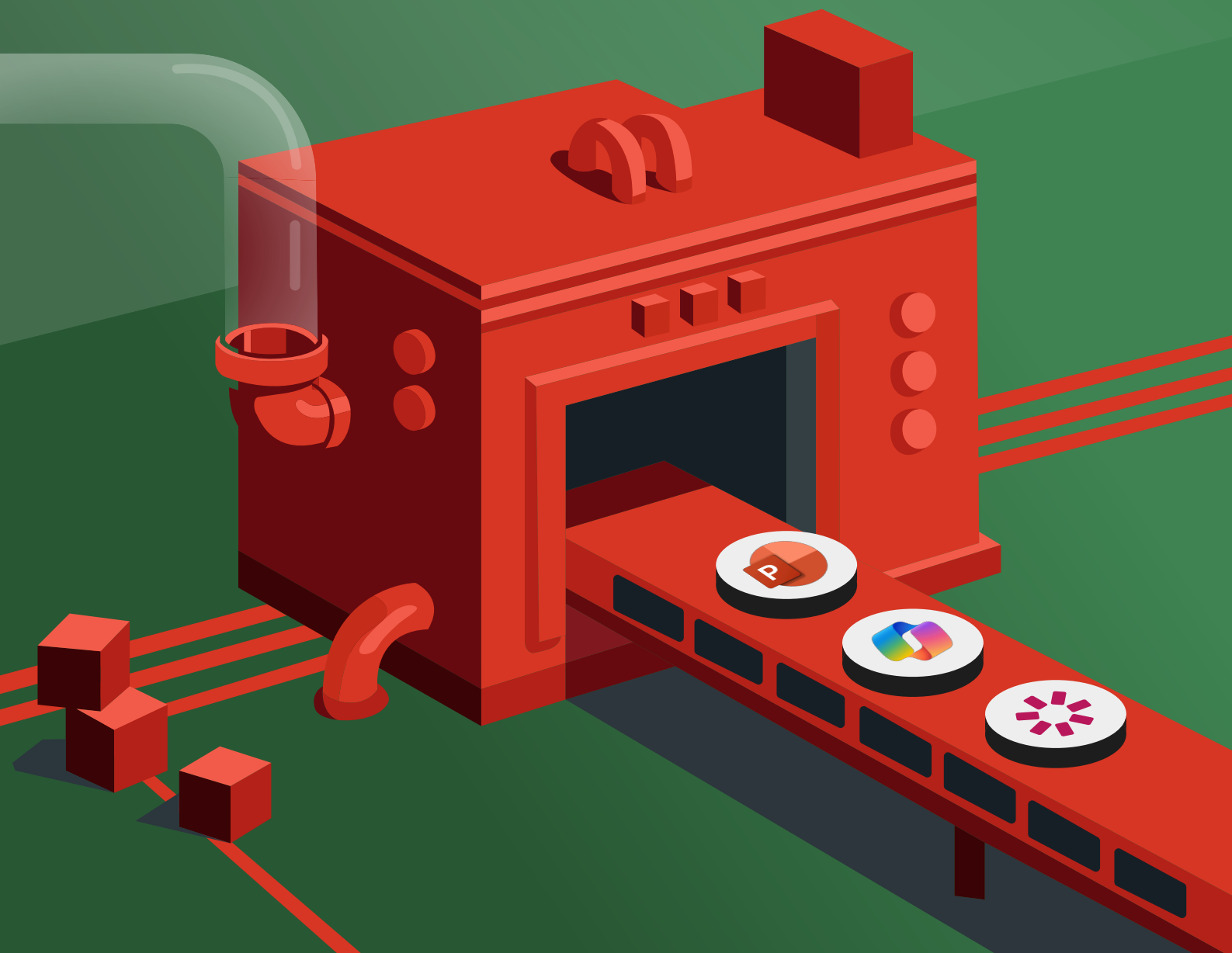# RETHINK YOUR COURSE CREATION APPROACH

Author Faster and Smarter with
PowerPoint, **Copilot**, and **iSpring Suite**

Instructional designers are constantly on a mission to deliver engaging content, meet tight deadlines, and respond to nonstop feedback from subject matter experts and stakeholders. It's no surprise that you might be looking for even more tools, approaches, and shortcuts.

But sometimes, **less is more**. Just a couple of simple tools, when used strategically, can help you author 2x faster while still delivering excellent eLearning quality.

In this guide, we'll walk you step by step through a workflow that lets you create courses with a combination of PowerPoint, Copilot, and iSpring Suite. Whether you're a beginner or a seasoned ID, you'll learn how to generate, refine, and publish interactive courses fast.

You'll be able to:

- Move from idea to finished, interactive course in half the time.
- Beat the blank slide syndrome every time.
- Spend less time formatting and more time designing memorable learning experiences.

Overview

Meet Your AI Teammates: Copilot, PowerPoint, and iSpring Suite

There's definitely no shortage of authoring and generative tools out there, and it's nice to try some of them out once in a while. But when it comes down to building courses efficiently, what matters most is having tools that work together and create a solid ecosystem.

That's exactly what the trio of Copilot, PowerPoint, and iSpring Suite can give you. **They're a practical, connected set that covers everything from idea generation to interactive, SCORM-compliant content — all while saving you hours of work and context-switching.**

Let's take a closer look at how each one fits into your course creation process and why this combo is so effective.

