

AUTOMATE **Intermediate** 25 MIN · UPDATED 2026-10-01

Build a custom PowerPoint skill for a repeated task.

Turn a presentation task you do the same way every time into a reusable Copilot skill instead of re-typing the same long prompt.

MICROSOFT 365

PowerPoint

WORKS WITH

Copilot

Business Outcome

A repeated deck-building task reduced to one click instead of a re-typed prompt every time.

Workflow Steps

Step 1: Identify a task you repeat with the same instructions every time

PowerPoint

Look for a task where you already type nearly the same prompt every time – "reformat this into our standard title-slide layout" or "convert these bullets into a two-column comparison" – specific and mechanical enough that the instructions don't actually change between decks.

Step 2: Define the skill from your standard prompt

Copilot in PowerPoint

Open Copilot's skill builder (the "Create a skill" option in its pane), paste in the exact prompt you'd normally type by hand, and give it a clear, specific name – a skill called "Format Title Slide" is something you and a teammate will actually find and reuse later; one called "my skill 1" won't be.

Step 3: Test it against a deck you didn't use to build it

PowerPoint

Open a completely different deck – one with a different number of slides, different existing formatting – and run the skill on it before trusting it generally. A skill that only works on the exact example you built it against isn't actually reusable, it's a one-off dressed up as automation.

Step 4: Share it with teammates who do the same task

PowerPoint

Share the skill from its menu to the team or org library rather than keeping it personal, so colleagues doing the same repeated formatting get the identical, tested result instead of each writing their own slightly-different version of the same prompt.

✓ Check the work

- The skill produces a correct result on a deck it wasn't built against.
- The output matches what manually following the original prompt would have produced.
- Teammates doing the same repeated task are using the shared skill, not personal variants.

Expected Outcome

A saved custom skill that reliably reproduces the same formatting or structure task on demand.

Want help rolling this out across your team? **Go to Liminals.Tech** ■