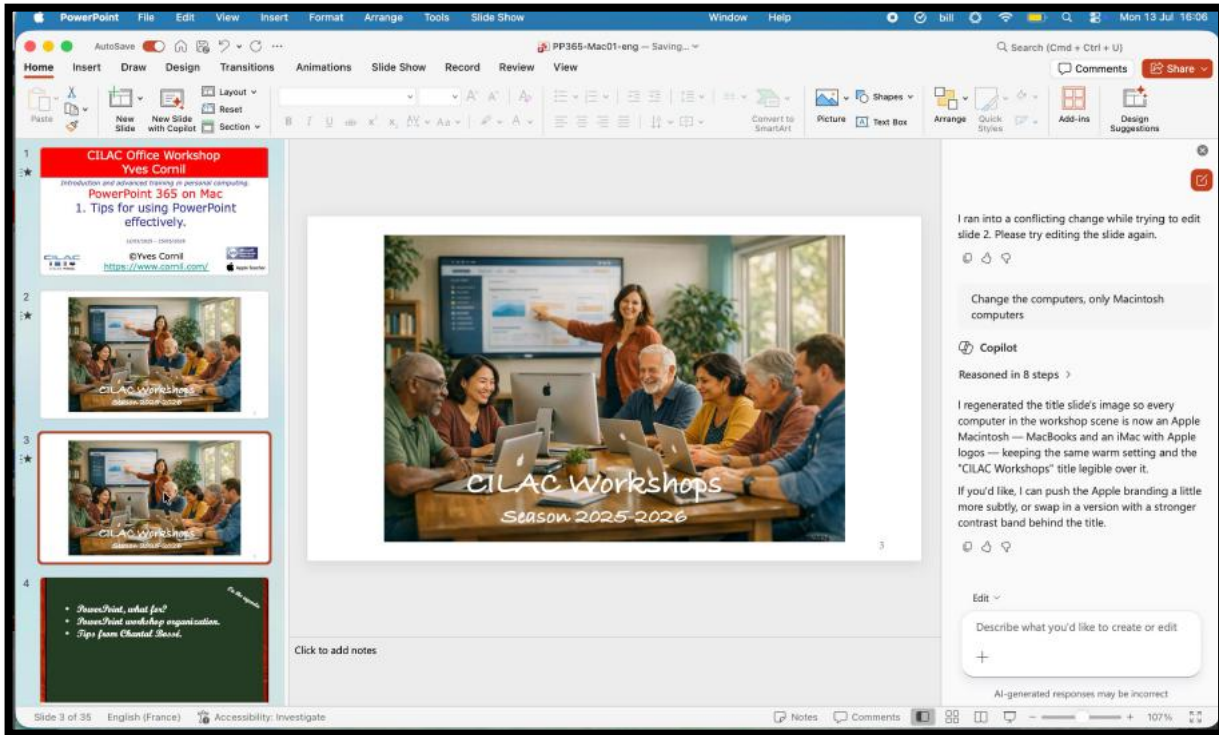
Want me to try an alternative mood for the image, or carry a similar visual style onto other slides in the deck?



Copilot has generated a new image.

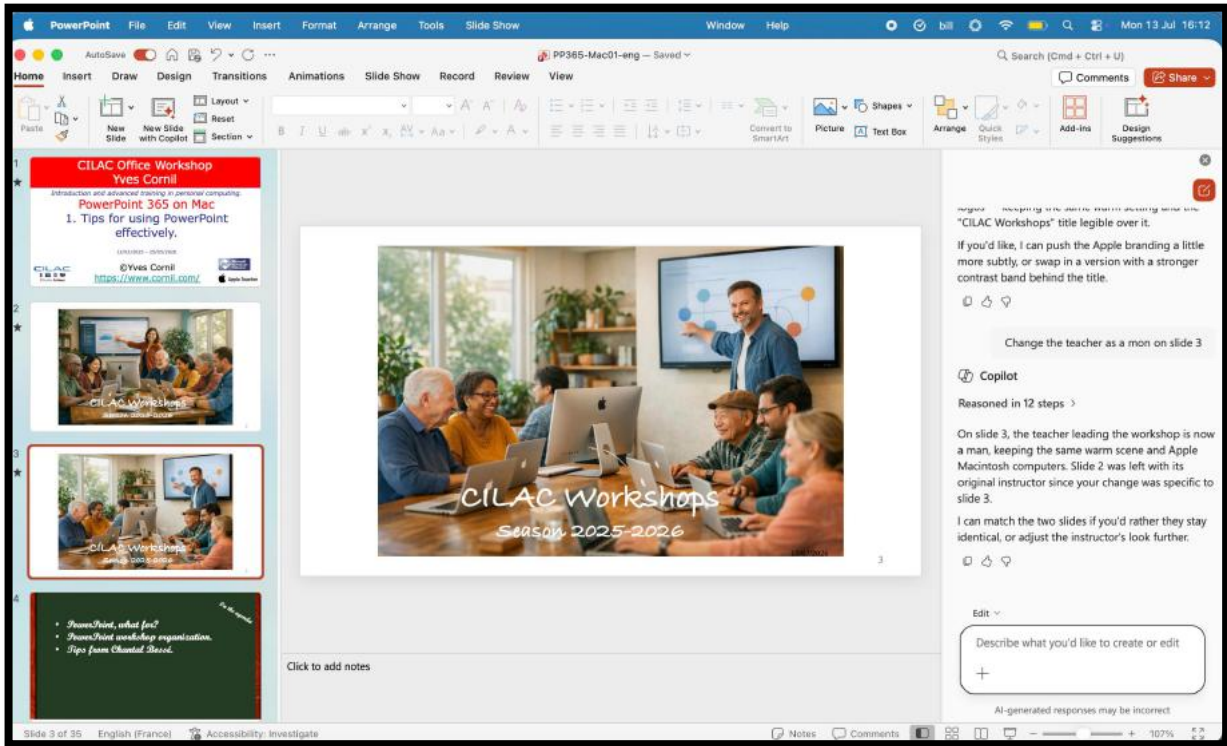
Change the computers, only Macintosh computers

Copilot in PowerPoint for Mac



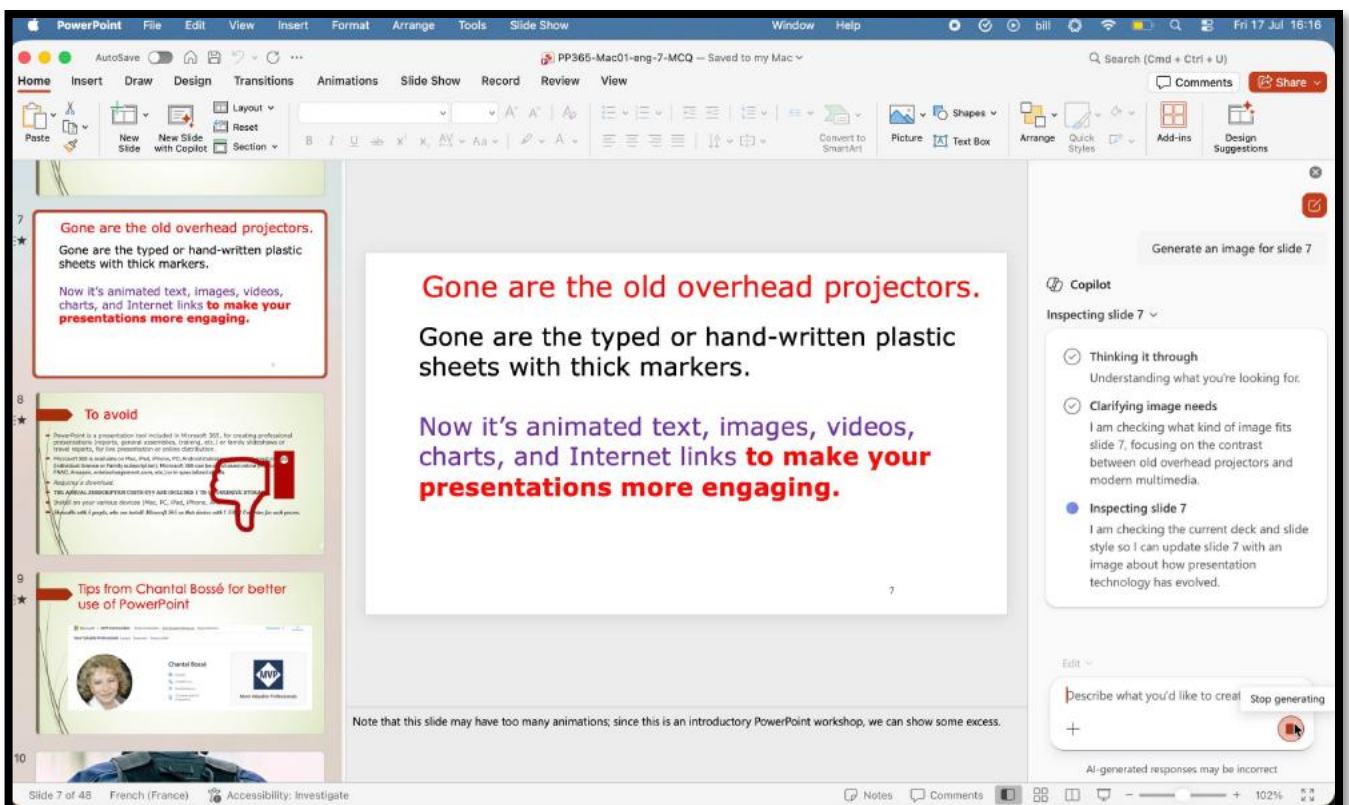
Change the teacher as a man.