Microsoft Copilot
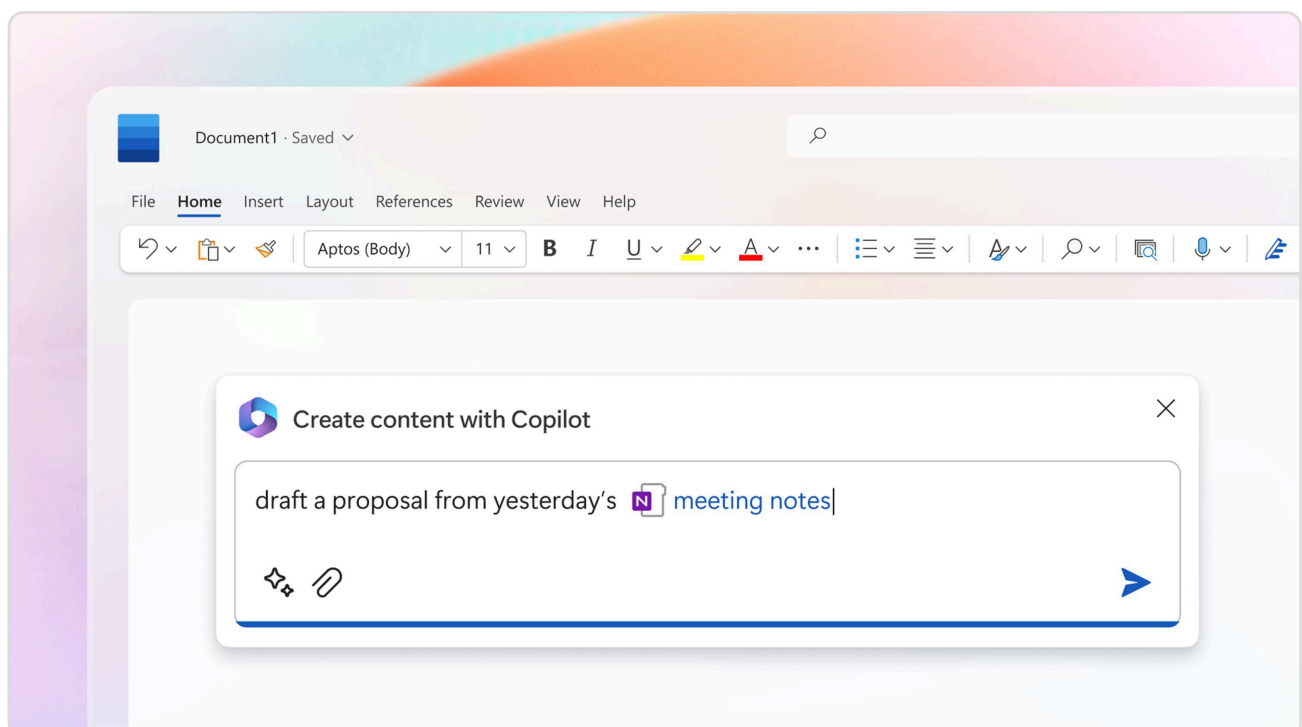
As a built-in AI assistant, Copilot goes beyond simple text generation. Unlike generic AI chatbots or complex standalone writing tools, Copilot integrates natively within Word and PowerPoint, right where IDs actually work.

This means that outlines, content drafts, rewrites, and even brainstorming sessions can happen in context. The assistant also has access to your templates, reference docs, and stakeholder feedback – no need to provide extra explanations. In other words, instead of bouncing between apps or copying/pasting from external tools, Copilot brings AI support directly into your everyday workflow.

Why it stands out:

- Works inside the Microsoft apps that most organizations already use
- Understands formatting, structure, and context within your documents
- Speeds up the hardest part: getting started and organizing complex info
- Easy for anyone to pick up

PowerPoint
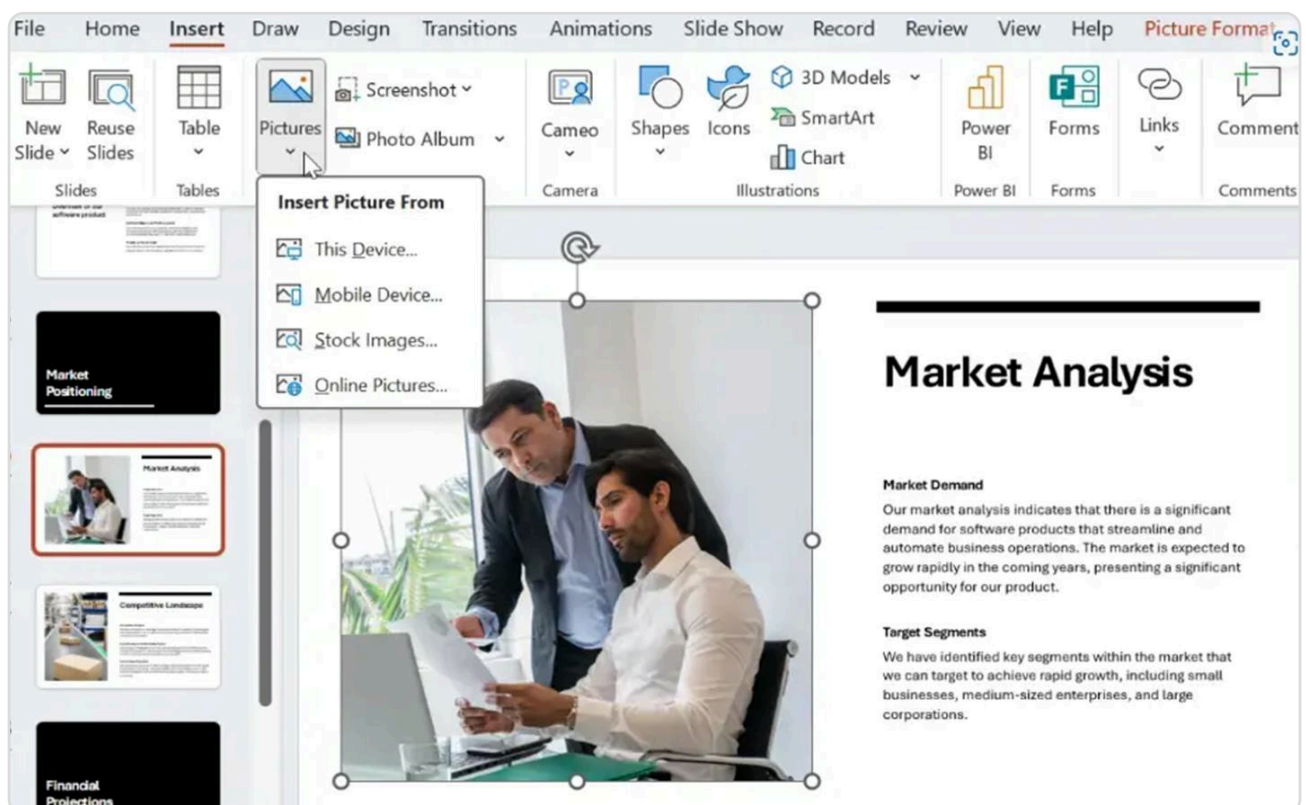
Contrary to what some people believe, PowerPoint is far more than a basic slide maker. While some advanced authoring tools focus on interactive widgets or programming logic, PowerPoint offers a universally familiar platform for visual storyboarding and content sequencing. You can quickly arrange, edit, and visualize the learning journey. Collaborating is also possible using features like Designer for professional layouts and Section Zoom for flexible navigation. Plus, with Copilot embedded, it becomes an AI-enhanced storyboard tool.

Why it stands out:

- Almost everyone knows PowerPoint (no steep learning curve)
- Robust visual editing and layout features
- Fast and easy handoff to tools like iSpring Suite for further enhancement
- Real-time collaboration features

iSpring Suite

iSpring Suite transforms ordinary PowerPoint slides into robust, interactive eLearning without forcing you to relearn everything or sacrifice accessibility. Compared to many other authoring platforms that can be complex or require coding, iSpring Suite works inside PowerPoint.

It adds layers of interactivity (quizzes, branching, video, voiceover), accessibility (one-click WCAG compliance), and export flexibility (SCORM, xAPI, HTML5) to your slides in minutes. It's also cloud-friendly with iSpring Cloud for teamwork and review.

