

COMMUNICATE

Beginner

15 MIN

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# Translate a slide deck for a new audience with Copilot.

Use PowerPoint's built-in translation feature to adapt a deck for a different-language audience instead of rebuilding it from scratch.

MICROSOFT 365

PowerPoint

WORKS WITH

Copilot

## Business Outcome

The same deck reaching a new-language audience without a parallel rebuild from scratch.

## Workflow Steps

### Step 1: Finalize the source deck first

PowerPoint

Translate the version you're actually going to use — translating a draft means redoing the work when the content changes.

### Step 2: Run the translation feature

Copilot in PowerPoint

Use the built-in Translate option from the Copilot or Review tab and specify the exact target language variant (Brazilian vs. European Portuguese, for instance).

This keeps every text box, chart label, and speaker note in place on the slide, instead of copying text out to a separate tool and manually pasting translated strings back into each placeholder.

### Step 3: Have a native speaker review tone and terminology

PowerPoint

Machine translation can be grammatically correct but miss industry terminology or come across as too formal or too casual for the audience – a native-speaker pass catches what the tool can't.

### Step 4: Check that visuals and layout still work in the new language

PowerPoint

Longer or shorter translated text can break a slide's layout – scan every slide for overset or oddly-wrapped text before presenting.

### ✓ Check the work

- A native speaker has reviewed tone and terminology, not just grammar.
- No slide has text overflowing its placeholder after translation.
- Any culturally-specific reference in the original deck was checked for relevance in the new audience.

### Expected Outcome

A translated version of the deck with layout and formatting preserved, ready for a native-speaker review pass.

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