Copilot in PowerPoint for Mac



The instructor is now a man.

GENERATE AN IMAGE (2).



Generate an image for slide 7

 Copilot

Inspecting slide 7 ▾

✓ Thinking it through

Understanding what you're looking for.

✓ Clarifying image needs

I am checking what kind of image fits slide 7, focusing on the contrast between old overhead projectors and modern multimedia.

● Inspecting slide 7

I am checking the current deck and slide style so I can update slide 7 with an image about how presentation technology has evolved.

✓ Generating images

Creating images based on your description.

✓ Planning image layout

I am fitting a text-free image into slide 7's style and space, using a horizontal design to show the move from old to modern.



● Considering image placement

I am placing a generated image on slide 7 in a subtle bottom band, keeping the text clear and avoiding overlap.

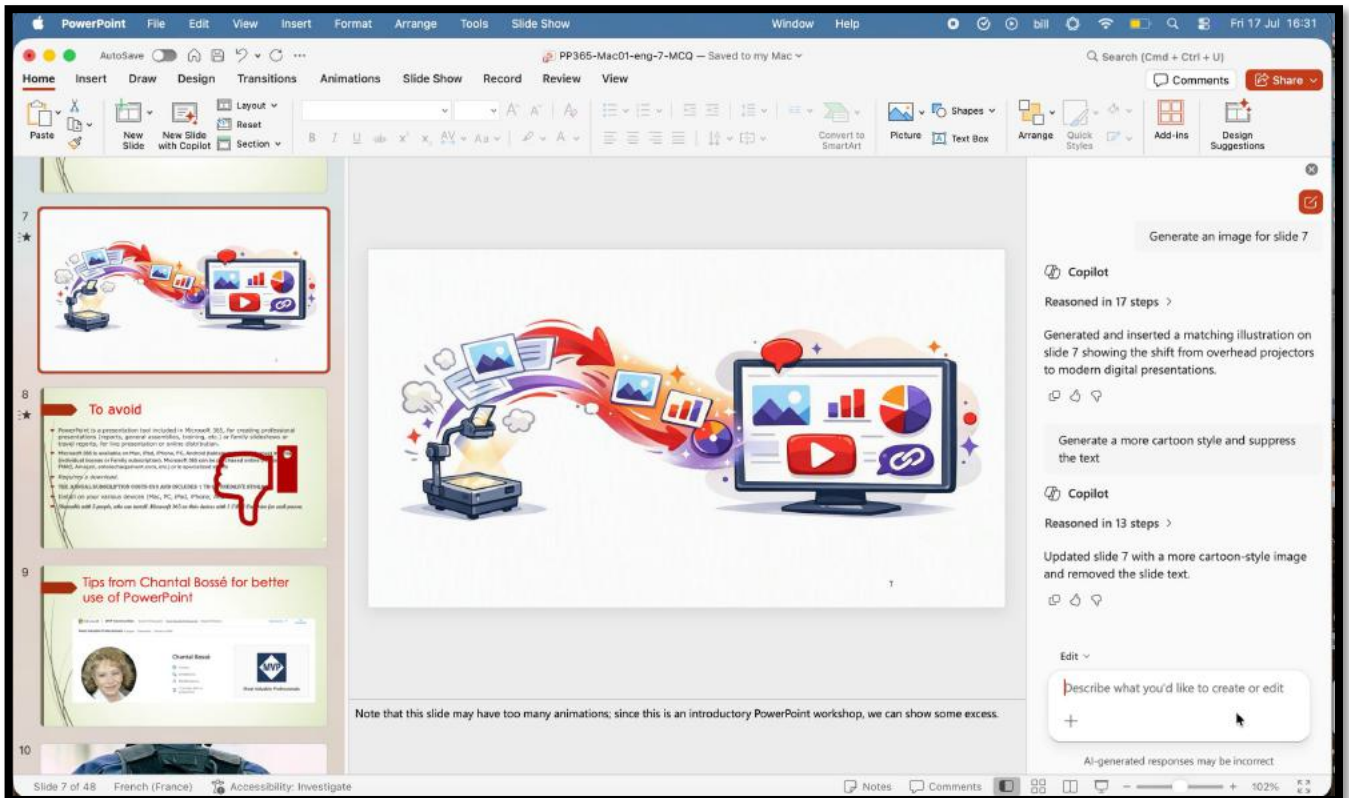
[illegible]

Generate a more cartoon style and suppress the text

- ✓ **Looking at the details**
Reviewing the specifics of your request.
- ✓ **Generating images**
Creating images based on your description.
- **Planning image editing**
I am preparing a large centred cartoon image for slide 7, removing all text and checking the result for a clean fit.

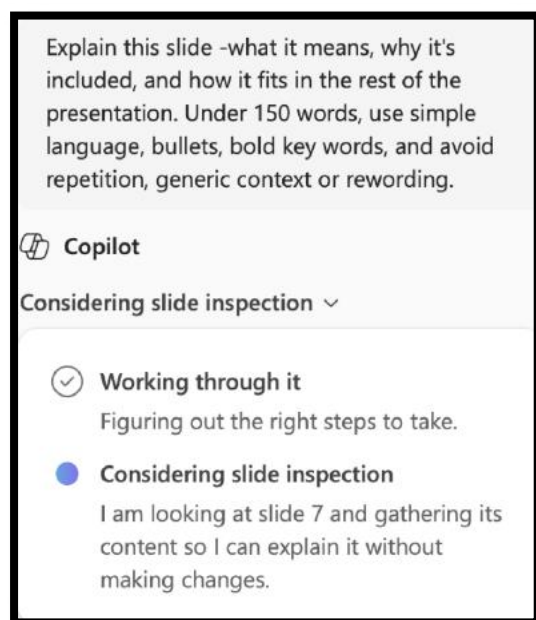
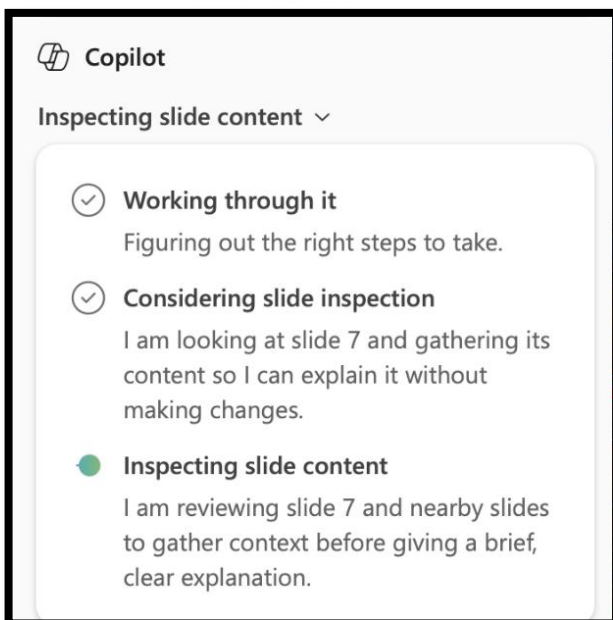
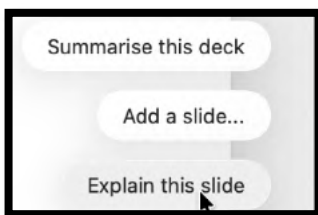
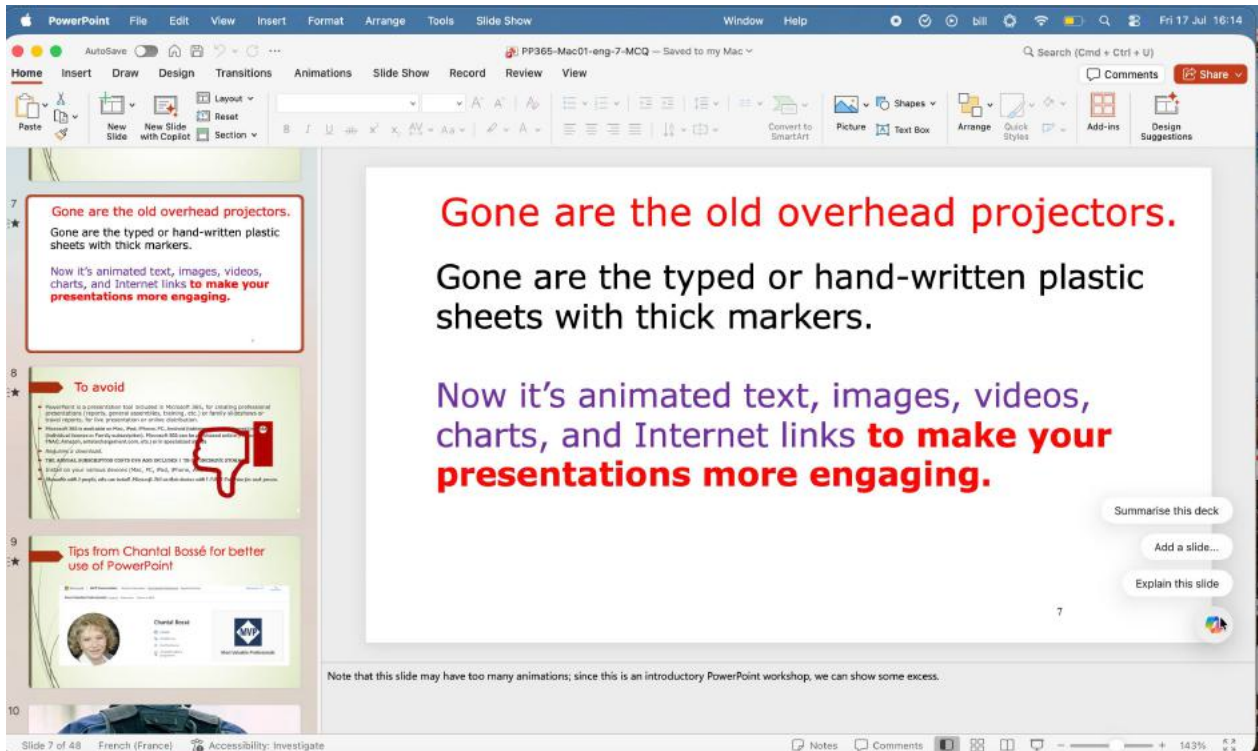