Why it stands out:

- Zero learning curve for PowerPoint users; no extra software to master
- Rapidly builds interactive, SCORM-compliant courses ready for any LMS
- Deep accessibility features
- An extensive library of templates, characters, and visual assets
- Faster turnaround from first draft to a published, real-world course
- 24/7 support and frequent updates

Expert Insight

"These three tools are great as separate software, but the true magic happens in the synergy: each platform removes a different authoring roadblock, so you can focus on instructional quality, not manual or repetitive work."

Anna Poli, Senior Instructional Designer at iSpring

# Step 1. Draft like a pro with Microsoft Copilot

01

Copilot works as a smart writing partner: just open your document, click the Copilot icon, and type a prompt describing what you need.

Expert insight

"You can use Copilot right in MS Word. It's convenient because Word is designed for focused writing and outlining, letting you flesh out your ideas without the distraction of slide layouts or design decisions. You can do those later when you have a rough draft generated by Copilot."

Michael Keller, Senior eLearning Officer at iSpring
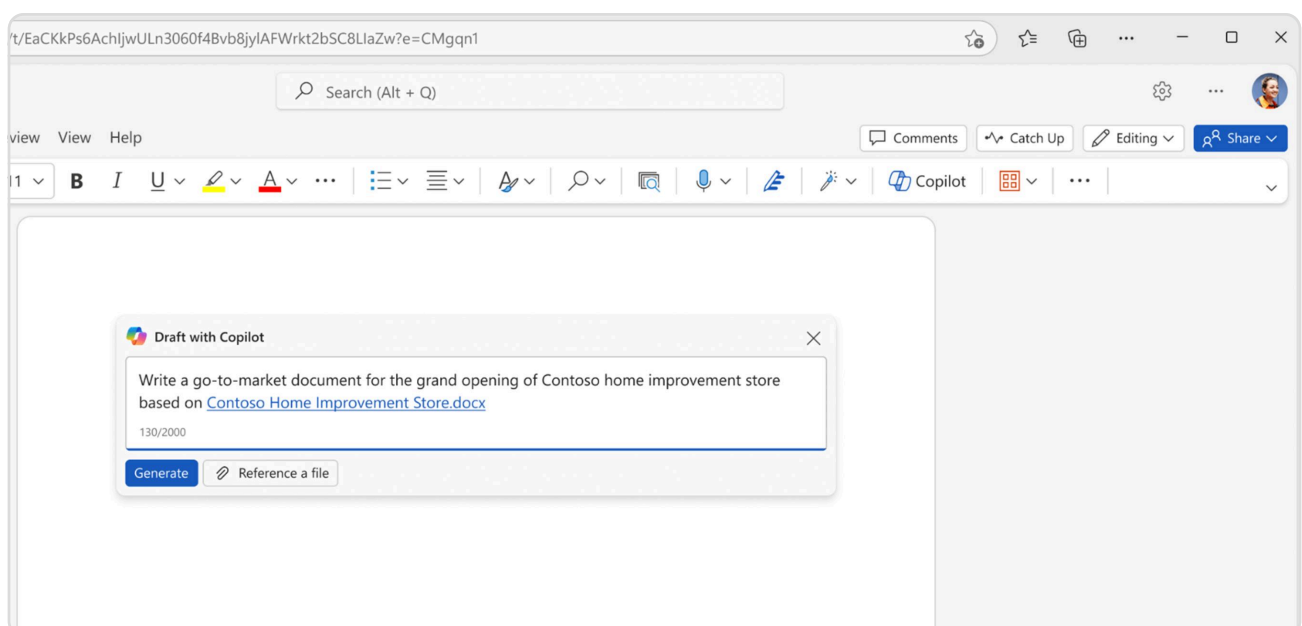
When it comes to using Microsoft Copilot for course creation, the key is knowing how to talk to this AI tool and provide it with the input it needs to do its job. **The more precise your prompt, the more useful and targeted Copilot's output will be.** A vague request like, "Write a course on customer service," will produce generic results. Instead, write a well-formed prompt with as many relevant details as possible, such as:

"Create an outline for a 20-minute onboarding module on customer service basics for new retail employees. The tone should be friendly but authoritative. Include interactive elements like scenarios and knowledge checks."

The above prompt contains specific information about the topic, target audience, duration, and desired tone. It also clearly requests interactive elements. By spelling out these details, you're giving Copilot enough context to generate content that's relevant and ready to adapt to your course goals.

It's also a good idea to specify your expectations for learner level and delivery format. Try prompts like "Make it suitable for mobile learning" or "Use a conversational, encouraging style for beginners." The more requirements you provide, the more the AI will deliver content that reads like your writing style and works for your audience.

Pro tip: Feed Copilot actual materials, such as policy documents, product specs, or previous course scripts. This gives the AI valuable context it would not be able to get anywhere else. This way, AI summaries and suggestions will match your requirements and learning goals. Just make sure the content you're providing to the AI doesn't contain private or sensitive data.

Common mistakes to avoid while drafting with AI

- **Letting Copilot jump straight to content before you've finalized your course objectives.** It's tempting to see what the AI comes up with, but without clear objectives, the draft can easily go off track or lack instructional focus.
- **Copy-pasting AI text without edits.** This results in bland, impersonal content.
- **Allowing AI to introduce jargon or phrasing that doesn't fit your audience.** The opposite might also be true: AI sometimes introduces corporate speak or industry terms that aren't actually used by your learners or company.
- **Accepting overly long or unfocused sections.** AI sometimes turns a single point into several paragraphs, making the draft bloated and harder to break into slides later on.

Bottom line: Use Copilot as a creative assistant that can help you organize information, generate fresh ideas, and speed up the initial draft. Just remember to stay hands-on with the details that make your course truly effective and engaging.

Step 2: Polish and Visualize in PowerPoint

02

Expert insight

"Honestly, no matter how many new tools come out, most people still start everything in PowerPoint. It's just the most familiar place to get ideas down fast."

David Hyeshik Yoon, eLearning Expert, CEO of 2miles

Now, shift over to PowerPoint to organize, refine, and sequence your material visually.

Expert designers recommend treating PowerPoint as your course storyboard, not the finished eLearning product. Focus on sequencing information logically and ensuring that each slide delivers a single, clear message. Use this stage to map out the learner's path and make adjustments before you add interactions.

Use Section Zoom for branching

One feature that many instructional designers overlook is Section Zoom. A section zoom is a link to a section that's already in your PPT presentation. You can use this to go back to sections you want to emphasize or to highlight how certain pieces of your presentation connect.

It lets you build non-linear navigation so learners can choose their own path. This is perfect for branching scenarios or letting users explore topics in the order that suits them best.
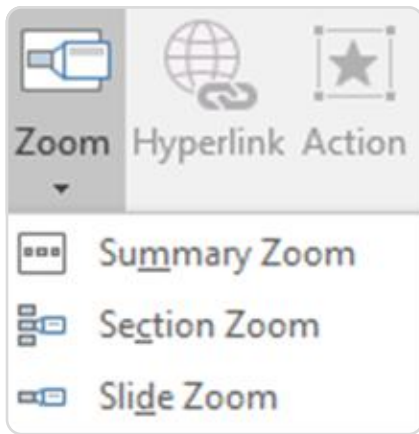
To create a section zoom:

1. Go to the **Insert** tab and click on **Zoom**.
2. Next, select **Section Zoom**.
3. Choose the section you want to use as a section zoom.
4. Then click on **Insert**. Your section zoom will be created.

