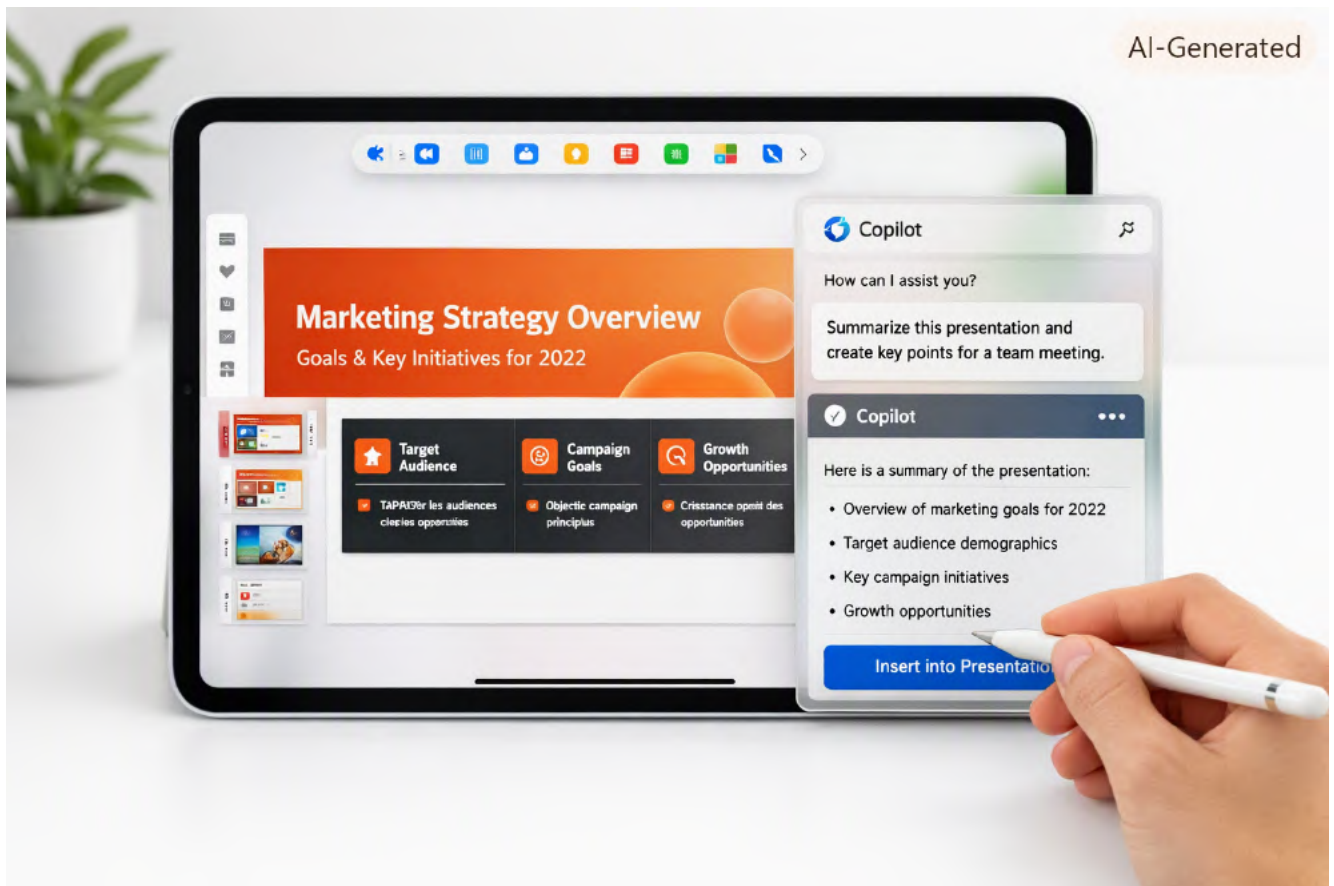


Les **A**venturiers du **B**out du **M**onde

By Yves Cornil

Rampe de Lancement number 218 – 7/27/2026



**Introducing Copilot in
PowerPoint for iPad version
2.112.**

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., macOS 27,
iPadOS 27
Graphic Converter

*This document is
the adaptation of
"Rampe de
Lancement 209",
originally written in
French.*

Enjoy your reading.

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

Yves Cornil

Internet :

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

<https://www.cornil.com/abm/rampe209.pdf>



Copilot in PowerPoint for iPad

Report by Yves Cornil



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

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

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

<https://cilaclamadeleine.org>

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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.

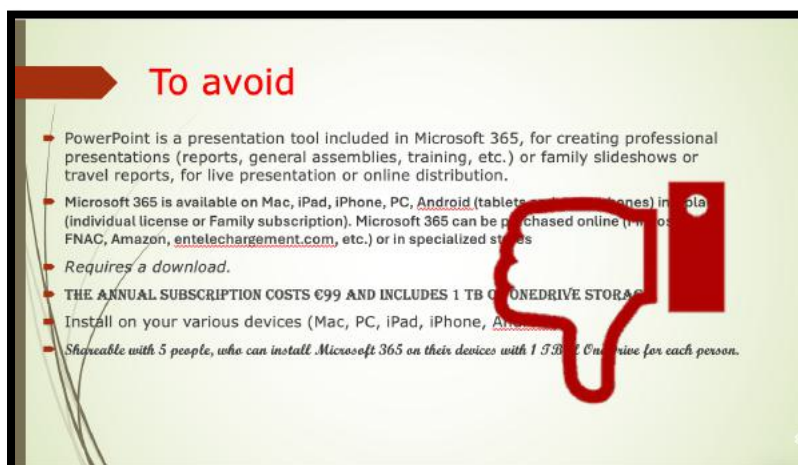
GENERAL PRESENTATION

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 €:

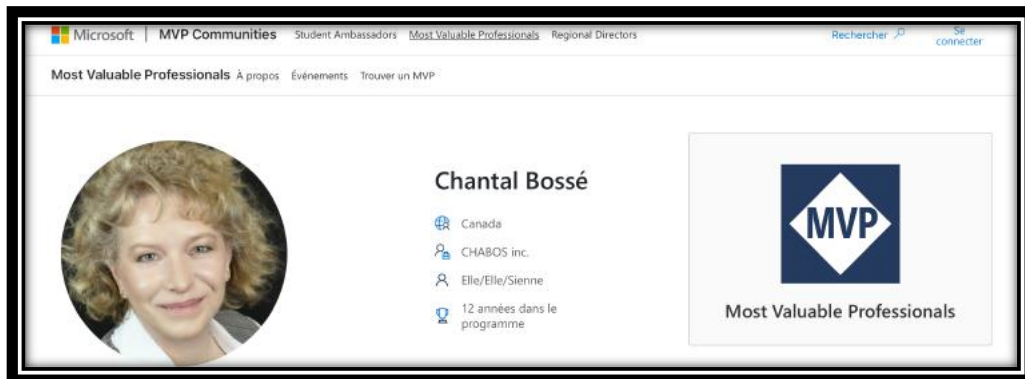
- 1TB OneDrive storage.
- Installations on your different devices:
 - Mac, PC, iPad, iPhone, Android.
- Shareable with 5 people,
 - Who will be able to install it on their devices

- 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.*

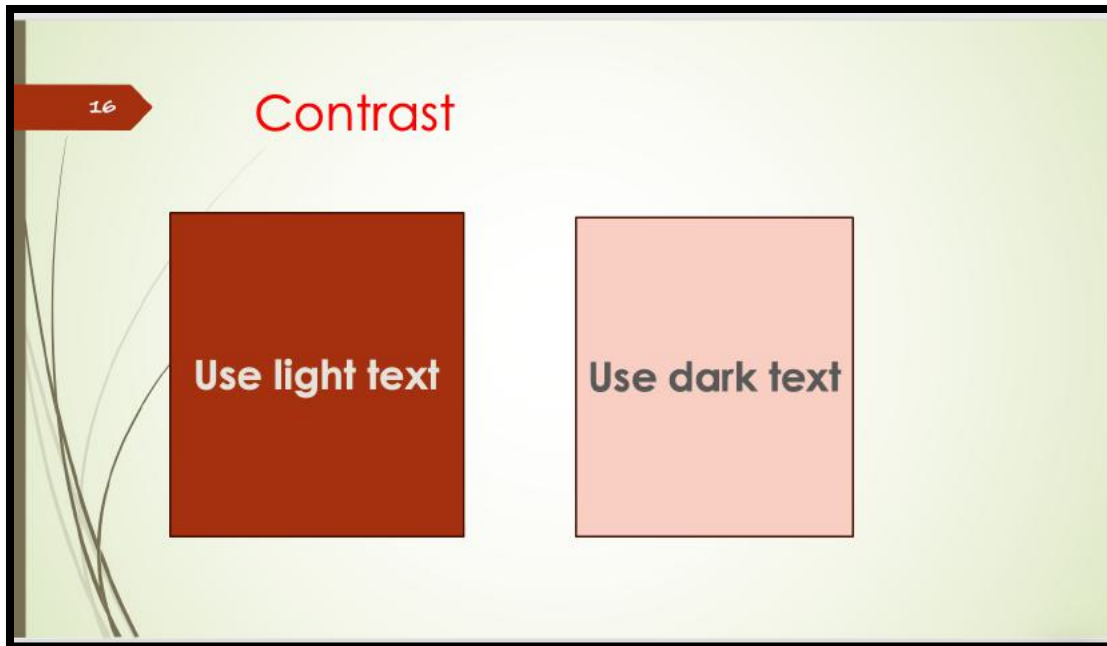
USE THE CORRECT FONT SIZE.