- ✓ **Adjusting slide layout**
I'm removing all text from slide 7 and centring a cartoon image, with careful cropping and layout checks to keep the slide clean and balanced.
- ✓ **Continuing rendering**
I am checking whether the slide is finished and then adjusting it to feel more cartoon-like with less text.
- **Validating and preparing push**
I am checking the slide for leftover text and transition issues, then confirming everything is ready before pushing.



It's a beautiful image!!!

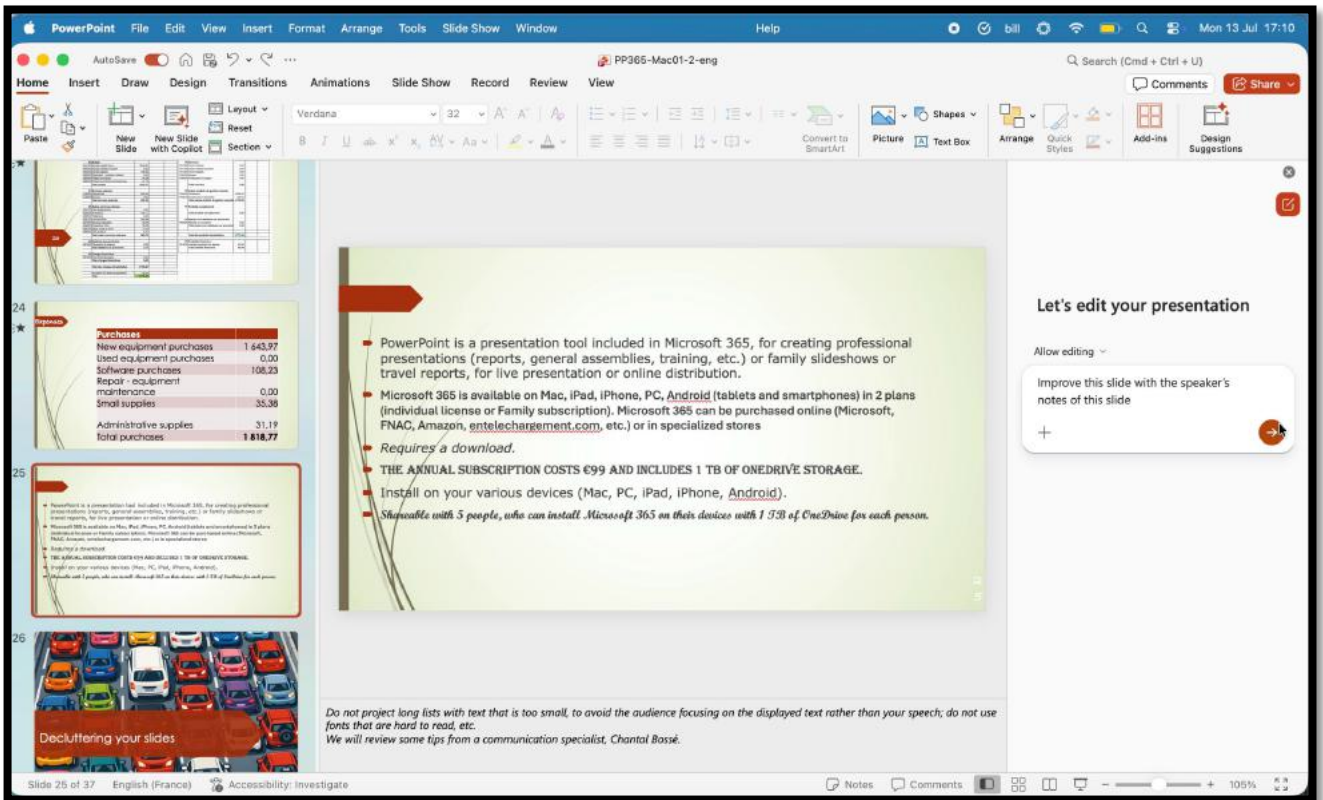
EXPLAIN A SLIDE.



Copilot

- **Meaning:** PowerPoint has replaced old projector sheets with richer, more flexible content.
- **Why included:** It shows why learning PowerPoint matters now: presentations can use animation, images, video, charts, and links.
- **Fit in deck:** After introducing PowerPoint for CILAC, this slide acts as a **transition** from old methods to modern presentation skills the workshop will teach.

IMPROVE A SLIDE.



PowerPoint is a presentation tool included in Microsoft 365, for creating professional presentations (reports, general assemblies, training, etc.) or family slideshows or travel reports, for live presentation or online distribution.

Microsoft 365 is available on Mac, iPad, iPhone, PC, Android (tablets and smartphones) in 2 plans (individual license or Family subscription). Microsoft 365 can be purchased online (Microsoft, FNAC, Amazon, entelechargement.com, etc.) or in specialized stores

Requires a download.

THE ANNUAL SUBSCRIPTION COSTS €99 AND INCLUDES 1 TB OF ONEDRIVE STORAGE.

Install on your various devices (Mac, PC, iPad, iPhone, Android).

Shareable with 5 people, who can install Microsoft 365 on their devices with 1 TB of OneDrive for each person.

Do not project long lists with text that is too small, to avoid the audience focusing on the displayed text rather than your speech; do not use fonts that are hard to read, etc.
We will review some tips from a communication specialist, Chantal Bossé.