Work on consistency and accessibility
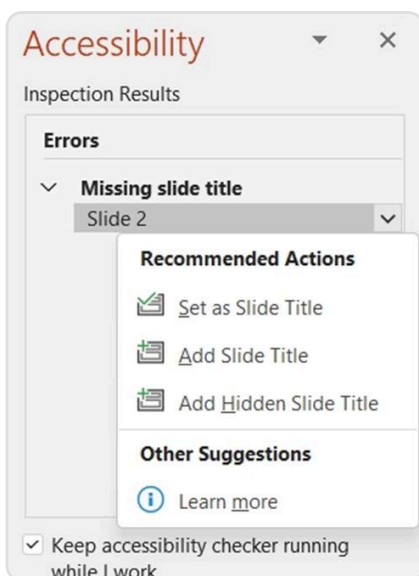
Visual consistency and accessibility matter, too. With PowerPoint Designer, you can instantly upgrade your slides with clean, professional layouts that keep your content sharp and on-brand. And before you move on, it's worth running the Accessibility Checker: this simple step helps catch issues with color contrast, missing alt text, or small fonts, so every learner has a smooth experience.

Simply click on **Check Accessibility** in the **Review** tab, and you'll see a list of errors accompanied by instructions on how to resolve them.

Use Copilot for further content improvements

Copilot is just as handy for editing slides as it is for drafting text.

- Select a chunk of text and ask Copilot to "simplify this," "rewrite for executives," or "make it more conversational." Run as many rounds of improvements as necessary.
- Request analogies, examples, or even quiz questions for any section of your course.

Pro tip: Before finalizing your slides, zoom out and look at the entire deck as if you're a learner seeing it for the first time. Is the flow intuitive? Are the key ideas easy to spot? Making small adjustments now will save you headaches later on when you move into interactive course building.

Quick checklist for great course slides:

- Each slide covers one key point.
- Content is clear, concise, and scannable.
- Visuals support, not distract.
- Navigation is intuitive, contains section breaks, and has clear titles.
- Accessibility is considered: readable fonts, high contrast, and alt text on images.

# Step 3: Transform slides into a dynamic learning experience with iSpring Suite

03

With your slide deck ready, it's time to turn it into an interactive course. You don't need to export your slides or paste them into another interface. With iSpring Suite, you never have to leave PowerPoint. **It lets you work in the same familiar space, instantly adding all the interactivity, assessments, and accessibility features your course needs.**
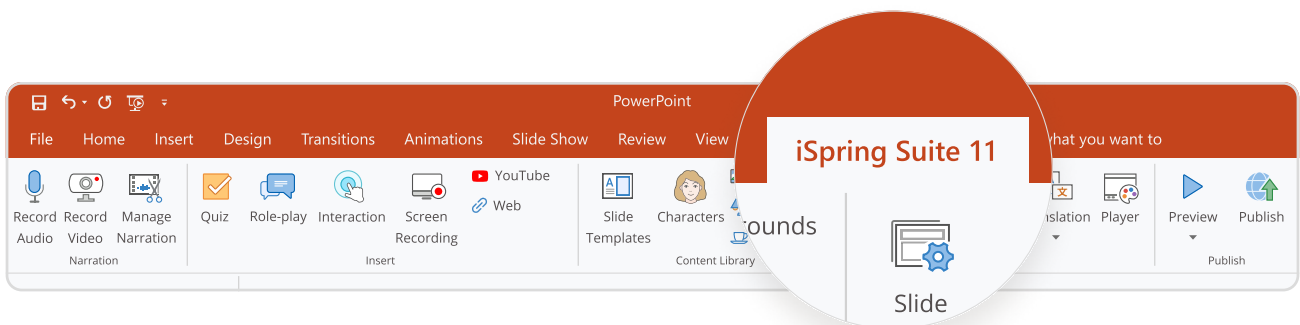

Here's how to get the most out of iSpring Suite at this stage:

Add knowledge checks and quizzes

Use the built-in iSpring QuizMaker to insert a wide range of question types. Choose from multiple-choice, true/false, drag-and-drop, and several scenario-based items. With 14 options available, you can readily match assessments to your content and your learners' needs.
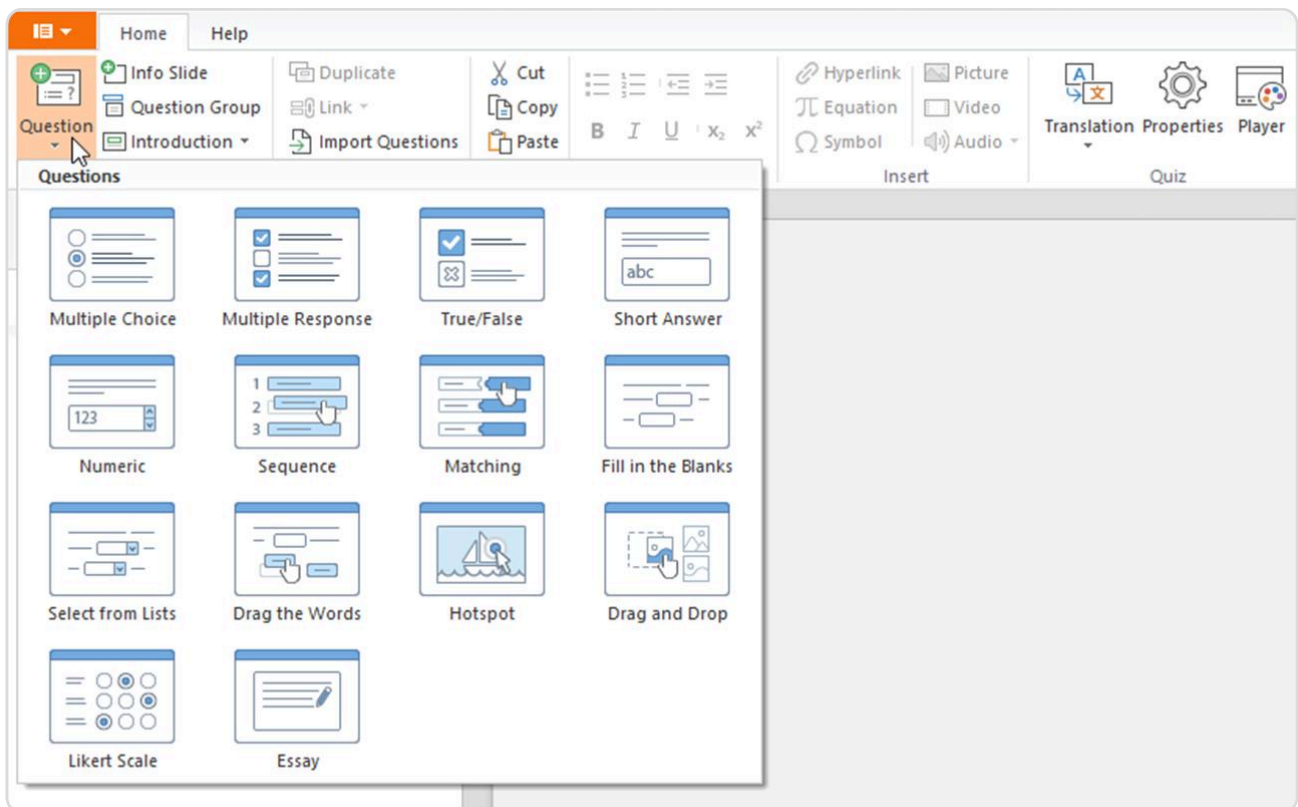
Pro tip: iSpring Suite Max features an AI assistant that can instantly generate quizzes based on your content and save you hours of manual assessment building.
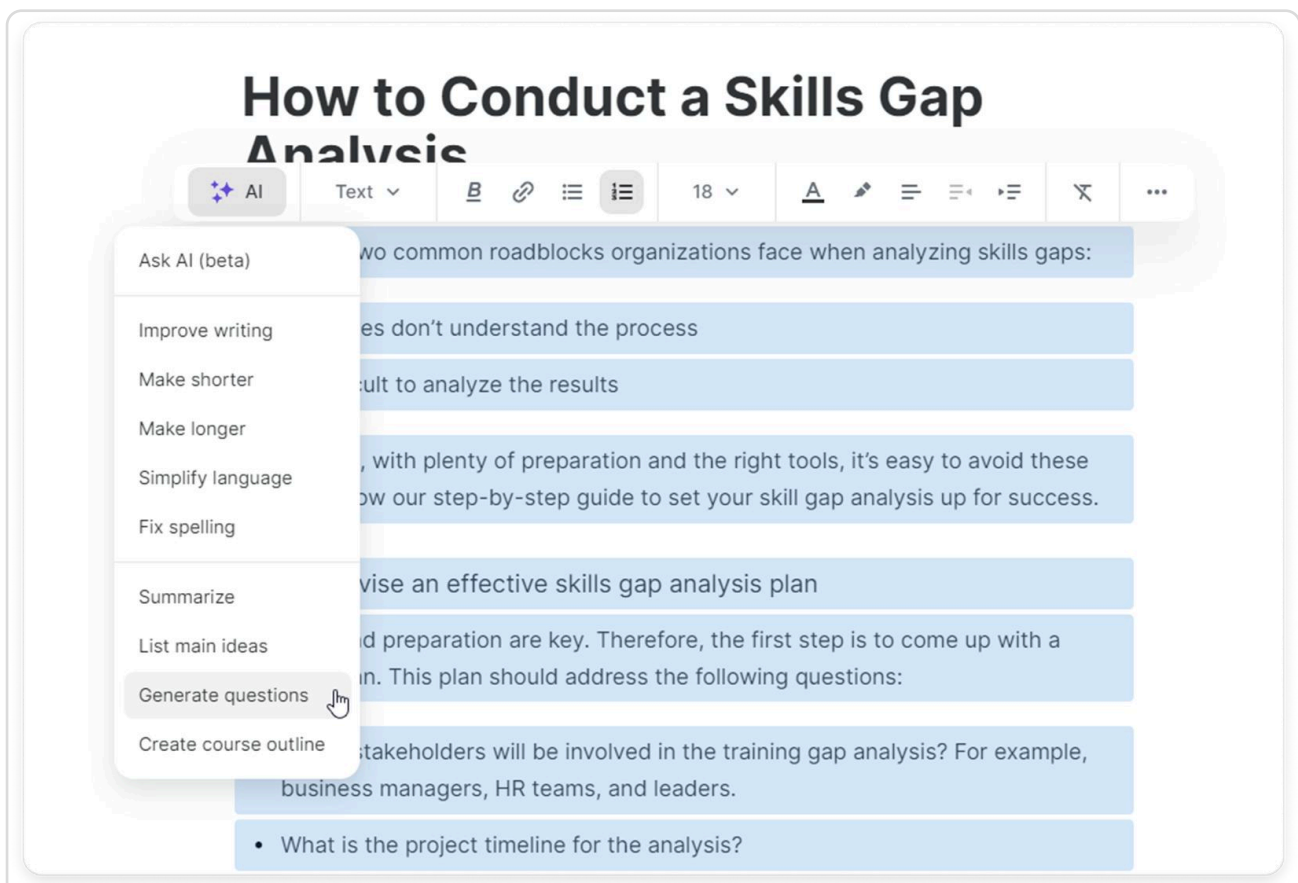
Expert insight

"Quizzes are one of the best ways to keep learners engaged throughout a course. I like to use quick knowledge checks after each key section, even if it's just a single question. It gives people a reason to pay attention, helps them measure their progress, and breaks up the content so the entire course feels lighter and more interactive."

Anna Poli, Senior Instructional Designer at iSpring

Incorporate audio and video narration or text-to-speech

iSpring Suite Max features its own simple but effective recording studio. You can easily create voiceovers, upload existing audio or video, or use the text-to-speech (TTS) feature for quick, natural-sounding narration.

Audio and video add to the learning experience in ways that plain text and images simply can't:

- Hearing a real voice explain content can make complex topics feel more approachable and relatable.
- A short demo video can show exactly how a process works – something that's tough to capture in words alone.
- For learners who struggle with written material or just prefer listening, audio narration can make a course much more accessible.
- When you include video walkthroughs, interviews, or real-life scenarios, you're providing learners with a window into authentic situations they might face on the job, which improves both understanding and retention.

TTS (available in iSpring Suite Max) is especially helpful for creating localized courses in multiple languages. Over 30 languages are available for voiceovers.

Enhance engagement with interactive elements

Build clickable infographics, tabs, or timelines in your slides. Even one thoughtfully placed interaction per section can make your content much more dynamic and memorable. It's a great way to encourage active learning, since learners have to explore, make choices, or connect information themselves.

