

CREATE **Beginner** 10 MIN · UPDATED 2026-09-30

Sharpen generic slide titles into a narrative

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Rewrite flat, descriptive slide titles into headlines that actually carry the deck's argument.

MICROSOFT 365

PowerPoint

WORKS WITH

ChatGPT

Claude

Copilot

Business Outcome

A deck an audience can follow by skimming just the titles, because each one makes a point instead of naming a topic.

Workflow Steps

Step 1: List the current titles

PowerPoint

Use PowerPoint's Outline view to see every slide title in one scrollable list without opening each slide individually — titles like "Q3 Results" or "Market Overview" are the generic, topic-labeling pattern you're looking to replace.

Step 2: Ask Copilot to rewrite them as claims

Copilot in PowerPoint

A good title states the takeaway, not the topic – "Q3 revenue grew 12% on renewals" instead of "Q3 Results."

PROMPT

Rewrite each of these slide titles as a specific, one-line claim based on the content of that slide, instead of a generic topic label. Keep each one under 10 words.

Step 3: Confirm every title is actually true

PowerPoint

A punchy headline that overstates the data is worse than a boring one – check each rewritten title against the slide's actual content.

Step 4: Read all the titles in sequence

PowerPoint

Skim just the new titles top to bottom – they should read as a coherent argument on their own, which is the real test of a well-structured deck.

✓ Check the work

- Verify each rewritten title accurately reflects what's actually on that slide.
- Confirm no title overstates the data to sound punchier.
- Read the full sequence of titles alone – it should tell the story without needing the slide content.

Expected Outcome

Every slide title rewritten as a one-line claim that advances the argument, instead of a generic topic label.

Want help rolling this out across your team? [Go to Liminals.Tech](#) ■