Let's edit your presentation

Allow editing

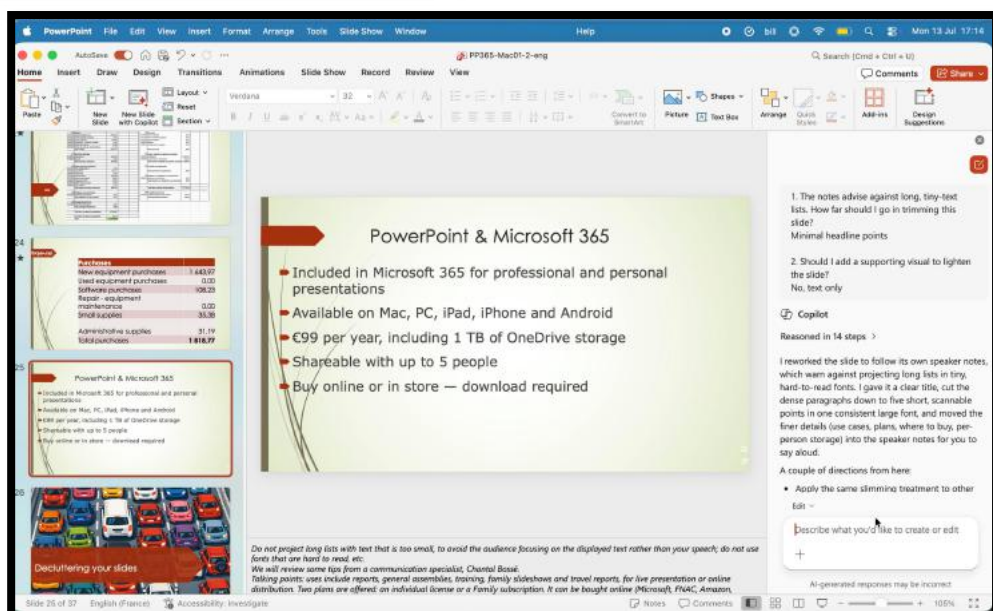
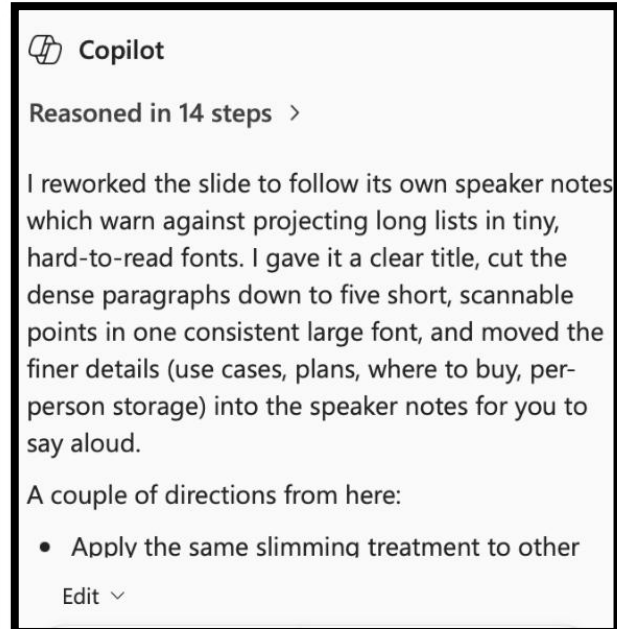
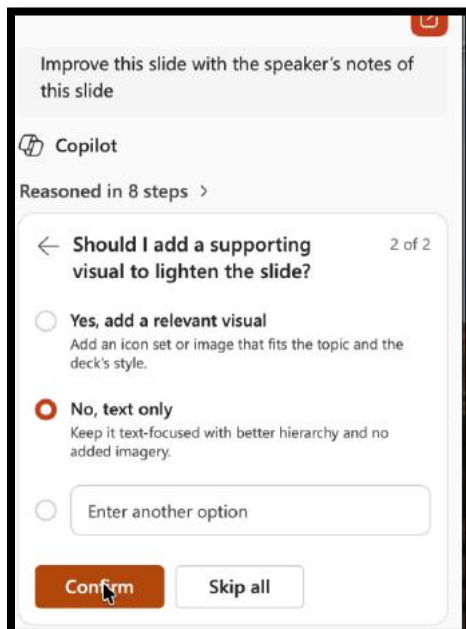
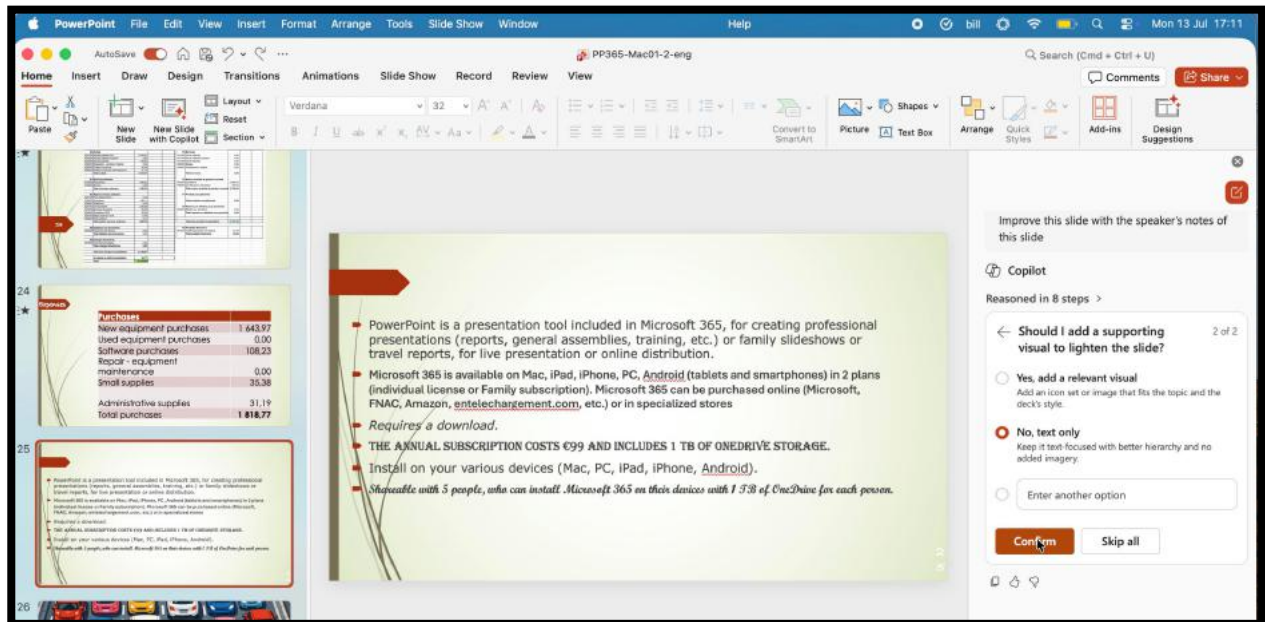
Improve this slide with the speaker's notes of this slide