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

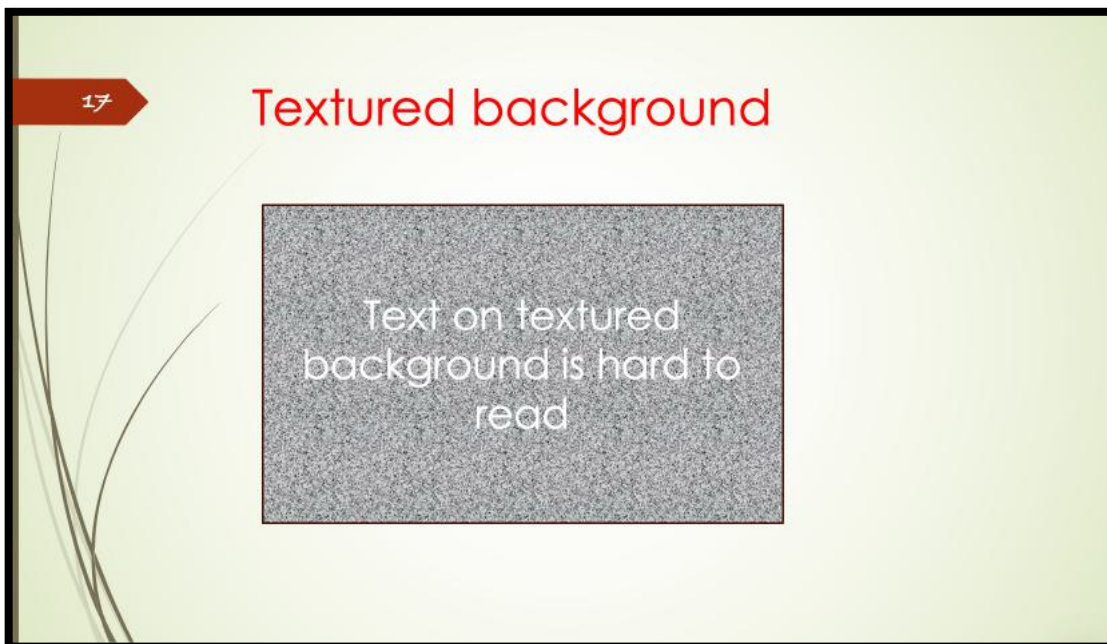
Examples:

28 points – 32 points –
44 points

THE CONTRAST.

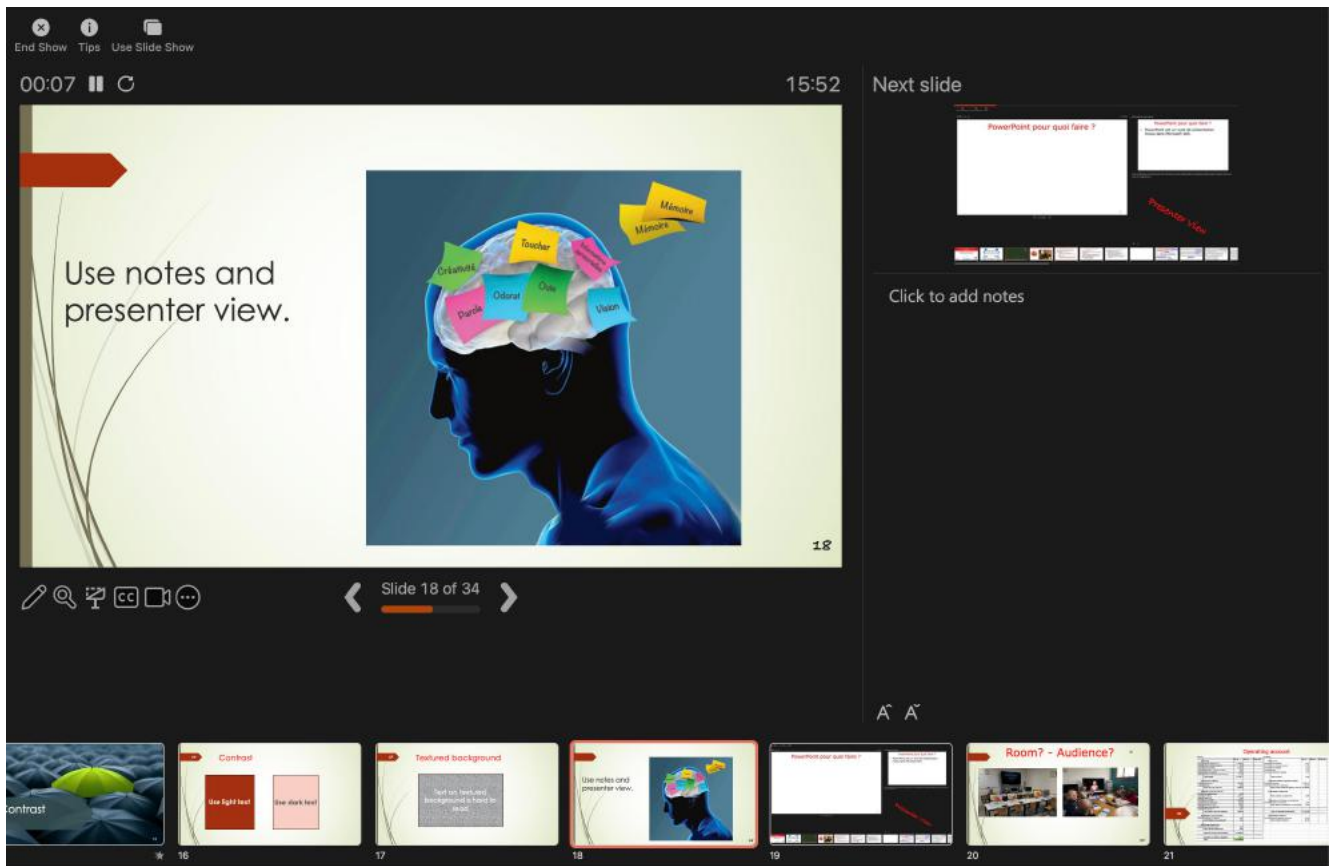


If dark background, use text that is as light as possible.
If background light, use text that is as dark as possible.



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				Produits			
	Ex. n	Ex. n-1	Prev. n+1		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	250,90			756000 Contributions	2 580,00		
618000 Revenus	0,00			758000 Contributions volontaires	150,00		
Total services externes	250,90			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			78 Reprise sur dotations aux provisions			
626000 Téléphone	0,00			780000 Reprise sur provisions	0,00		
626100 Internet/ADSL	350,88			Total reprise sur dotations aux provisions	0,00		
627000 Services bancaires	25,00						
628000 Cotisations CCA	75,00			Total des produits d'exploitation	2 773,44		
628100 Siège social au CCA	17,00						
629000 Frais postaux	5,71			76 Produits financiers			
Total autres services externes	669,79			761000 Intérêts placement de réserve	43,44		
68 Dotations aux provisions				Total produits financiers	43,44		
681500 Placement de réserve	0,00						
Total dotation 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						

- 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 supplies	35,38
Administrative supplies	31,19
Total purchases	1 818,77

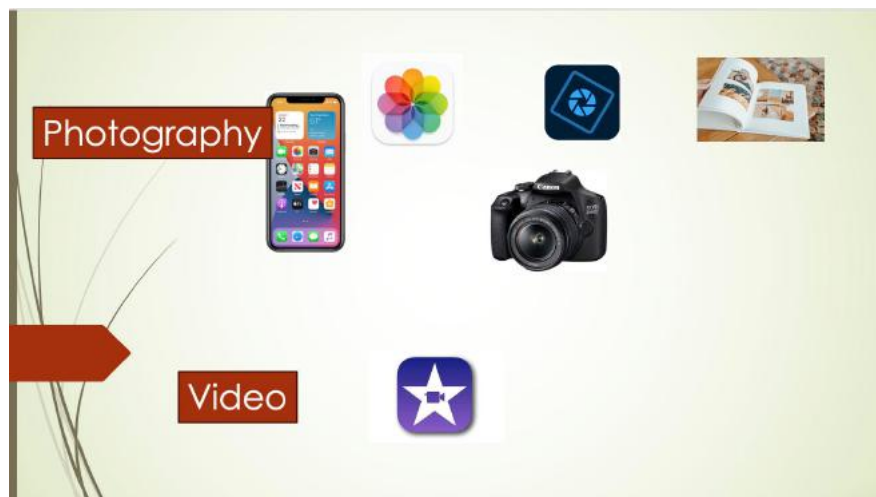
DECLUTTERING SLIDES.

- 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:

The screenshot shows the Amazon.fr product page for the book "Microsoft PowerPoint Mastery: Build professional presentations effortlessly with best practices, tips, and AI-powered tools" by Chantal Bossé. The page includes the Amazon.fr logo, navigation links, and a search bar. The book is listed under the "livres" category. The cover image shows a laptop displaying a presentation. The title is "Microsoft PowerPoint Mastery" and the author is "CHANTAL BOSSÉ". The page also features a "Key Features" section, a "Book Description", and pricing information. The price is listed as 21,09 € for the Kindle format and 28,12 € for the broché format. There is a promotional banner for a 5% discount and free delivery on eligible items.

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

USING COPILOT IN POWERPOINT FOR IPAD.

If your Microsoft 365 subscription allows it, you can use Copilot's features to enhance your PowerPoint presentation.

You have Copilot when you have the Copilot icon on the **Home tab**.



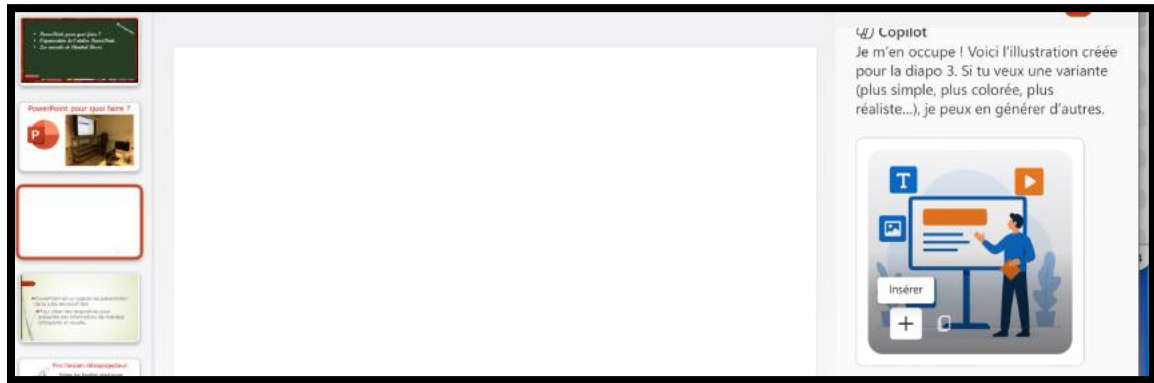
CREATE AN IMAGE FROM A SLIDE.

EXAMPLE 1 (FRENCH ENVIRONMENT).