For example, a clickable infographic lets users dig deeper into key terms or concepts at their own pace, while a timeline helps them see how events or processes unfold in sequence. Tabs are perfect for organizing dense information and allow learners to reveal only what they need, when they need it.
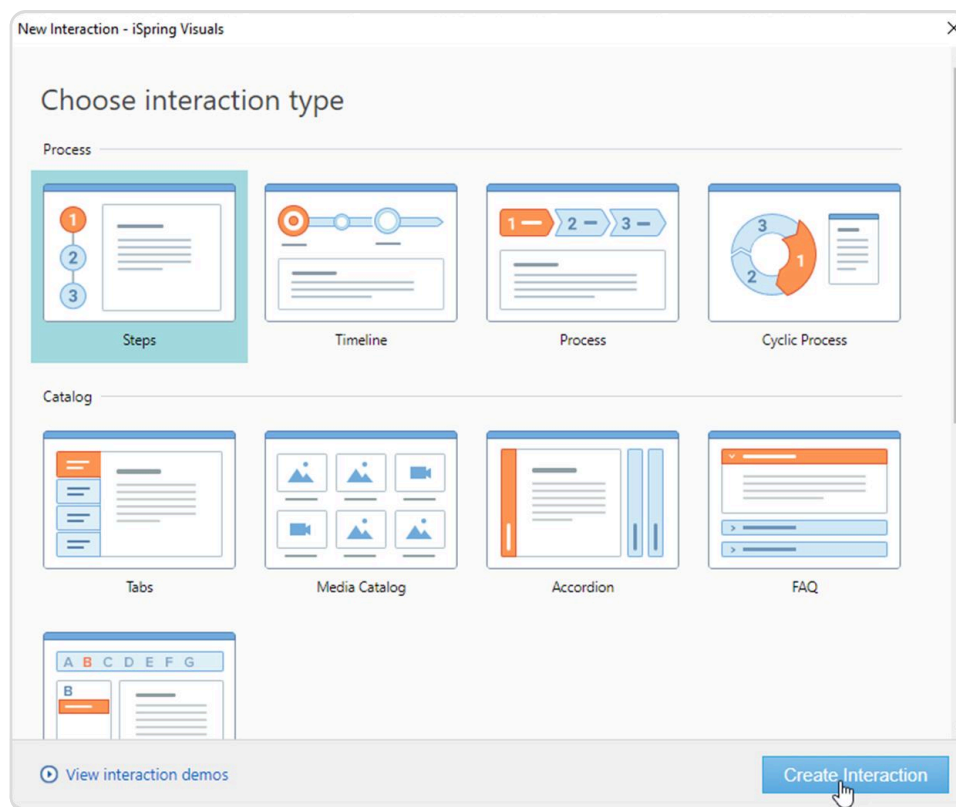
Remember: interactions should always serve a clear instructional purpose. Focus on adding elements that support your learning objectives, not just those that look impressive.

Add characters to make the content relatable

iSpring Suite stands out with its collection of ready-made characters. Adding characters makes your course instantly feel more human and approachable. You can browse a collection of realistic and animated avatars for:

- Business professionals
- Healthcare workers
- Education experts, and more
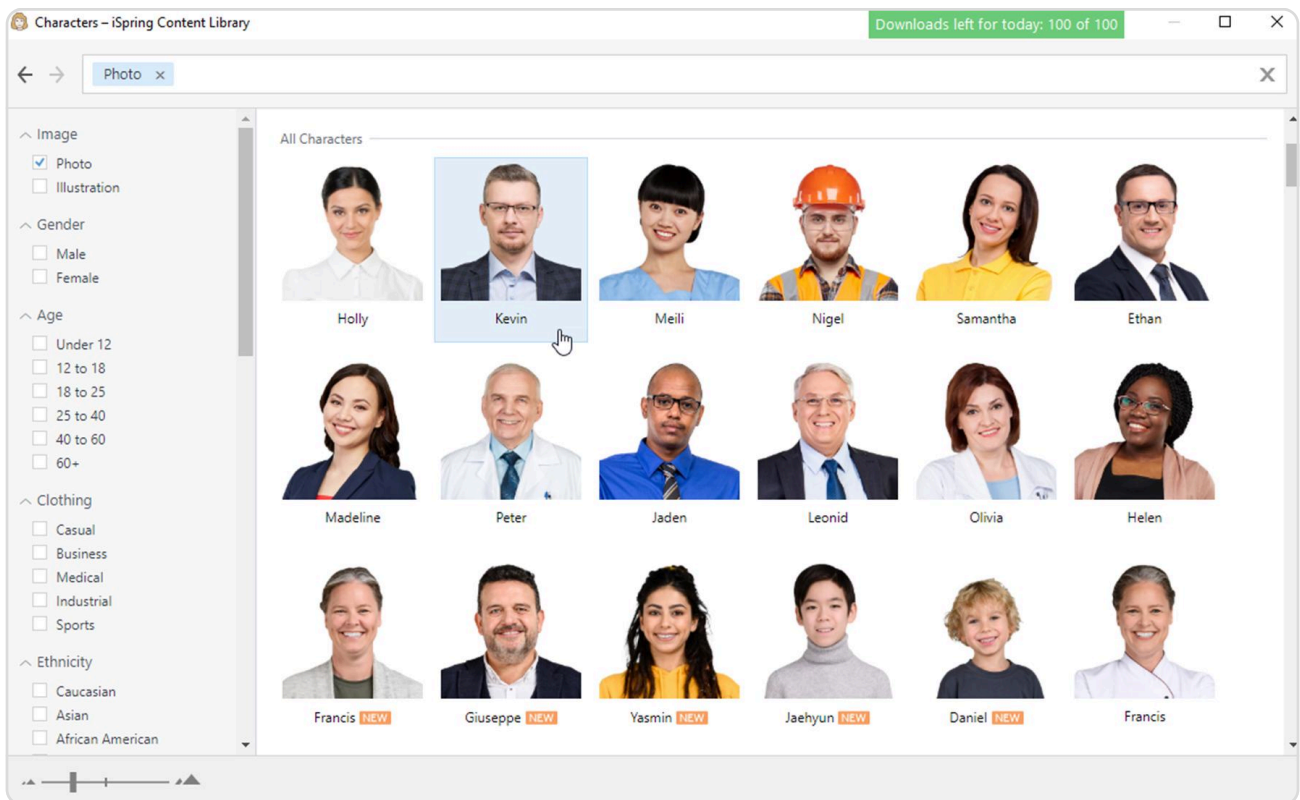
Use them to present scenarios, guide learners through new material, or provide feedback and encouragement throughout the course. For example, a friendly character can walk learners through tricky compliance rules or pop up in a branching scenario to offer guidance.

Expert insight

"You can take this even further and create custom characters with Suite's Character Builder. These tailored avatars can reflect your organization's actual team or diverse learner base, making scenarios more realistic and inclusive."

Anna Poli, Senior Instructional Designer at iSpring

Enrich with role-plays

Add role plays to your course to train communication skills and let learners practice resolving complex situations in a safe environment. It's easy to build a role-play in iSpring Suite thanks to the TalkMaster tool.