Slide 25 of 37 English (France) Accessibility: Investigate

Improve this slide with the speaker's notes of this slide

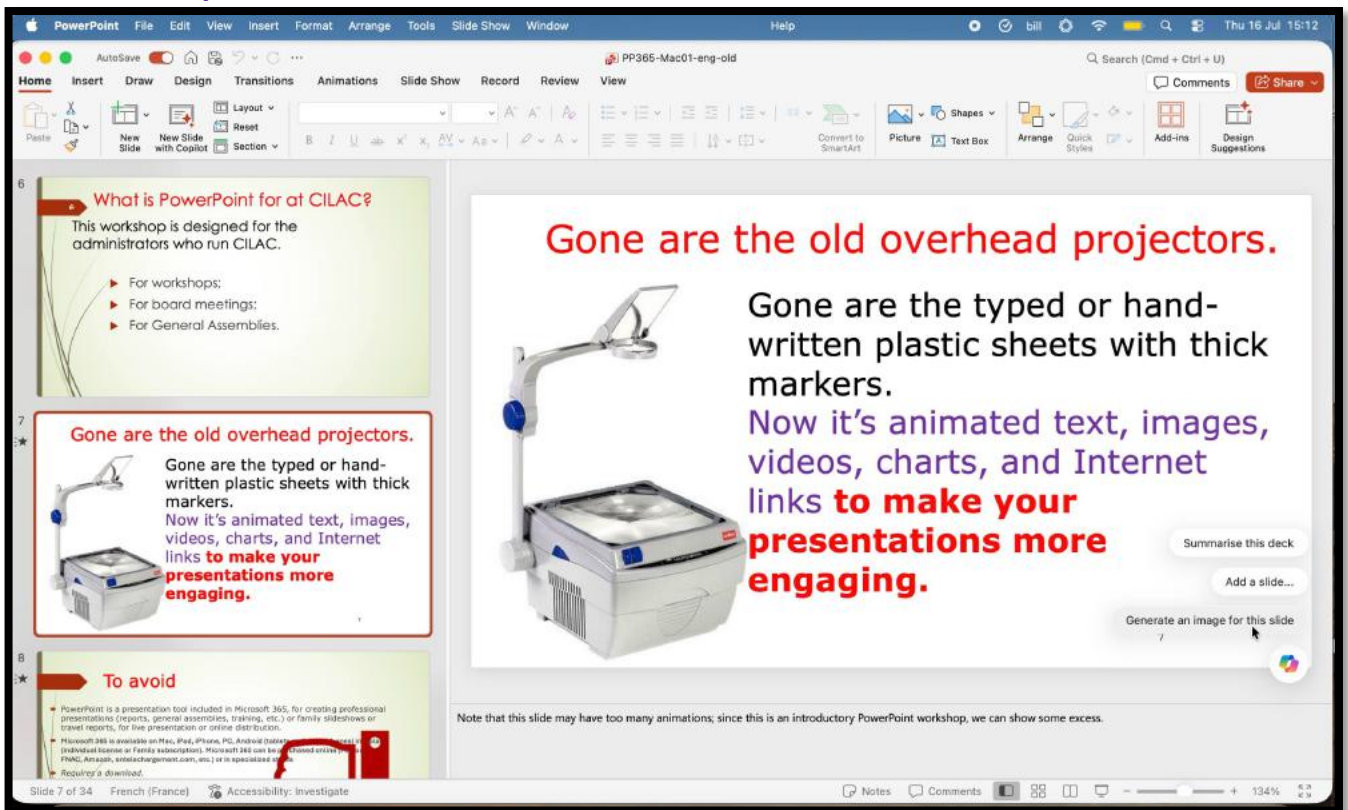


Copilot in PowerPoint for Mac



The work is done.

SOMETIMES, THE SERVICE IS OUT OF ORDER.



Generate an image for this slide.

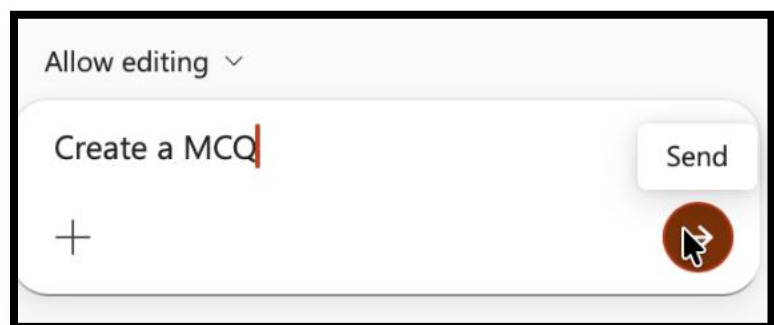
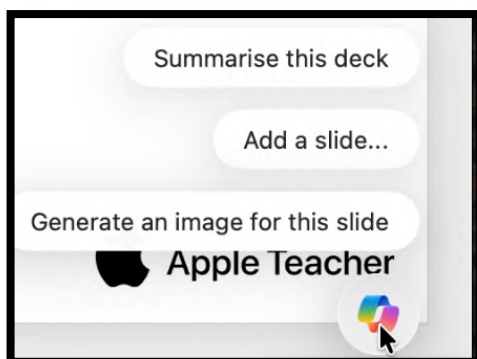
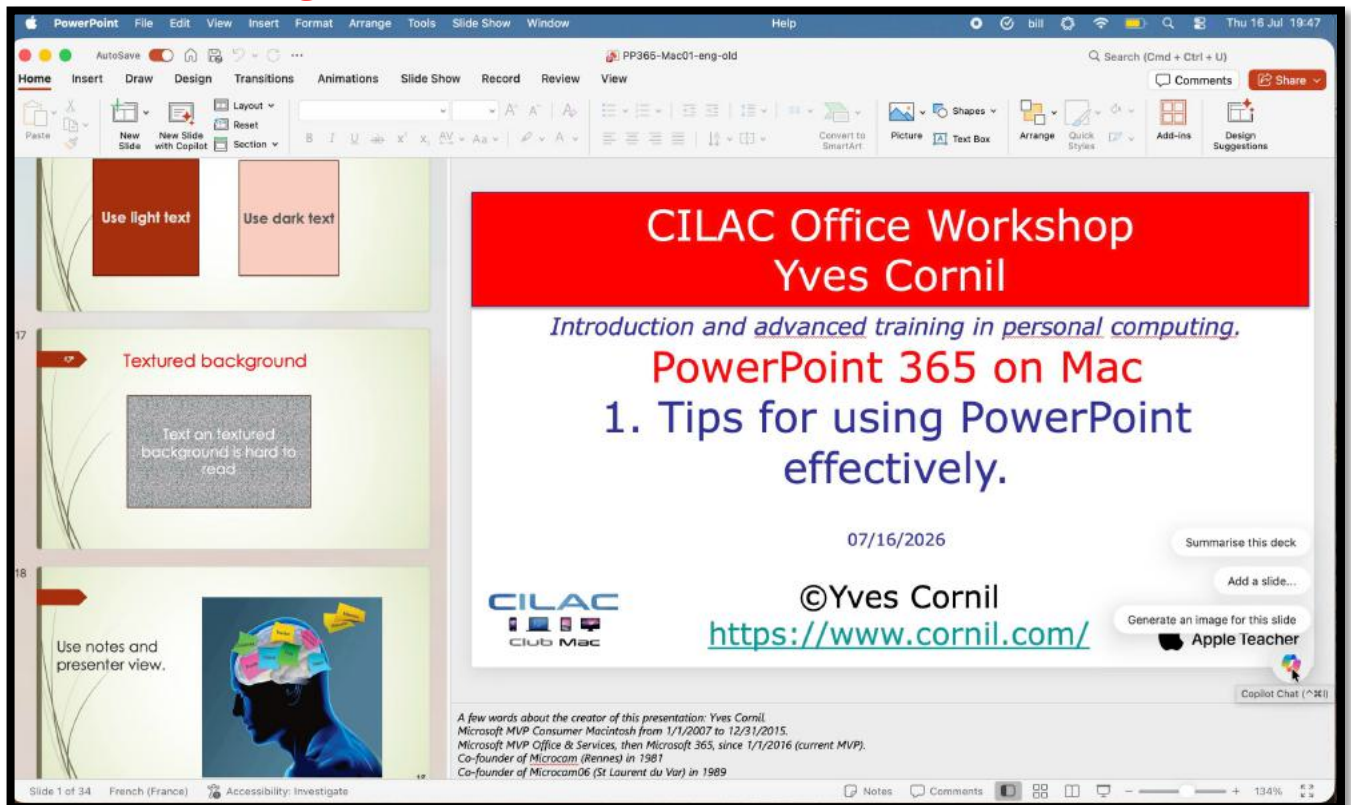


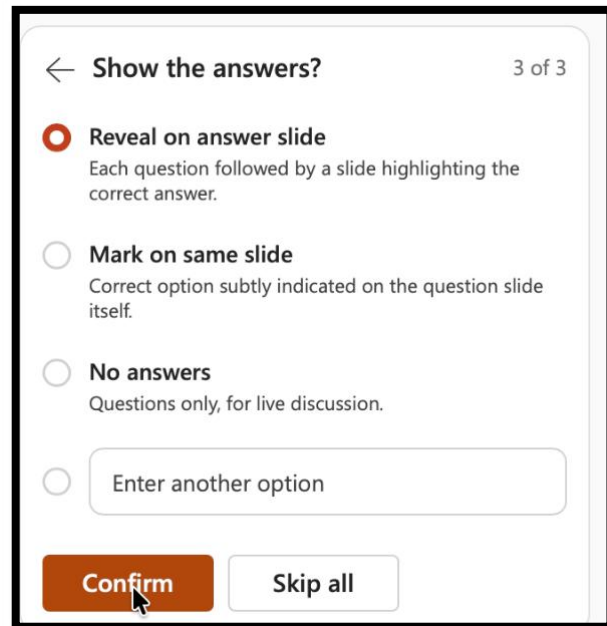
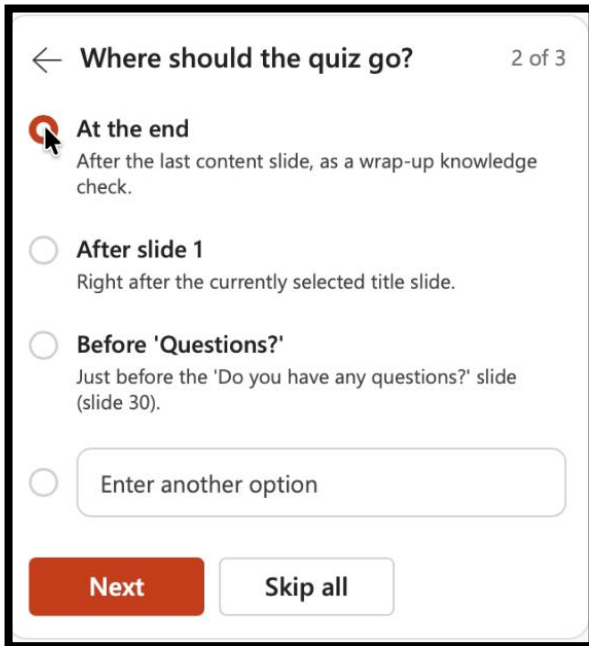
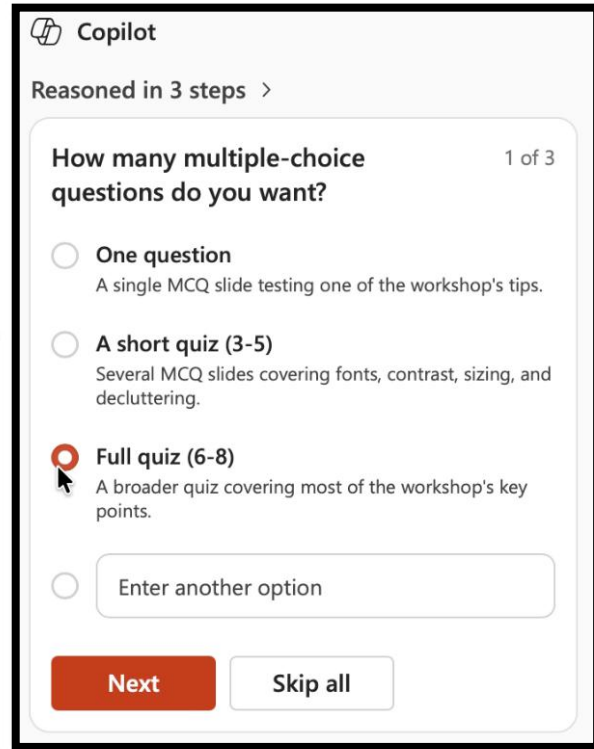
Reasoned in 5 steps >

