

COMMUNICATE

Beginner

10 MIN

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Assign follow-up tasks directly in PowerPoint comments.

Have Copilot assign and notify owners for deck follow-ups directly in comment threads instead of tracking action items in a separate document.

MICROSOFT 365

PowerPoint

WORKS WITH

Copilot

Business Outcome

Deck feedback that turns into tracked, owned follow-ups instead of comments that get read once and forgotten.

Workflow Steps

Step 1: Leave specific, actionable comments

PowerPoint

Select the exact element you mean — a chart, a bullet, a title — before adding the comment, and state the specific change needed ("update this chart's Q3 figure to match the latest report," not "fix this slide").

A vague comment gives Copilot nothing concrete to turn into a task and gives the assignee nothing concrete to close out.

Step 2: Ask Copilot to assign the follow-up

Copilot in PowerPoint

In the comment thread, @mention the person who should own it and ask Copilot to turn the comment into a tracked assignment.

It creates the task and fires the standard Office notification to that person automatically, the same as a manual @mention would, just without you having to type the assignment language yourself.

Step 3: Confirm the right person was notified

PowerPoint

Open the comment thread and check who actually received the notification against who can actually fix the issue – a comment that mentions someone only in passing ("ask Sarah if this chart looks right") can get misread as an assignment to Sarah when the real owner is someone else entirely.

Step 4: Review open assignments before the next version is shared

PowerPoint

Before sending the deck to its next reviewer, open the Comments pane and resolve or clear every assignment that's already been fixed – a reviewer who opens a deck full of stale, already-addressed comments tends to stop trusting the comment thread as a reliable to-do list.

✓ Check the work

- Every assigned comment has a specific, actionable ask, not a vague note.
- The assignee is someone who can actually resolve it.
- No resolved comments are left open when the deck moves to its next reviewer.

Expected Outcome

Every actionable comment on the deck assigned to a named owner with an automatic notification sent.



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