

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

# Turn a text-heavy slide into a visual story.

Use "Visualize This Slide" to get layout and graphic recommendations for a dense, bullet-heavy slide.

MICROSOFT 365

PowerPoint

WORKS WITH

Copilot

## Business Outcome

Slides an audience will actually read, instead of ones they tune out at first glance.

## Workflow Steps

### Step 1: Pick the worst offender

PowerPoint

Flip through the deck in Outline view and count bullets per slide — the one with the most bullets or the densest unbroken paragraph is where a visual redesign pays off most; applying this everywhere at once risks over-processing slides that were already fine.

### Step 2: Ask Copilot to visualize it

Copilot in PowerPoint

Let it propose the layout change — icons, a diagram, a comparison table — rather than starting from a blank redesign yourself.

#### PROMPT

This slide has too much text. Suggest a visual layout that communicates the same information with fewer words — consider icons, a simple diagram, or a side-by-side comparison.

### Step 3: Choose the option that fits your content, not just the prettiest one

PowerPoint

Some suggestions will look good but lose important nuance — pick the layout that keeps the meaning intact, not just the one that looks best.

### Step 4: Trim the remaining text

PowerPoint

Even after a visual redesign, cut any words that the new layout makes redundant.

### ✓ Check the work

- Confirm the redesigned slide still contains every fact the original one did — nothing got silently dropped.
- Read it at arm's length: is the main point obvious in three seconds?
- Check that any icons or diagrams used are accurate, not just decorative.

### Expected Outcome

A redesigned version of the slide with a clearer visual hierarchy and fewer, better-organized words.

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