I wasn't able to get this done — the image generation service is temporarily down. I tried a few times just now (including a simple, plain request) and it's returning a server-side error each time, so it's an outage on that end rather than anything about your slide.

Here's what I had planned so it's ready to go the moment it's back: a modern digital-presentation visual (a sleek laptop and screen showing colorful charts and video), placed on the right as a counterpoint to the old overhead projector on the left — reinforcing the slide's "old vs. new" message, with the text reflowed into the middle so nothing overlaps.

CREATE A MCQ.





How many multiple-choice questions do you want?

- Full quiz (6-8).

Where should the quiz go?

- At the end.
- Reveal on answer slide.

Working on it ▾

- ✓ Looking at the details
- ✓ Got it — a full quiz of 7 questions at the end, each question followed by an answer-reveal slide. Let me set up and match your deck's style
- 💡 I've got the theme (teal + dark blue, 16:9). Now I'll build the quiz. Let me create the slides and inspect the structure
- Structure's clean. Let me create the remaining 13 slides and capture their order

Style

- 💡 I've got the theme (teal + dark blue, 16:9). Now I'll build the quiz. Let me create the slides and inspect the structure
- 💡 Structure's clean. Let me create the remaining 13 slides and capture their order
- 💡 Content slides use Verdana. I'll use that for the quiz. Now I'll generate all 14 slides with a consistent design

- 💡 Slides look good — the explanation band is present and the correct answer stands out clearly. The main real fix is vertical balance on the question slides (empty lower third). I'll lower and enlarge the card grid and add a footer hint line. Let me update the generator
- ⦿ Better balance. The footer hint collides with the corner decoration though. Let me center it and check an answer slide
- ✓ Answer slides look polished. Let me center the footer hint so it clears the corner decoration
- ⦿ Clean and balanced now. Let me run a final content check and verify the answer content is correct
- All content is correct and consistent. Let me push the final presentation

Copilot

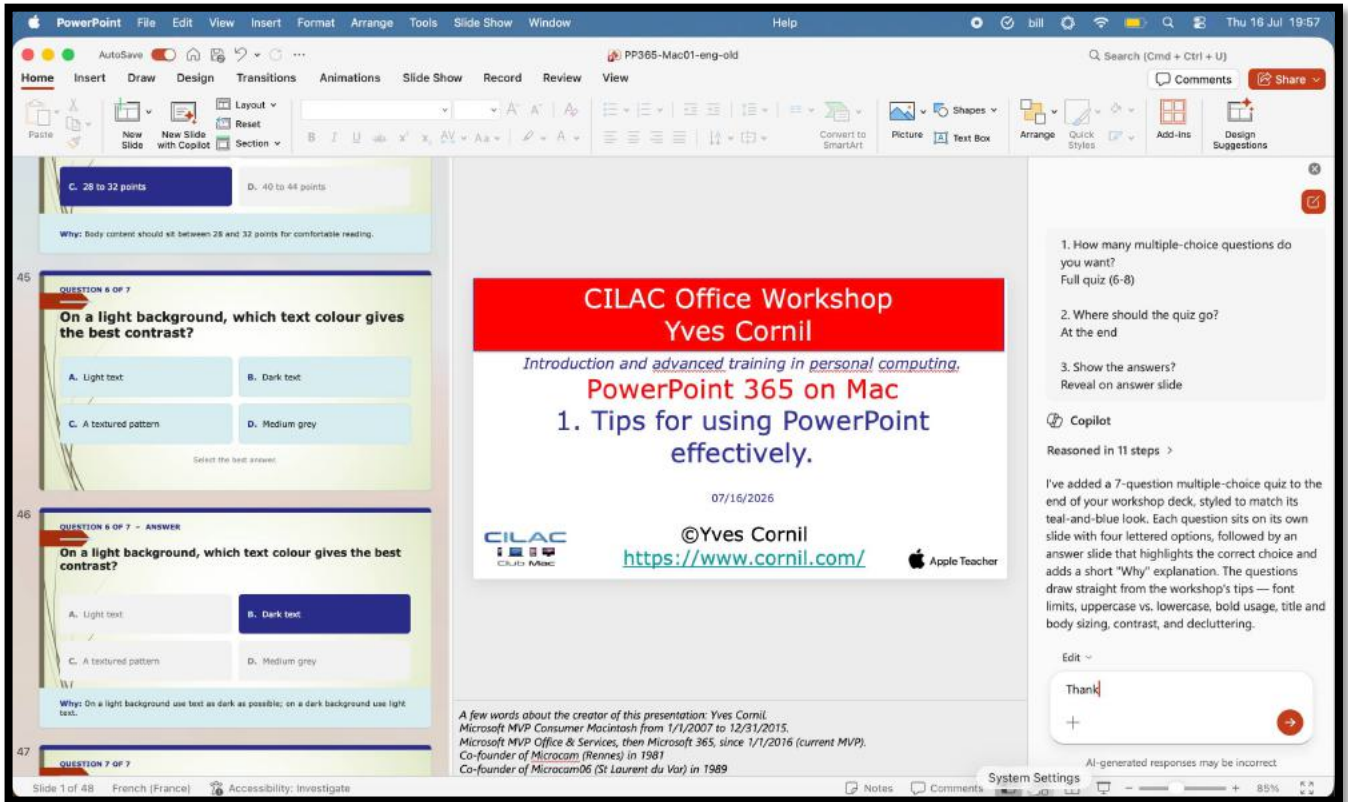
Reasoned in 12 steps >

I've added a 7-question multiple-choice quiz to the end of your workshop deck, styled to match its teal-and-blue look. Each question sits on its own slide with four lettered options, followed by an answer slide that highlights the correct choice and adds a short "Why" explanation. The questions draw straight from the workshop's tips — font limits, uppercase vs. lowercase, bold usage, title and body sizing, contrast, and decluttering.