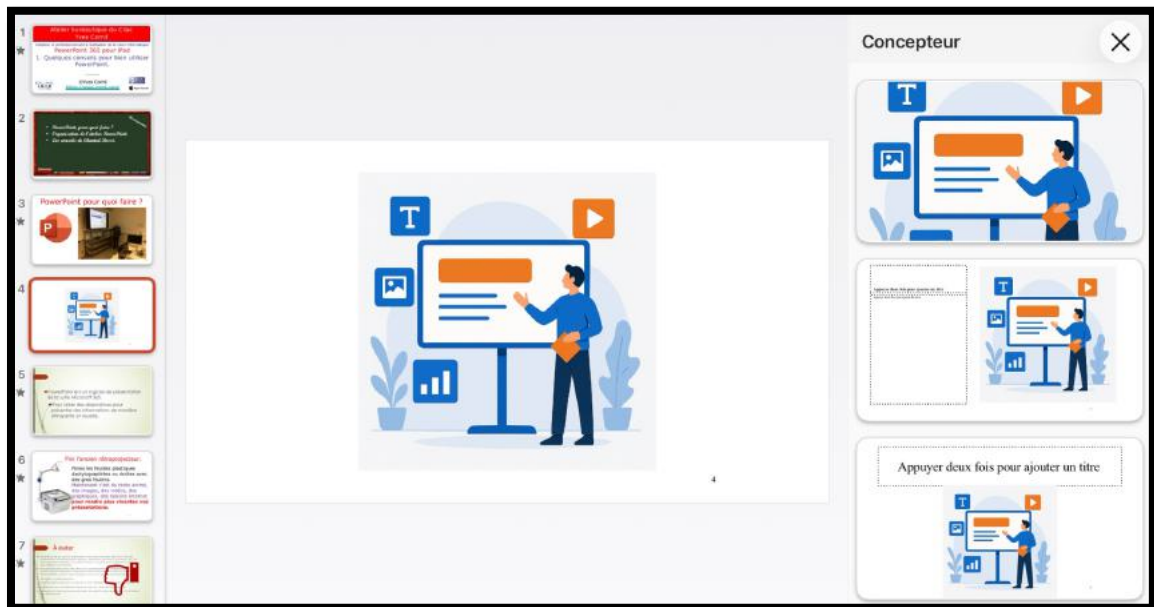
To access Copilot's features, I tap the Copilot icon on the Home tab; I choose a feature that is offered or I enter what I want to do, here create an image from a slide that is selected.

The image is generated.

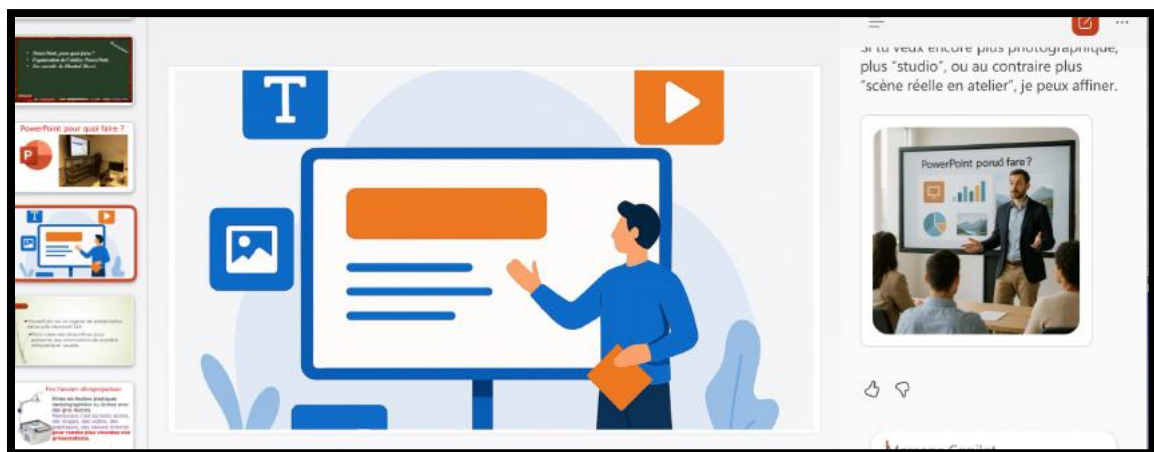
Copilot dans PowerPoint



*I inserted a new dispositive; I touch the image and then + **insert**.*



The image has been inserted into the slide; The designer proposes layouts.



I now ask for a more realistic image.

EXAMPLE 2. (FRENCH ENVIRONMENT).

Now I'm going to ask for the generation of an image from a slide that contains an image and text.

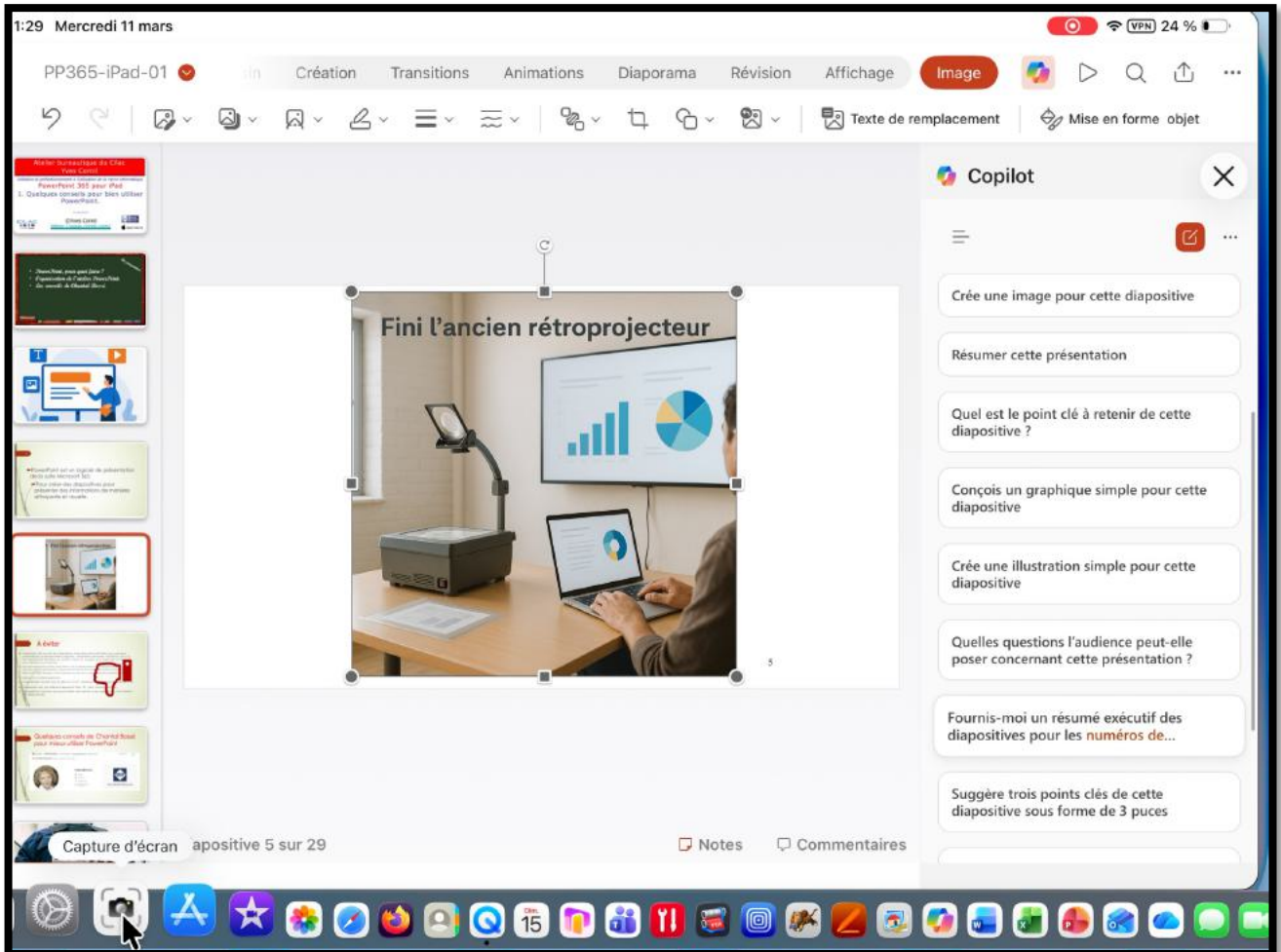


I previously requested the generation of an image for slide 3; now I request the generation of an image for slide 7. There is no need to retype the complete application, I only enter **slide 7**.



The image is generated.

Copilot dans PowerPoint



*I can ask Copilot to generate variants to the generated image, or request other features by tapping the **write icon**.
A list of functions is then displayed.*

GENERATE A HUMOROUS IMAGE.



I ask Copilot to generate a humorous image for slide 7.



Copilot generated a humorous image for slide 7.