Here's how you can do that:

1. Click on the **Role-Play** button on the iSpring Suite toolbar in PowerPoint.

2. If you haven't already, save your course on your computer – you'll need to do this before inserting a new role-play.
3. Create a new role-play from scratch or select one you previously built with iSpring TalkMaster.
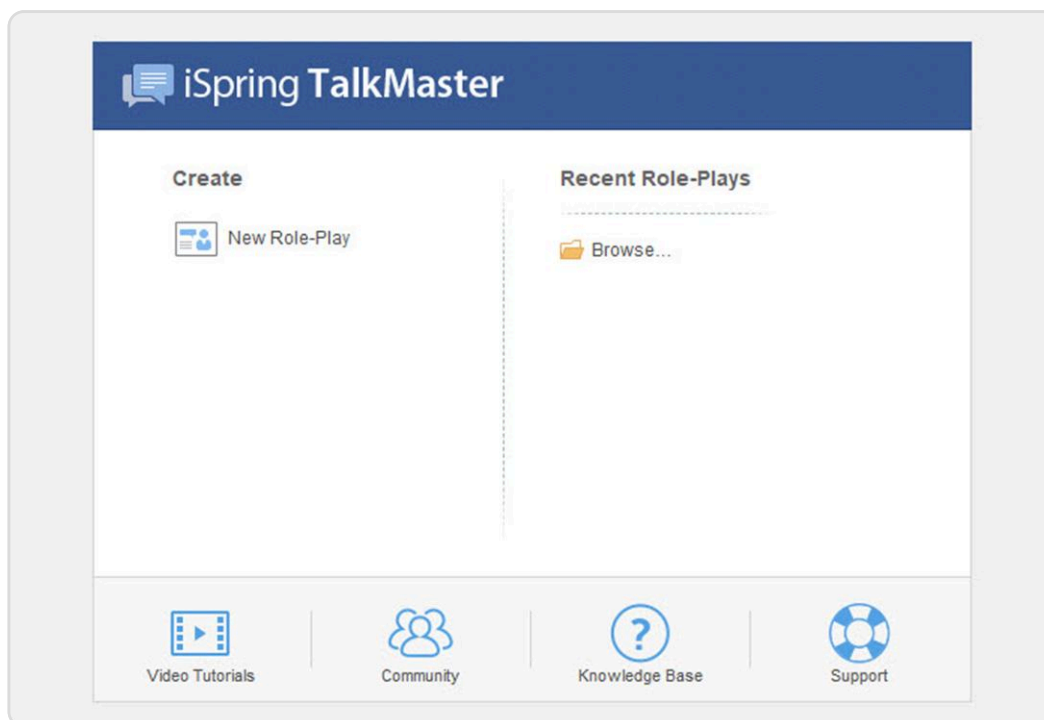
4. Once you've designed your dialogue (with characters, backgrounds, and multiple response options), click on **Save and Return to Course** on the toolbar.
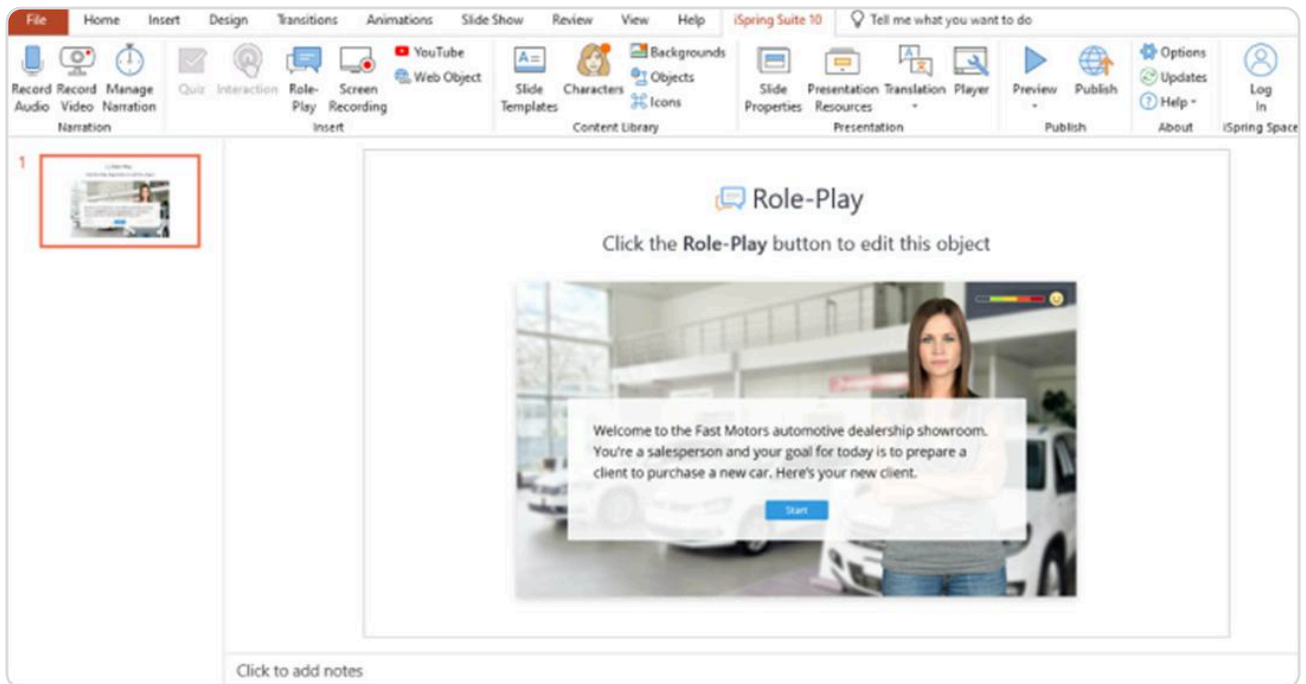
5. Your role-play scenario will now appear on the selected slide in your presentation, ready to be experienced by your learners.

Pro tip: If you're struggling to create a role-play scenario for your course, Copilot can help you once again. Just ask the AI to draft the conversation simulation on your topic, including realistic character responses and decision points. You can then refine the script, adapt the language, and import it directly into iSpring TalkMaster to quickly build out an interactive dialogue.

Customize the course player

With iSpring Suite, you have full control over how learners interact with your course. You can adjust the navigation settings:

- Choose a linear path if you want learners to move through slides in a specific order.
- Or enable free navigation so they can jump to any section as desired.

This is especially useful for reference materials or courses in which learners may want to explore topics in their preferred order.