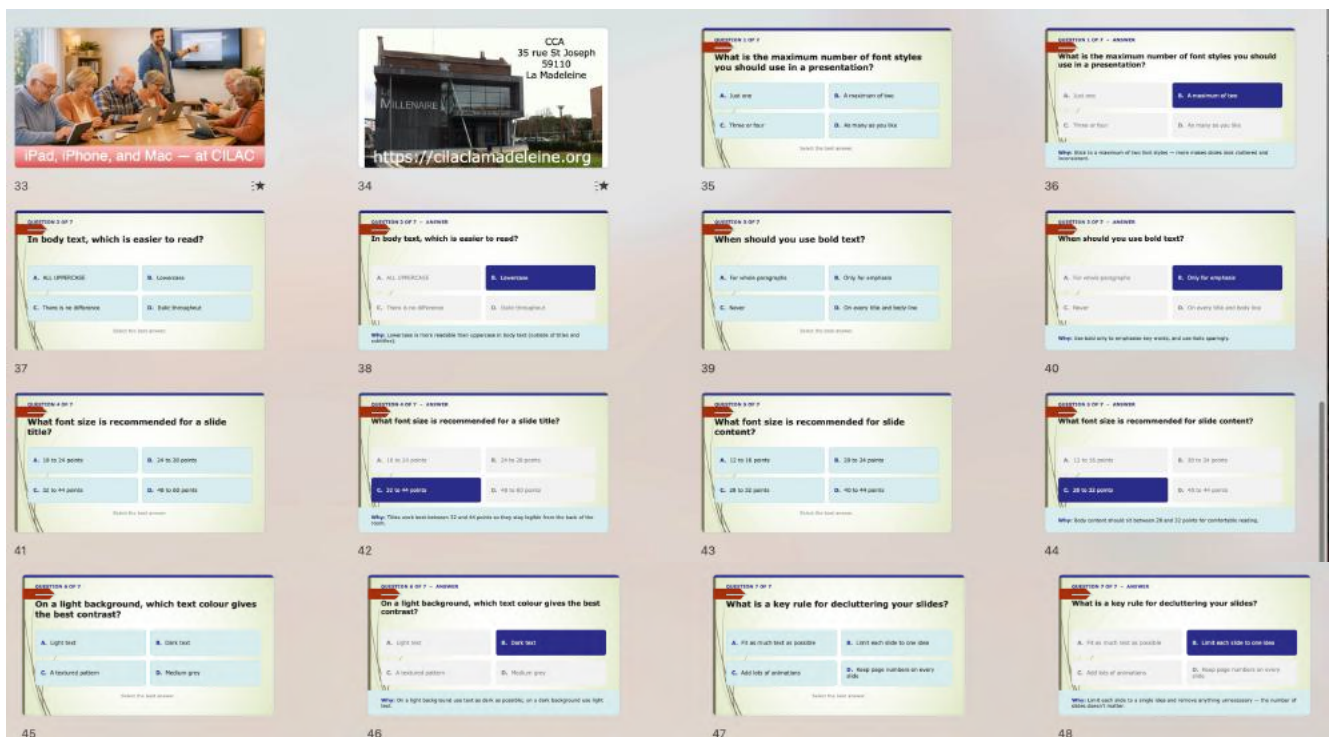
Want me to also drop in a short "Quiz" divider slide before it, or shuffle the answer positions so the correct one isn't always in the same spot?

- Making every pixel count...

Copilot in PowerPoint for Mac



The MCQ was created at the end of the presentation.



General view of the quiz.

35

QUESTION 1 OF 7

What is the maximum number of font styles you should use in a presentation?

A. Just one

B. A maximum of two

C. Three or four

D. As many as you like

Select the best answer.

The question.

36

QUESTION 1 OF 7 - ANSWER

What is the maximum number of font styles you should use in a presentation?