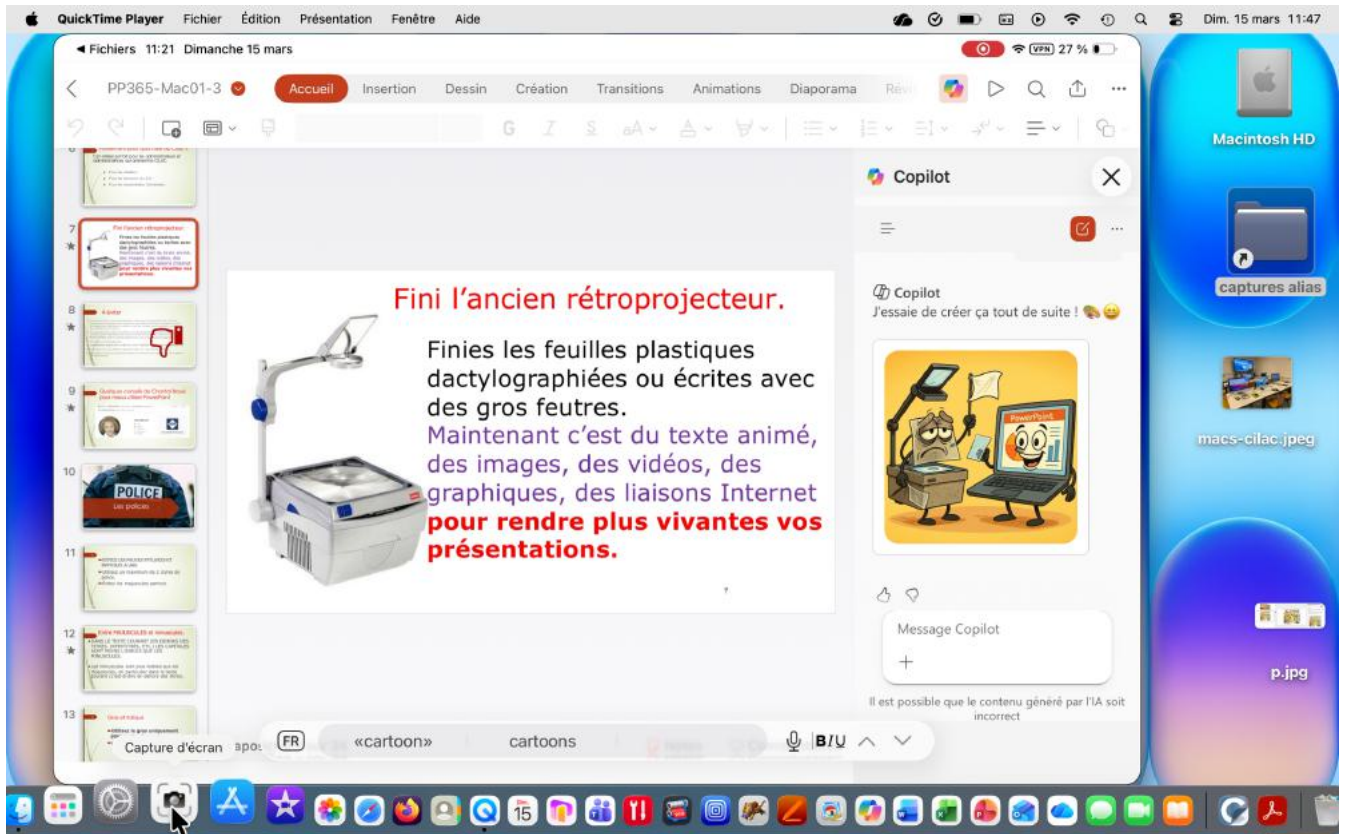
GENERATE A MORE CARTOON IMAGE.



I ask for a more cartoonish image; I type "more cartoon".



Copilot dans PowerPoint



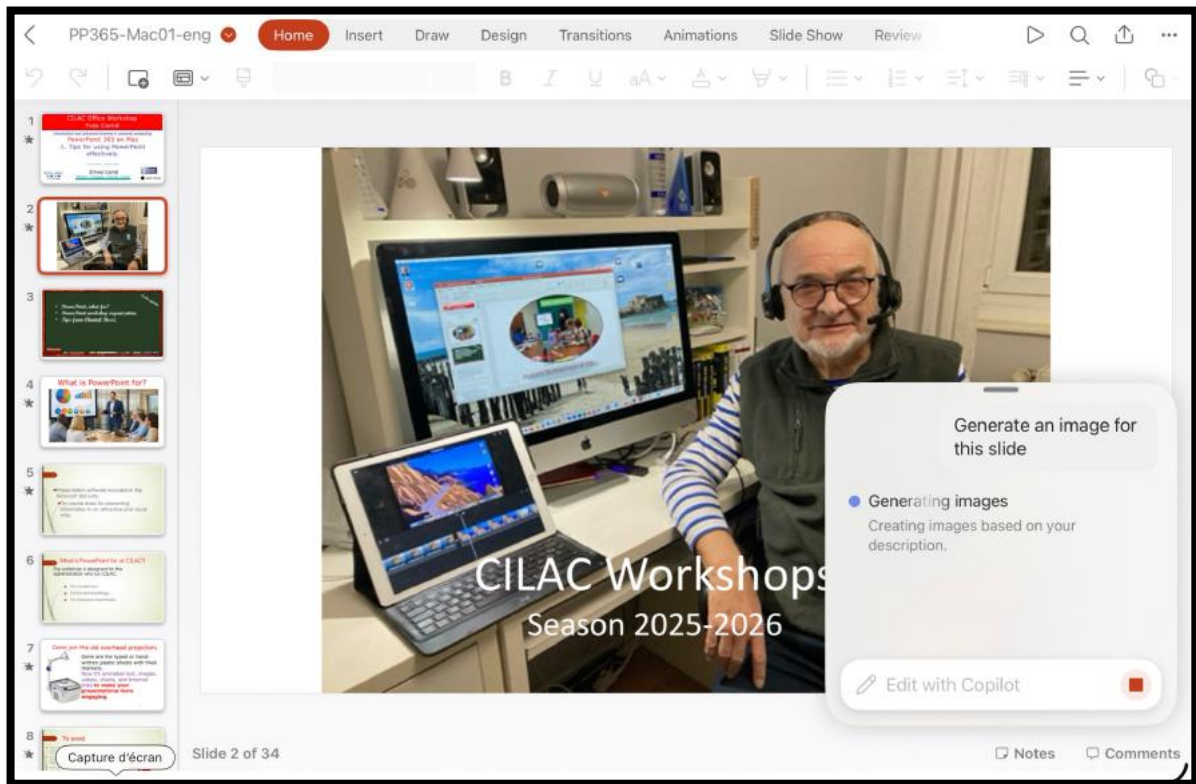
The image is generated.

WITH BUBBLES.

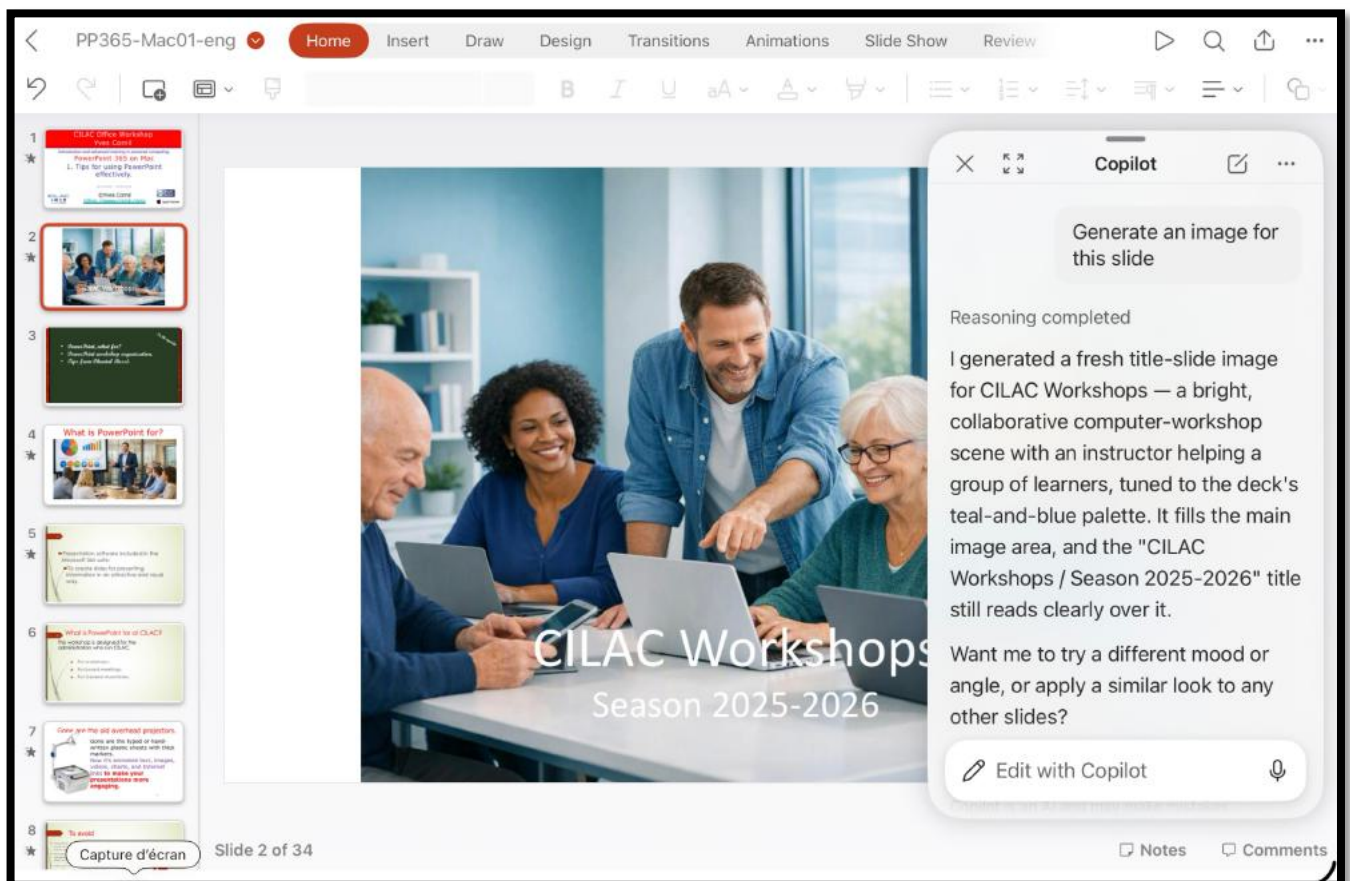


I asked "with bubbles."