A. Just one

B. A maximum of two

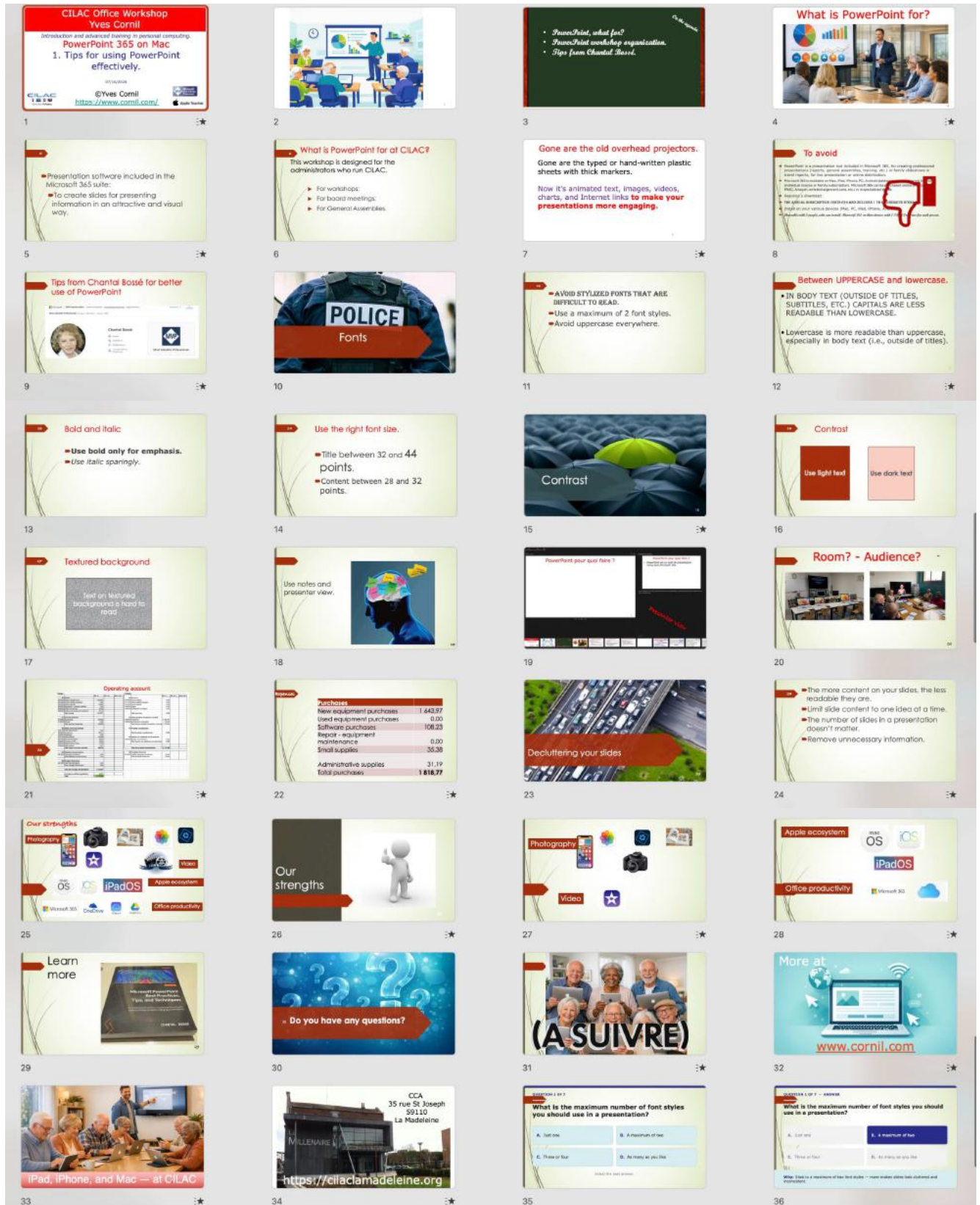
C. Three or four

D. As many as you like

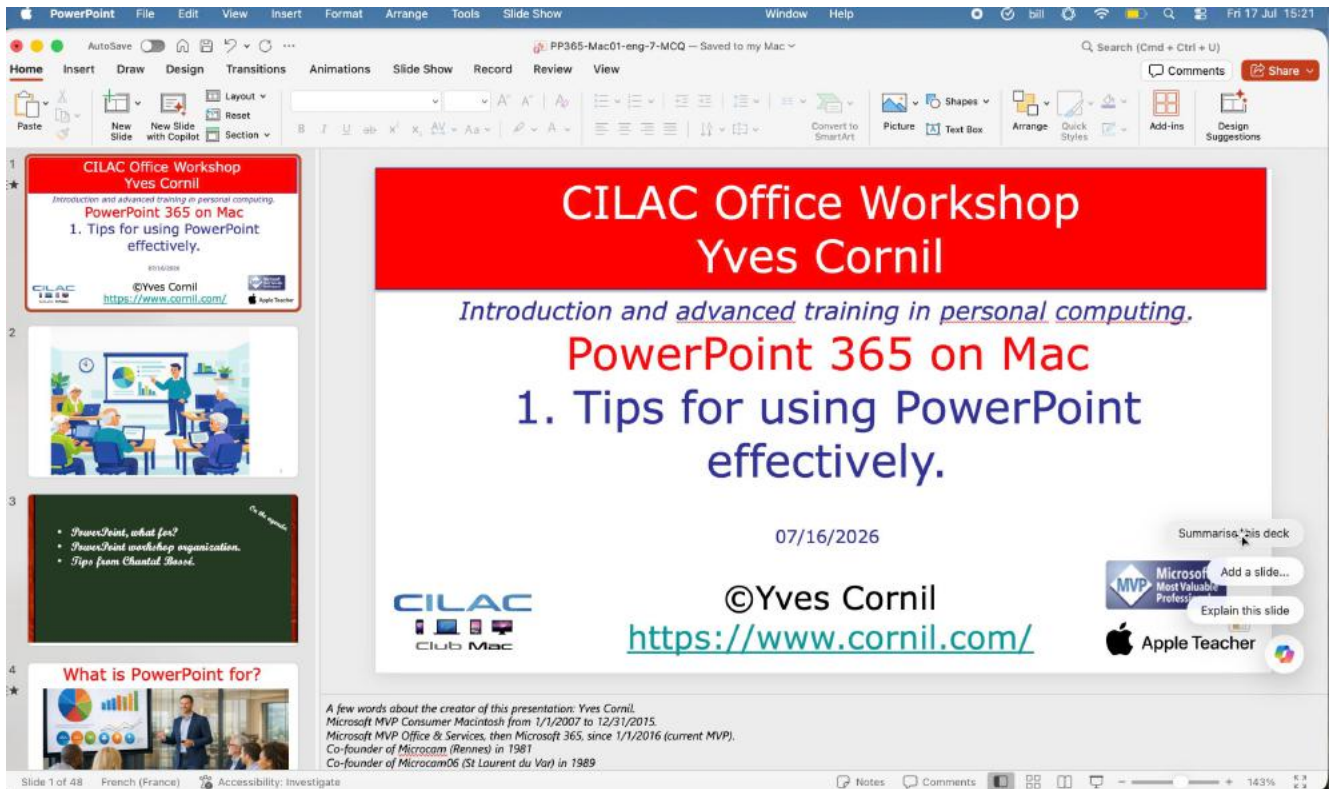
Why: Stick to a maximum of two font styles — more makes slides look cluttered and inconsistent.

The answer.

SUMMARIZE A PRESENTATION.



View of the presentation (slide 1 to 36).



Summarize the deck.

Copilot

- This deck is a **CILAC PowerPoint training workshop** on creating clearer, more engaging presentations.
- It emphasizes practical design rules: **readable fonts, strong contrast, appropriate font sizes, presenter notes, and decluttered slides.**
- The final section uses a **7-question quiz** to reinforce the key lessons.

Questions to ask next:

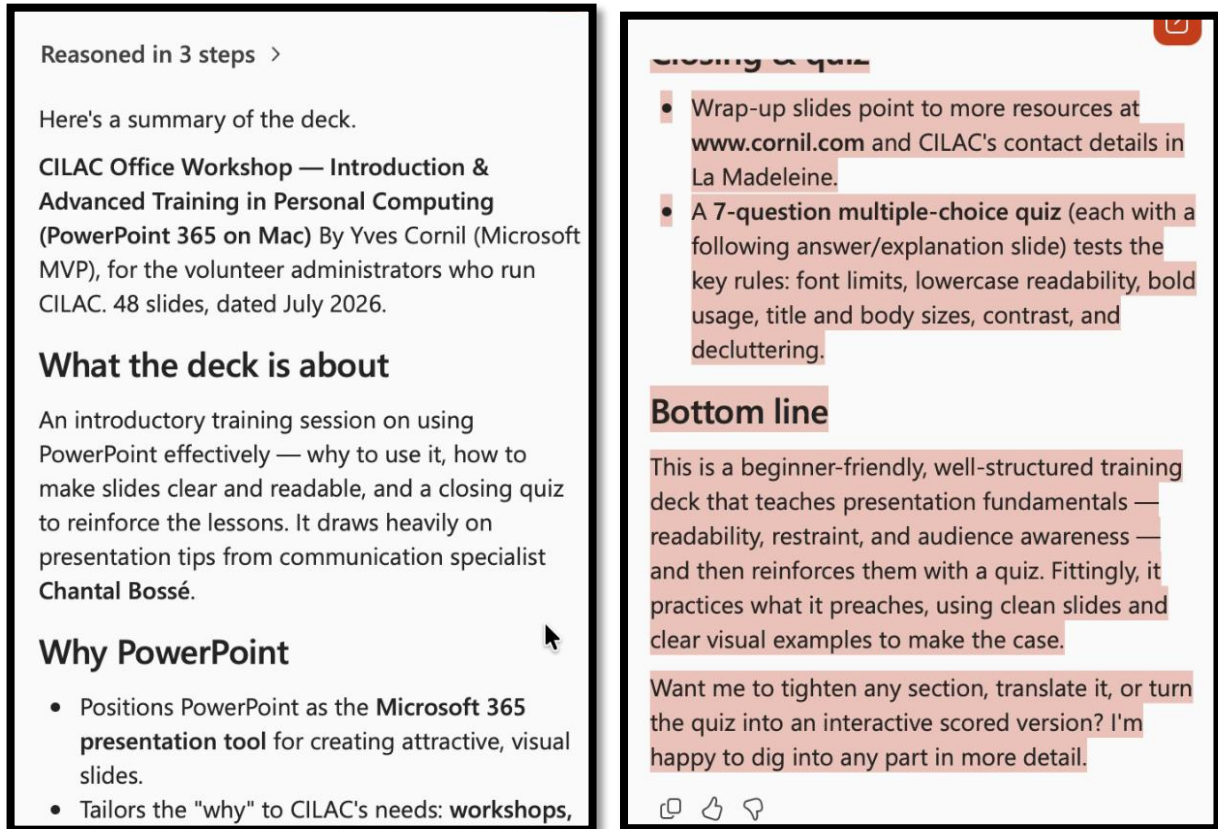
- "What are the most important design principles taught here?"
- "Which slides could be improved for clarity?"
- "Can you summarize this as a trainer's handout?"

Reasoned in 2 steps >

What would you like me to do with your presentation?

- ☐ **Work on slide 1**
You have slide 1 selected — I can edit, restyle, or rework it. Tell me how.
- ☒ **Summarize the deck**
I'll read through all 48 slides and give you a clear summary.
- ☐ **Edit specific slides**
Point me to the slides and changes you want, and I'll make them.
- ☐ **Build or add slides**
I'll create new slides or extend the deck based on your brief.
- ☐ Enter another option

Confirm
Skip all



I select the text, copy and paste in a Word document.

HERE'S A SUMMARY OF THE DECK.

CILAC Office Workshop — Introduction & Advanced Training in Personal Computing (PowerPoint 365 on Mac) By Yves Cornil (Microsoft MVP), for the volunteer administrators who run CILAC. 48 slides, dated July 2026.

What the deck is about

An introductory training session on using PowerPoint effectively — why to use it, how to make slides clear and readable, and a closing quiz to reinforce the lessons. It draws heavily on presentation tips from communication specialist **Chantal Bossé**.

Why PowerPoint

- Positions PowerPoint as the **Microsoft 365 presentation tool** for creating attractive, visual slides.
- Tailors the "why" to CILAC's needs: **workshops, board meetings, and General Assemblies.**
- Contrasts old overhead projectors with today's animated text, images, video, charts, and web links.
- Notes the practical setup — Microsoft 365 runs across Mac, PC, iPad, iPhone, Android; the **annual subscription is around €99** with **1 TB of OneDrive**, shareable with up to 5 people.

The core best-practice lessons

- **Fonts** — avoid hard-to-read stylized fonts, use a **maximum of two font styles**, and don't set everything in uppercase.
- **Case** — **lowercase is more readable than uppercase** in body text.
- **Bold & italic** — use bold only for emphasis, italic sparingly.
- **Font size** — titles **32–44 pt**, body content **28–32 pt** for back-of-room legibility.
- **Contrast** — dark text on light backgrounds, light text on dark; avoid textured backgrounds behind text.

- **Presenter tools** — use speaker notes and Presenter View (active slide, notes, upcoming slides, timer).
- **Know your room and audience** — mind screen size, especially with dense data tables (e.g., Excel expense sheets).
- **Declutter** — one idea per slide, remove the unnecessary; the number of slides doesn't matter.

Closing & quiz

- Wrap-up slides point to more resources at **www.cornil.com** and CILAC's contact details in La Madeleine.
- A **7-question multiple-choice quiz** (each with a following answer/explanation slide) tests the key rules: font limits, lowercase readability, bold usage, title and body sizes, contrast, and decluttering.

Bottom line

This is a beginner-friendly, well-structured training deck that teaches presentation fundamentals — readability, restraint, and audience awareness — and then reinforces them with a quiz. Fittingly, it practices what it preaches, using clean slides and clear visual examples to make the case.

Want me to tighten any section, translate it, or turn the quiz into an interactive scored version? I'm happy to dig into any part in more detail.