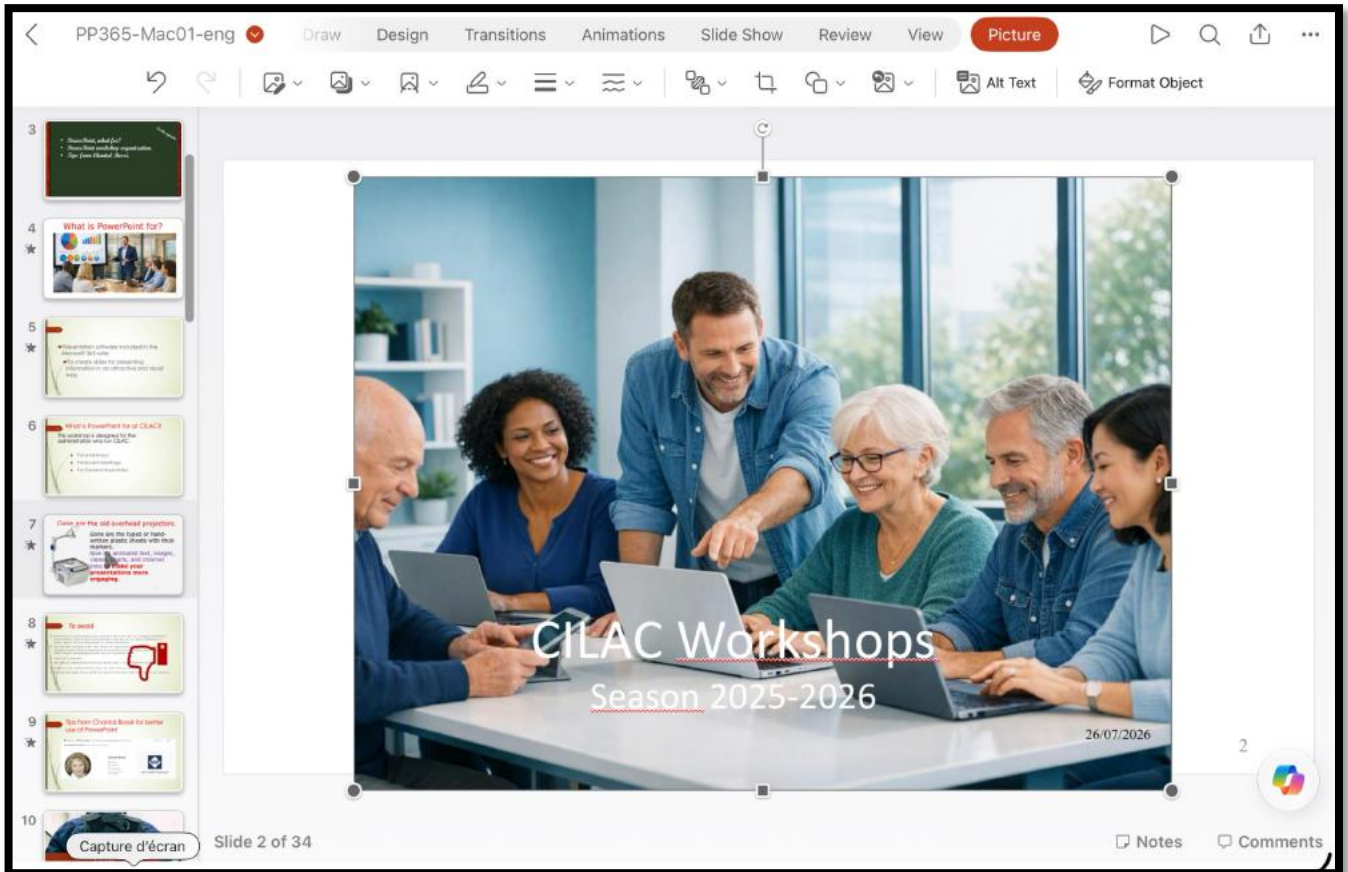
EXAMPLE 3.



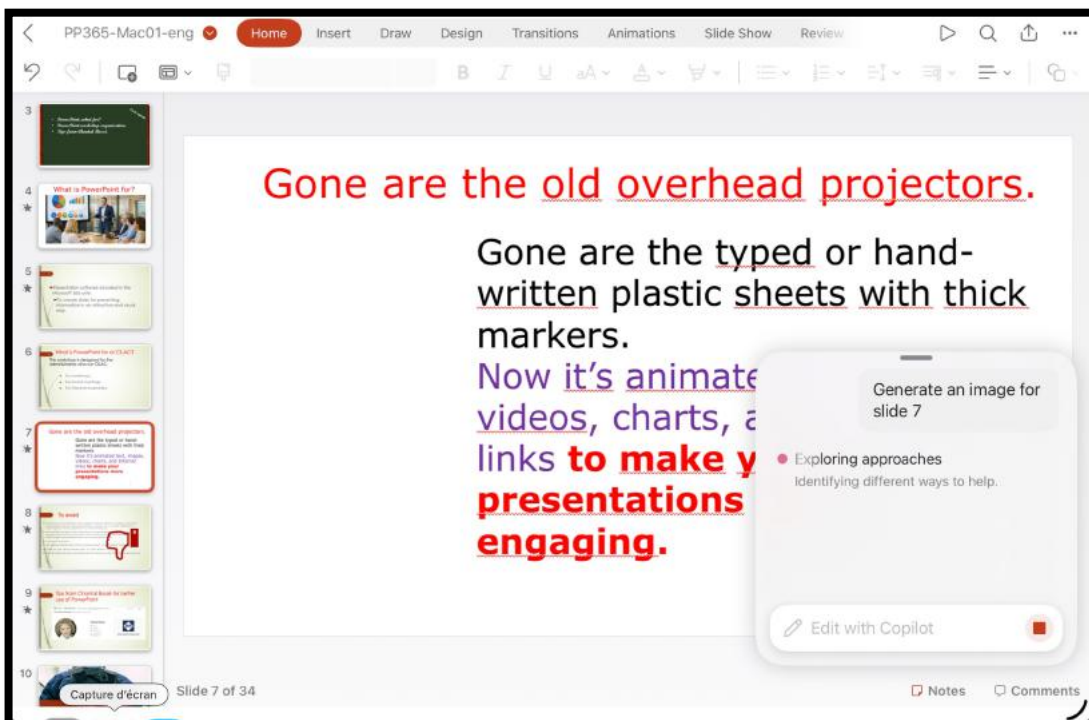
Generate an image for this slide



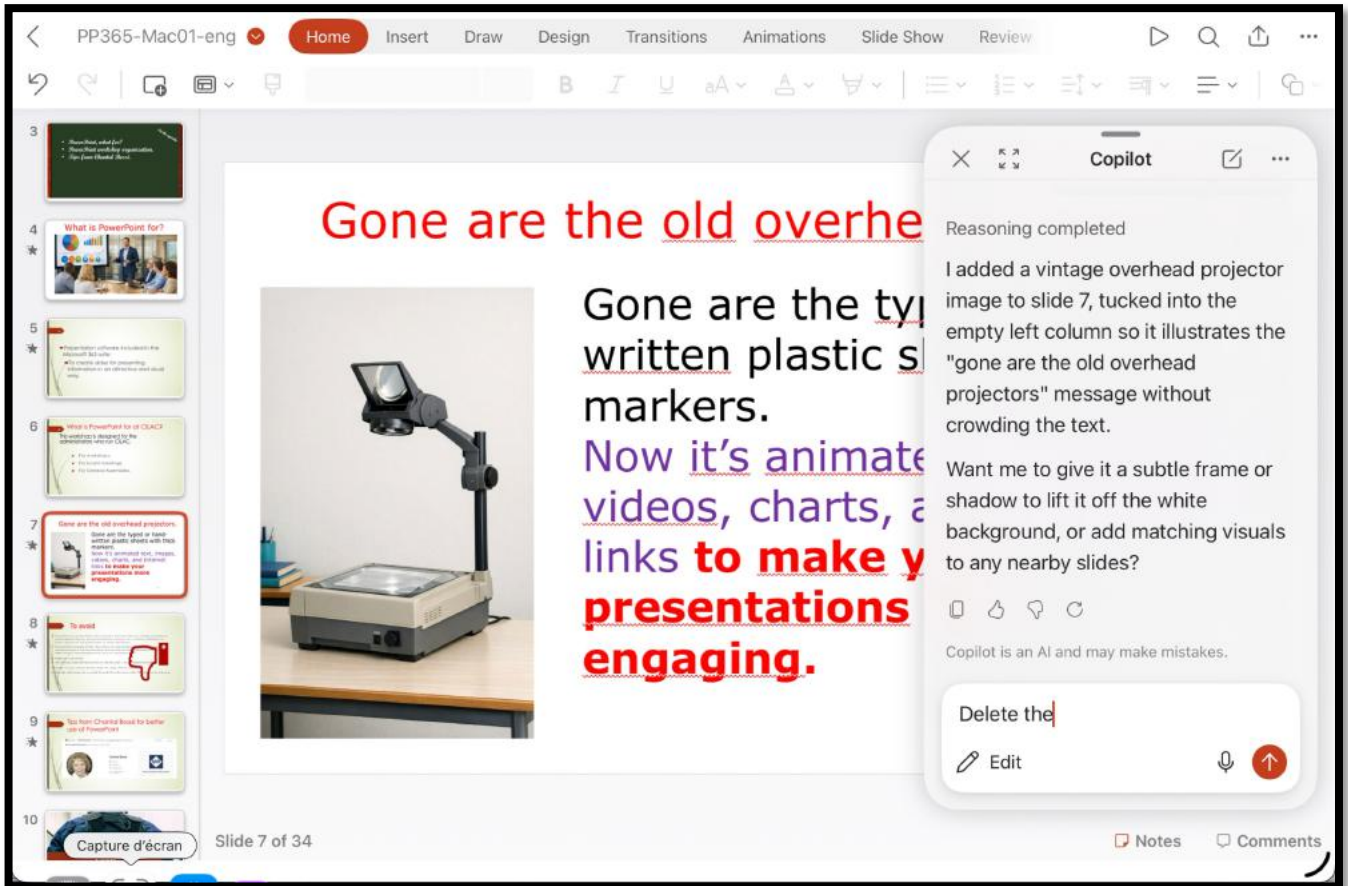
Copilot dans PowerPoint



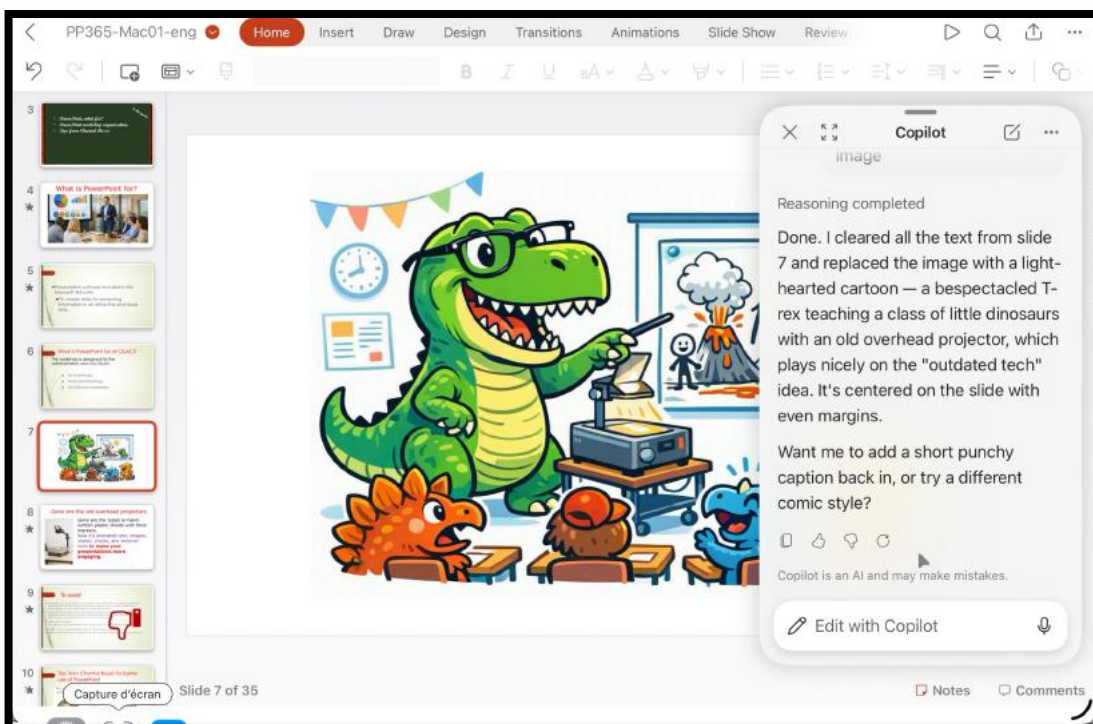
EXAMPLE 4.

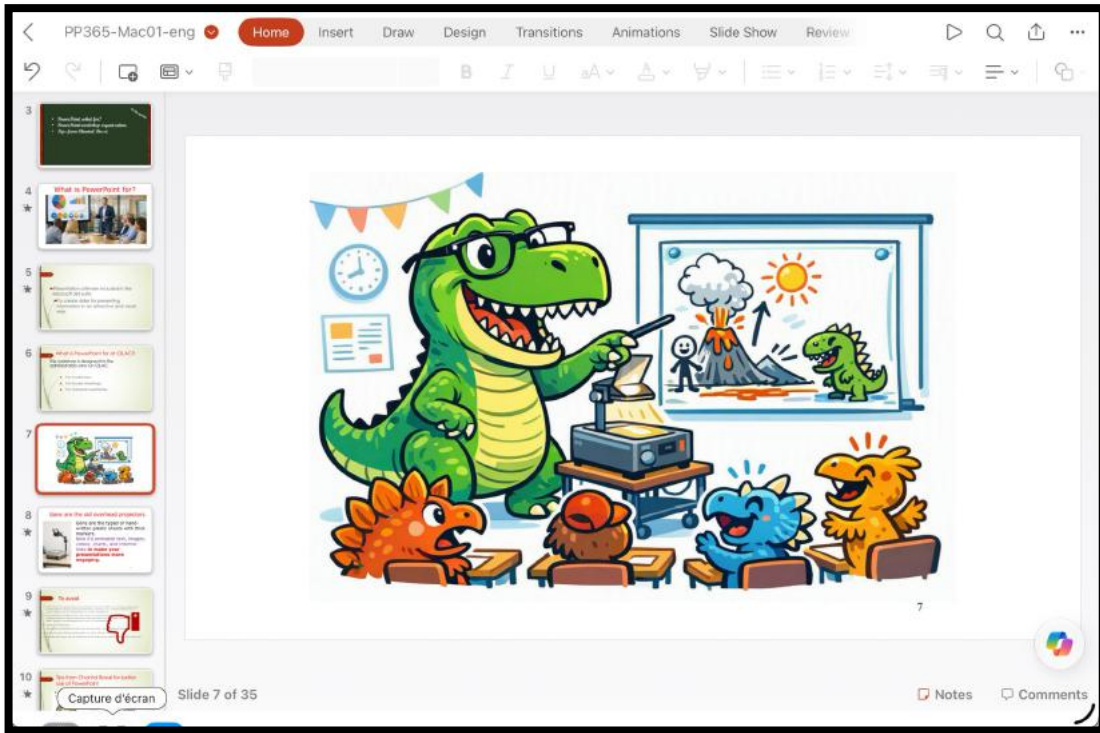


Generate an image for
slide 7

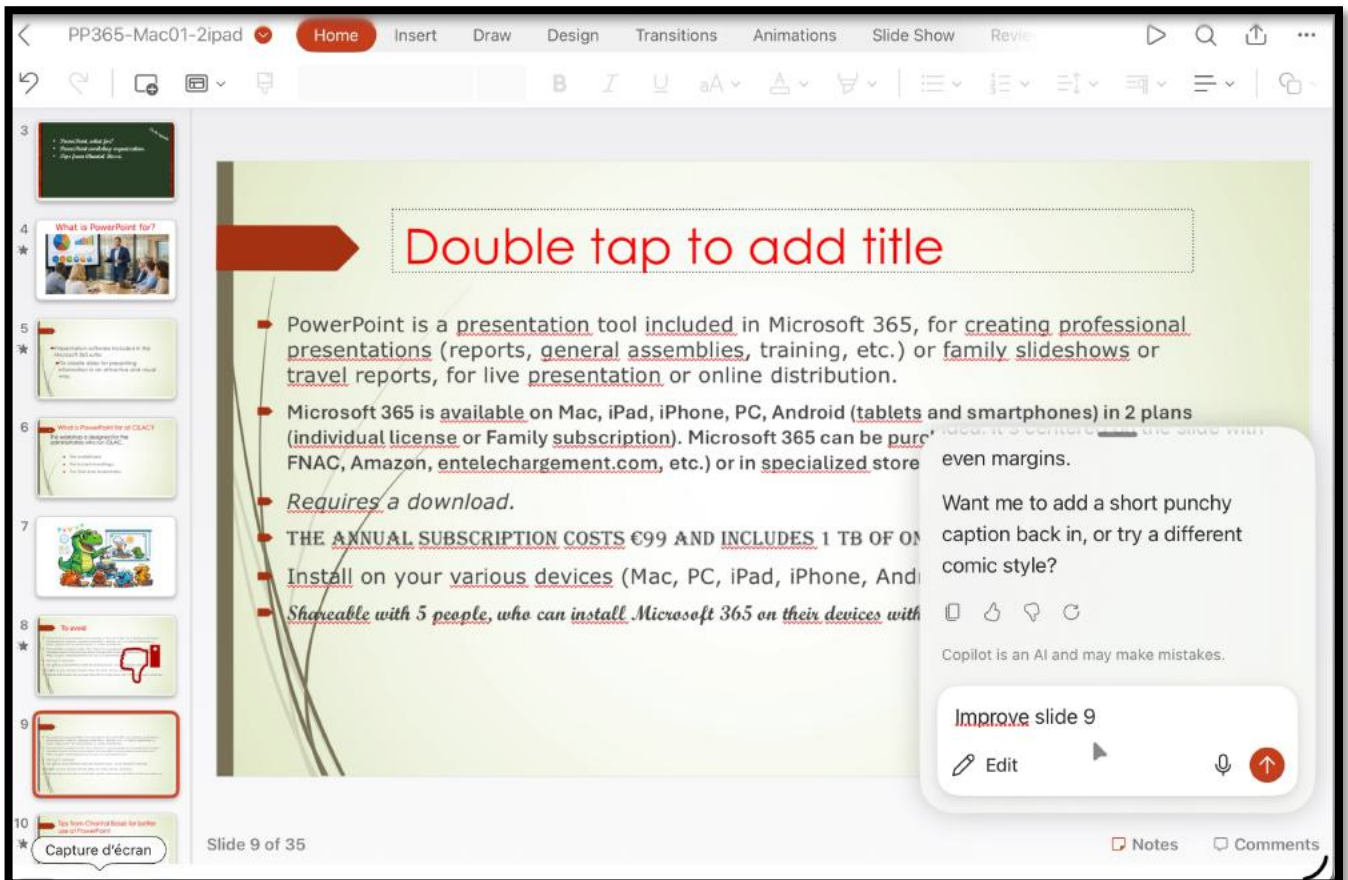


Delete the text and
Generate a more humoristic
image





IMPROVE A SLIDE.



Improve slide 9.

The screenshot shows the PowerPoint interface with the Copilot sidebar open on the right. The main slide, titled "PowerPoint & Microsoft 365", contains a list of bullet points. The Copilot sidebar displays a message: "Clean up layout of this slide and format slide to match presentation". Below this, it states "Reasoning completed" and provides a detailed explanation: "I've cleaned up slide 9 ('PowerPoint & Microsoft 365'). It was crammed with dense paragraphs and inconsistent emphasis — one block fully bold, another italicized, all in a mismatched smaller font. I reworked it into six tidy bullet points at a consistent size with even spacing and proper margins, matching the clean arrow-bullet look used across the rest of the deck. All the details are preserved — the platforms, the two". At the bottom of the sidebar, there is a button that says "Edit with Copilot".

The screenshot shows the same PowerPoint slide after editing. The title is "PowerPoint & Microsoft 365". The bullet points are now formatted consistently with a clean arrow-bullet style. The text is as follows:

- Presentation tool included in Microsoft 365 — for professional presentations (reports, assemblies, training) or personal slideshows and travel reports, live or online.
- Available on Mac, PC, iPad, iPhone and Android, in two plans: individual license or Family subscription.
- Buy online (Microsoft, FNAC, Amazon, entelechargement.com, etc.) or in specialized stores — a download is required.
- Annual subscription: €99, including 1 TB of OneDrive storage.
- Install on all your devices (Mac, PC, iPad, iPhone, Android).
- Shareable with 5 people — each with Microsoft 365 on their devices and 1 TB of OneDrive.

The slide number "9" is visible in the bottom right corner.

Comments : the annual subscription is now €129.

SUMMARIZE A PRESENTATION (1).

13:28 Sun 26 Jul PowerPoint

PP365-Mac01-2ipad

Design Transitions Animations Slide Show Review View Shape

Insert Shape Styles WordArt Styles Arrange Alt Text Format Object

1 CILAC Office Workshop
Yves Cornil
PowerPoint 365 on Mac: Tips for using PowerPoint effectively

2 Introduction and advanced training in PowerPoint 365 on Mac

3 1. Tips for using PowerPoint effectively.

4 26/07/2026

5 ©Yves Cornil

6 <https://www.cornil.fr>

7 CILAC Club Mac

Copilot

Reasoning completed

CILAC Office Workshop — PowerPoint 365 on Mac: Tips for Using PowerPoint Effectively (by Yves Cornil, Season 2025–2026)

This is a 35-slide training deck for a community computer club (CILAC, La Madeleine, France), teaching volunteer administrators how to build clearer, more effective presentations. It moves from *what PowerPoint is for* to a set of concrete design best practices, illustrated with good-and-bad examples.

What PowerPoint is for

Edit with Copilot

PP365-Mac01-2ipad

Design Transitions Animations Slide Show Review View Shape

Insert Shape Styles WordArt Styles Arrange Alt Text Format Object

1 CILAC Office Workshop
Yves Cornil
PowerPoint 365 on Mac: Tips for using PowerPoint effectively

2 Introduction and advanced training in PowerPoint 365 on Mac

3 1. Tips for using PowerPoint effectively.

4 26/07/2026

5 ©Yves Cornil

6 <https://www.cornil.fr>

7 CILAC Club Mac

Copilot

Want me to give the deliberately-cluttered "To avoid" slide before it the same once-over, or leave it as the intentional bad example?

Ask Copilot Copy Unselect All

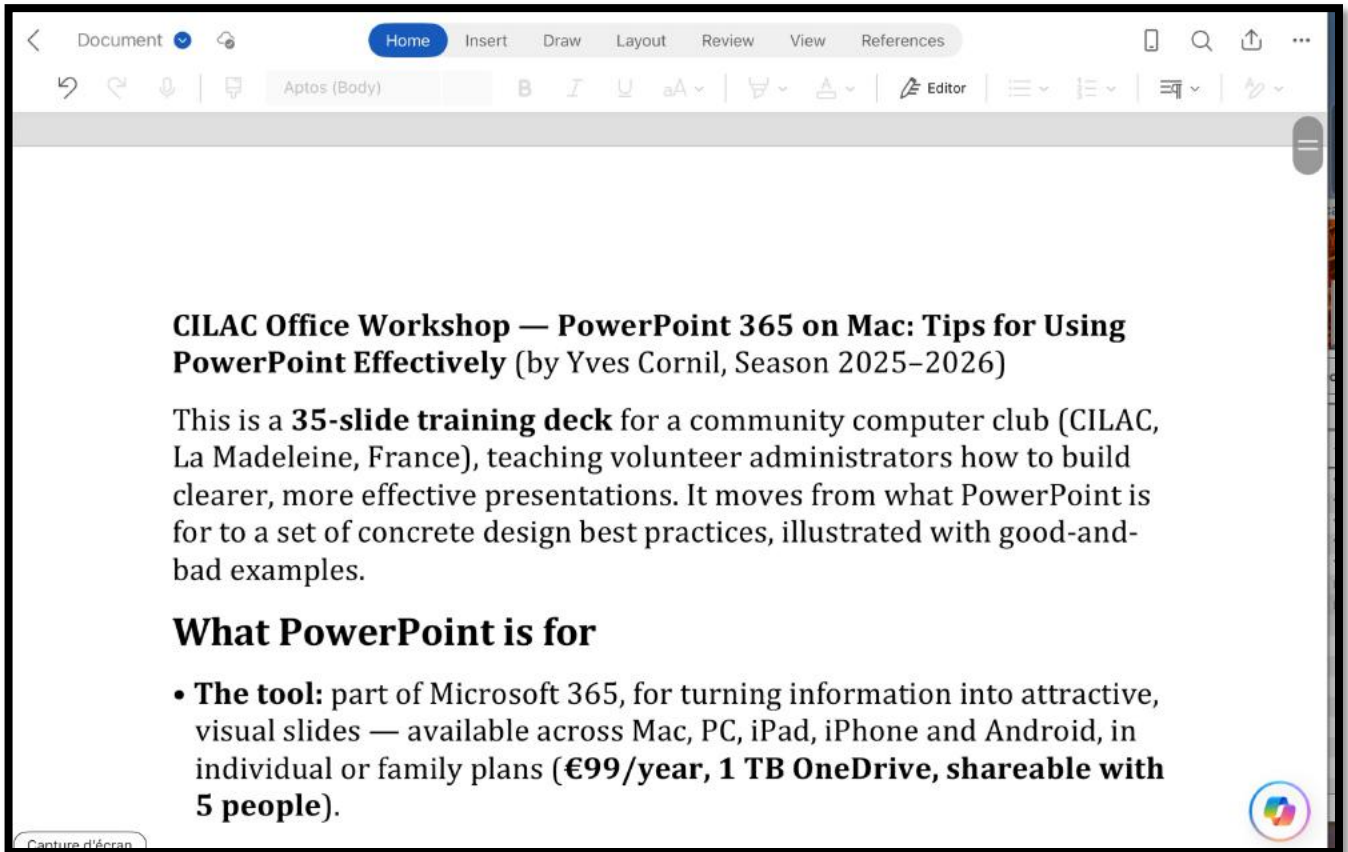
CILAC Office Workshop — PowerPoint 365 on Mac: Tips for Using PowerPoint Effectively (by Yves Cornil, Season 2025–2026)

This is a 35-slide training deck for a community computer club (CILAC, La Madeleine, France), teaching volunteer administrators how to build clearer, more effective presentations. It moves from *what PowerPoint is for* to a set of concrete design best practices, illustrated with good-and-bad examples.

Edit with Copilot

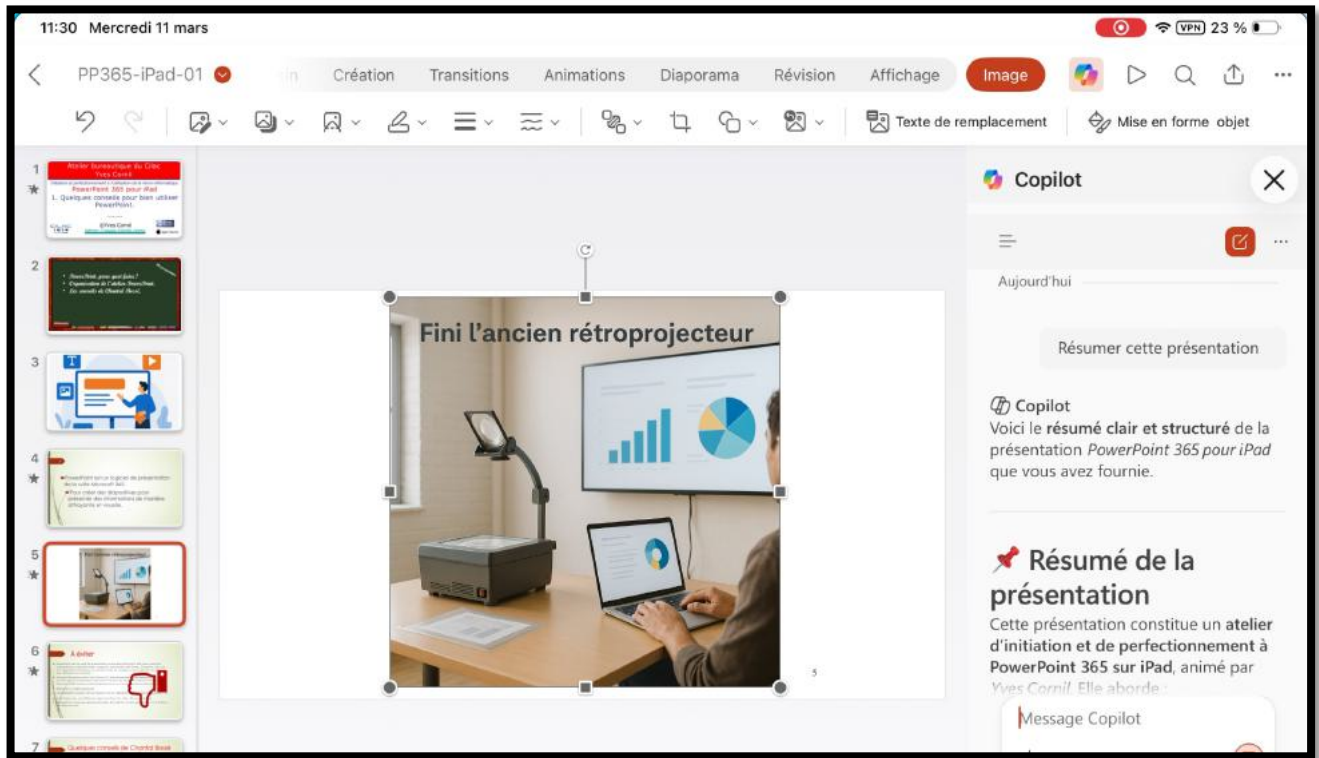
Notes Comments

Capture d'écran Slide 1 of 35

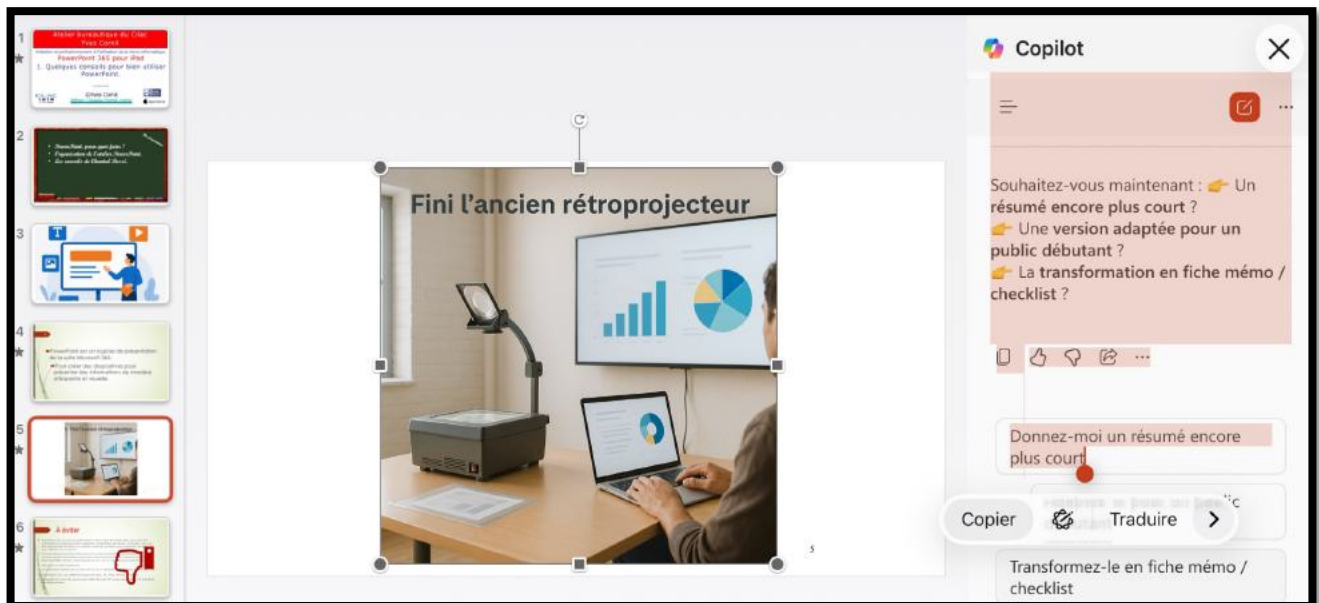


I select the text in the Copilot box, I copy and paste in a Word document.

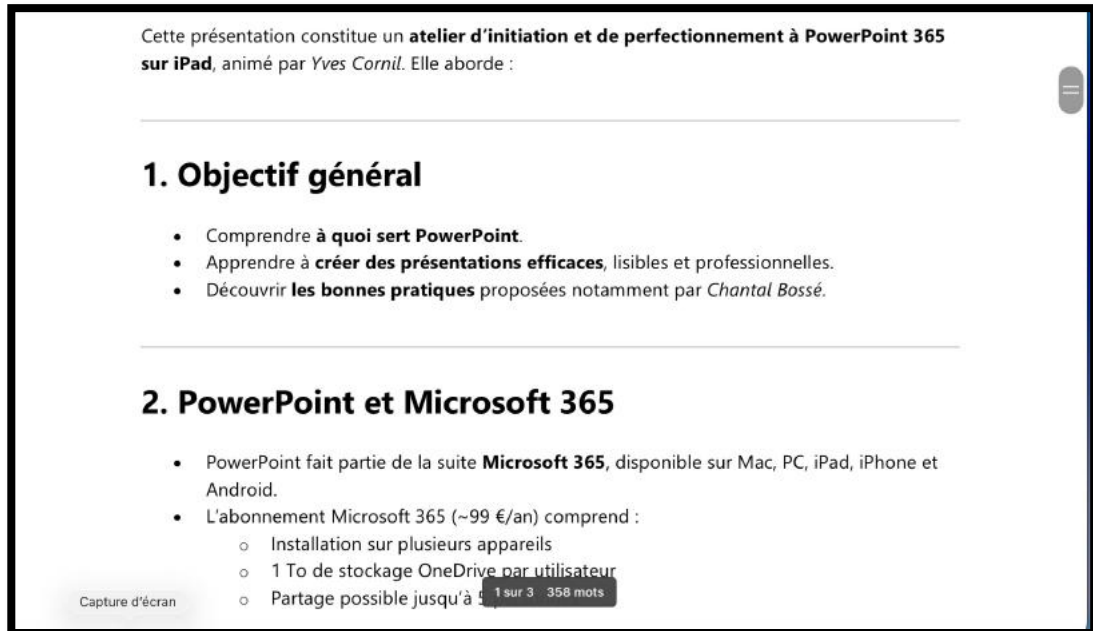
SUMMARIZE A PRESENTATION (2 - FRENCH ENVIRONMENT).



I would ask you to summarize the presentation.



*I select the generated text in the Copilot window, then **copy** and paste in a Word document.*



The summary is now in the Word document.

ASK FOR A SHORTER SUMMARY.



I now ask for a shorter summary of the presentation.



The shorter summary is generated in the Copilot area.

GENERATE A MCQ (1).

PP365-Mac01-2ipad Home Insert Draw Design Transitions Animations Slide Show Review

CILAC Office Word
Yves Cornil

Introduction and advanced training in p
PowerPoint 365 o
1. Tips for using Po
effectively.

26/07/2026

©Yves Cornil
<https://www.cornil.>

CILAC Club Mac

Copilot

OK, I've stopped generating the response. What else can I help you with?

Create a MCQ

Reasoning completed

J'ai ajouté un QCM de 8 questions au deck, inséré juste avant la partie « Questions ? ». Il reprend le style de la présentation (fond vert, titre à la flèche rouge) : une diapo d'introduction « Quiz », 8 questions à choix multiples (A–D) portant sur les bonnes pratiques ↓ deck — nombre de polices, majuscules vs minuscules,

Edit with Copilot

PP365-Mac01-2ipad Home Insert Draw Design Transitions Animations Slide Show Review

CILAC Office Word
Yves Cornil

Introduction and advanced training in p
PowerPoint 365 o
1. Tips for using Po
effectively.

26/07/2026

©Yves Cornil
<https://www.cornil.>

CILAC Club Mac

Copilot

MCQ in English

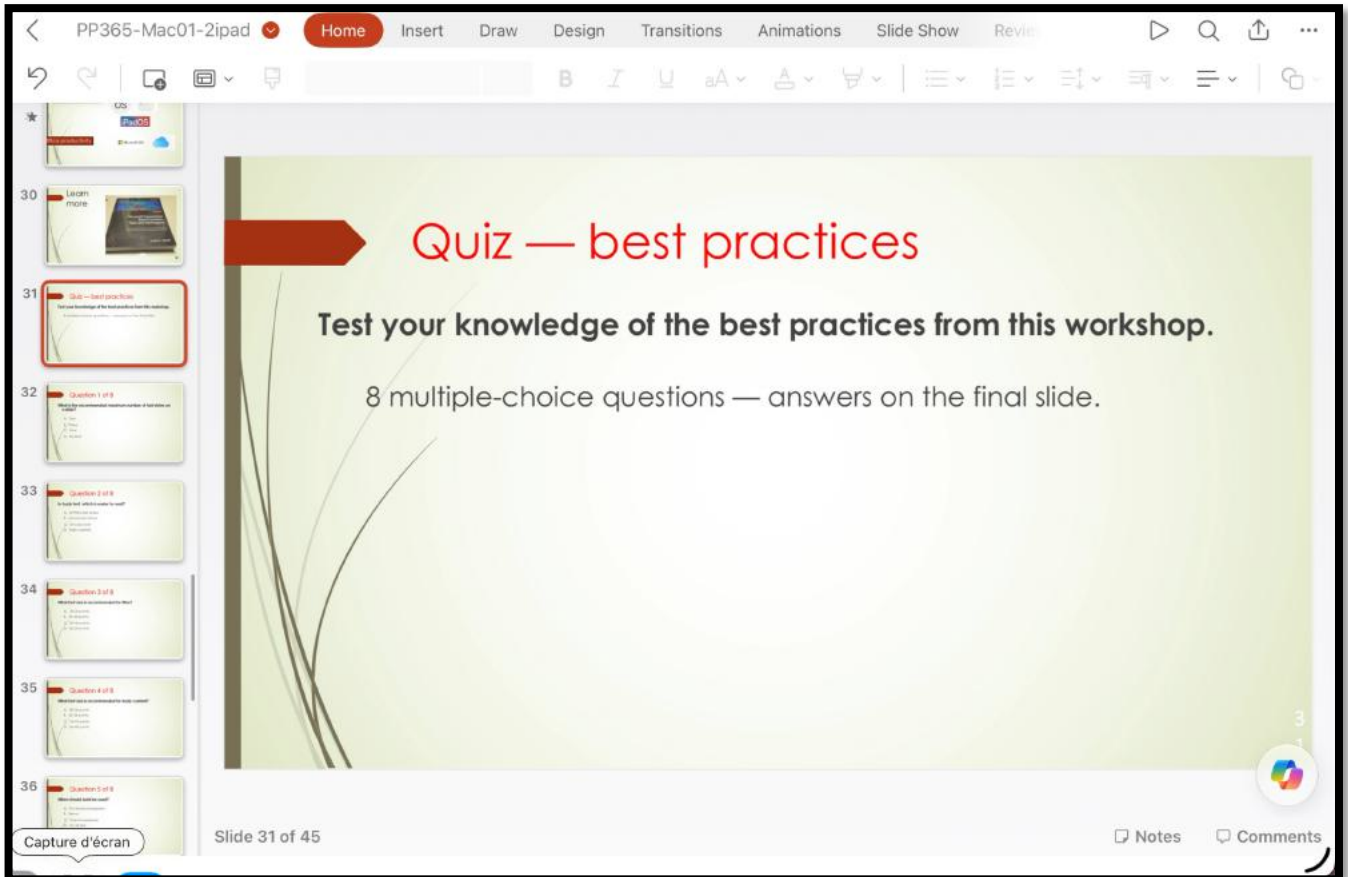
Reasoning completed

Good news — the quiz I just added is already in English. The intro slide, all 8 multiple-choice questions with their A–D options, and the answer-key slide are all written in English, matching the rest of the deck.

So there's nothing to change. If you'd like, I can adjust the wording, add or remove questions, or highlight the correct answer directly on each question slide instead of using a separate answer key.

Edit with Copilot

I ask "MCQ in English".



The quiz is at the end of the presentation.

GENERATE A MCQ (2 – FRENCH ENVIRONMENT).



I ask Copilot to generate a multiple-choice question; I enter "generate a multiple-choice question".



Copilot generates the MCQ; I copy it and paste it into my Word document.



Here is the MCQ in the Word document.

IF YOU LIVE IN THE LILLE METROPOLIS (MEL).

The CILAC computer club is a non-profit association under the law of 1901 which is hosted by the C.C.A. of La Madeleine. It is operated by volunteers and by the contributions of its members.

- CILAC's working base is the Macintosh as well as Apple iPad® tablets and iPhone® smartphones.

The objectives of Cilac.

- To bring together people who want to use a microcomputer, a tablet, a mobile phone, or everyday computers to help them get started and respond to their problems.
- To allow insiders to improve their skills, to approach specific software and to understand the new technologies of the Apple world.
- All this within a club open to exchanges and in a great conviviality.

How is Cilac organised?

The CILAC club is open, outside school holidays, on Monday, Tuesday, Wednesday, Thursday and Friday from 2:30 p.m. to 4:30 p.m.

The Piet Mondrian room is equipped with 6 Macintoshes and two large modern televisions for the introduction and improvement of the use of the Mac (operating system, office automation, photos, Artificial Intelligence, video, sharing of data, photos and videos, social networks, etc.).

Free workshops are also organized, where everyone brings their MacBook, iPad or iPhone. It is an opportunity to share computer knowledge, in a friendly atmosphere.

NB: the opening hours are given as an indication.

We will also add the club's website, which contains a wealth of very useful information.

cilaclamadeleine.org