Playback settings are also highly customizable. From automatic slide progression and minimum slide duration to looping, resume settings, and custom presets, you can adjust the course experience to match your audience and delivery context.
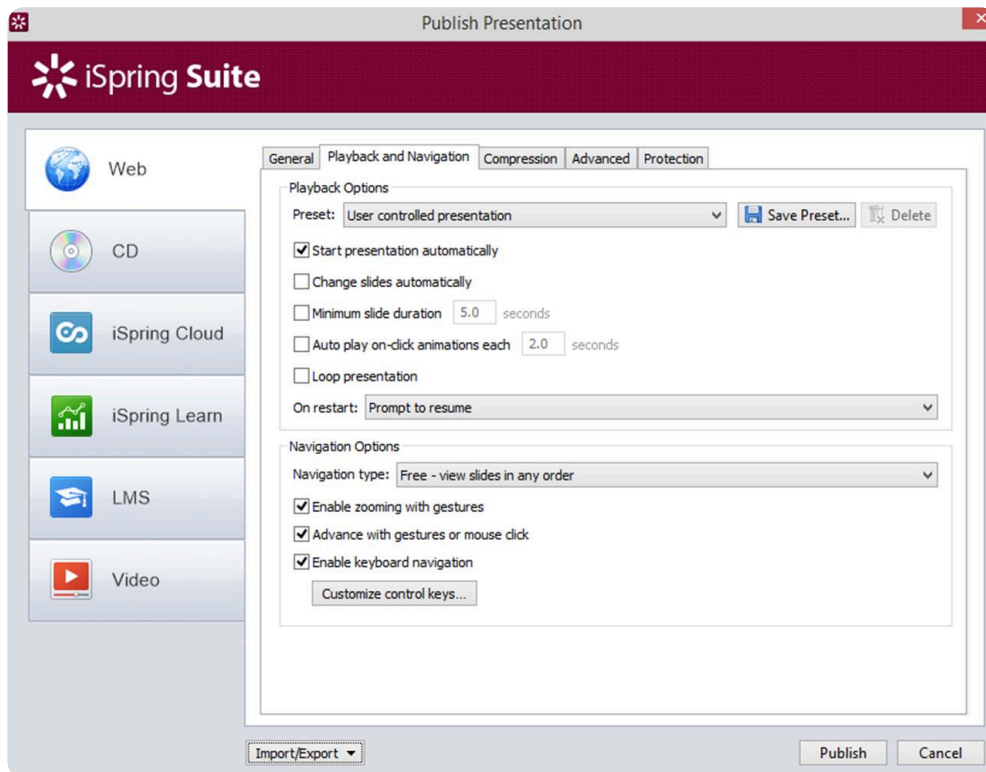
You can also **pick between a classic slide-based format or a modern scrolling layout**, depending on what fits your content and audience best. The scrolling option works great for courses that are viewed on mobile devices.

Branding is just as simple. Upload your company logo, set brand colors, and use custom fonts to ensure that your course matches your organization's visual identity.

Pro tip: Make accessibility easy with Accessibility Mode. Turn it on with a click to optimize your course for screen readers, keyboard-only navigation, and WCAG compliance.
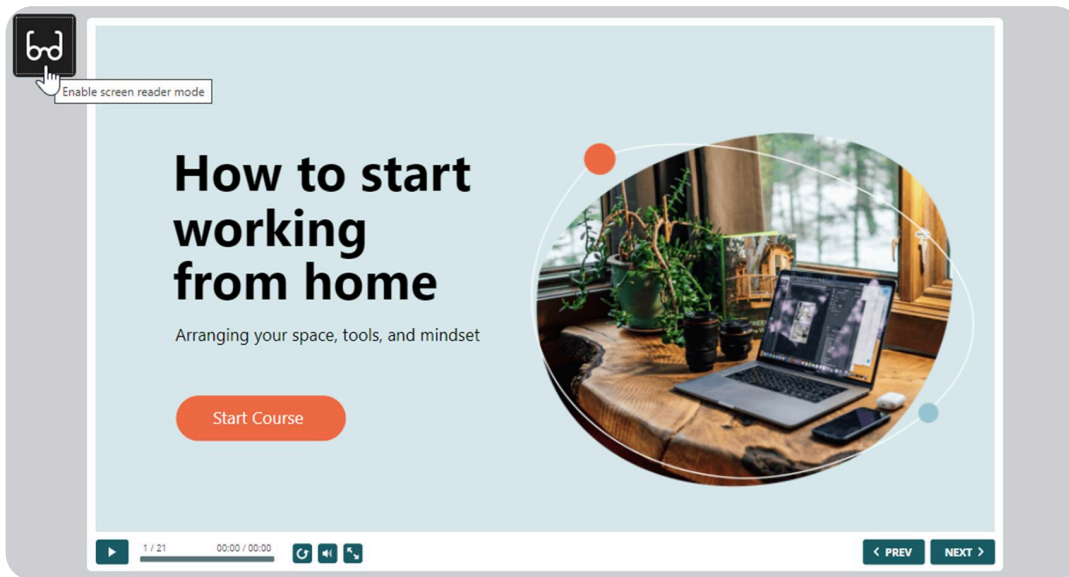
Expert insight

"If you want to handle the entire course creation process with AI but PowerPoint is not your favorite tool (or it's not available), you can do it right in your browser with iSpring Suite Max."

Use its web-based authoring platform with the iSpring AI assistant that can:

- Generate a course outline and content.
- Suggest targeted quiz questions and answers based on your material.
- Improve the grammar, tone, and style of your content.
- Improve the course structure with spot-on suggestions.
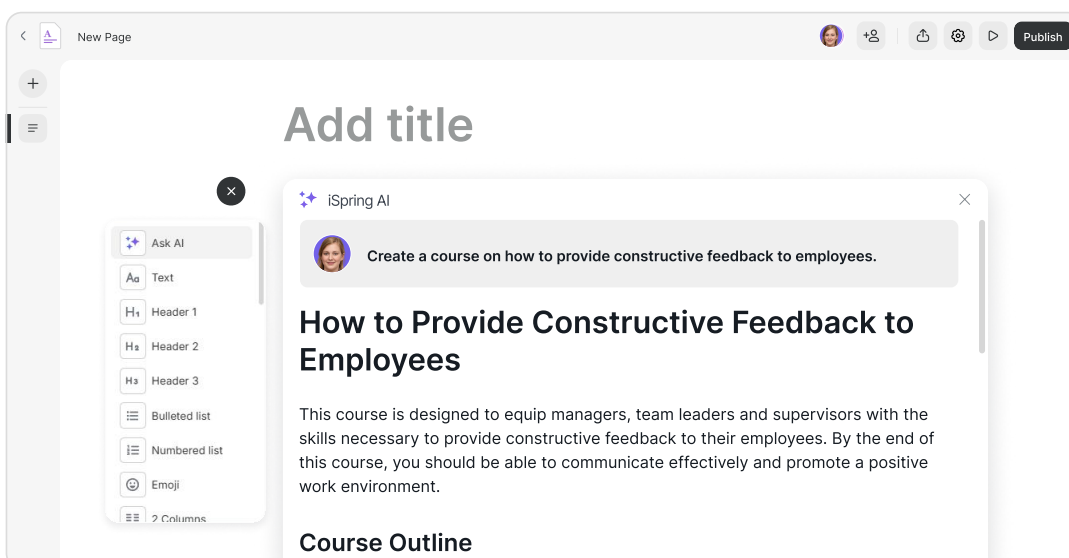
It's perfect for quick course creation, especially for remote collaborators or anyone who wants to build, edit, and review courses from anywhere. With everything occurring in the cloud, you can brainstorm, draft, and polish your course with AI-powered support."

Michael Keller, Senior eLearning Officer at iSpring

That's it! Now your course is ready to go live. You can publish it to any LMS as a SCORM or xAPI package, export it as a video or HTML5 file, or share it directly with learners via a secure link.
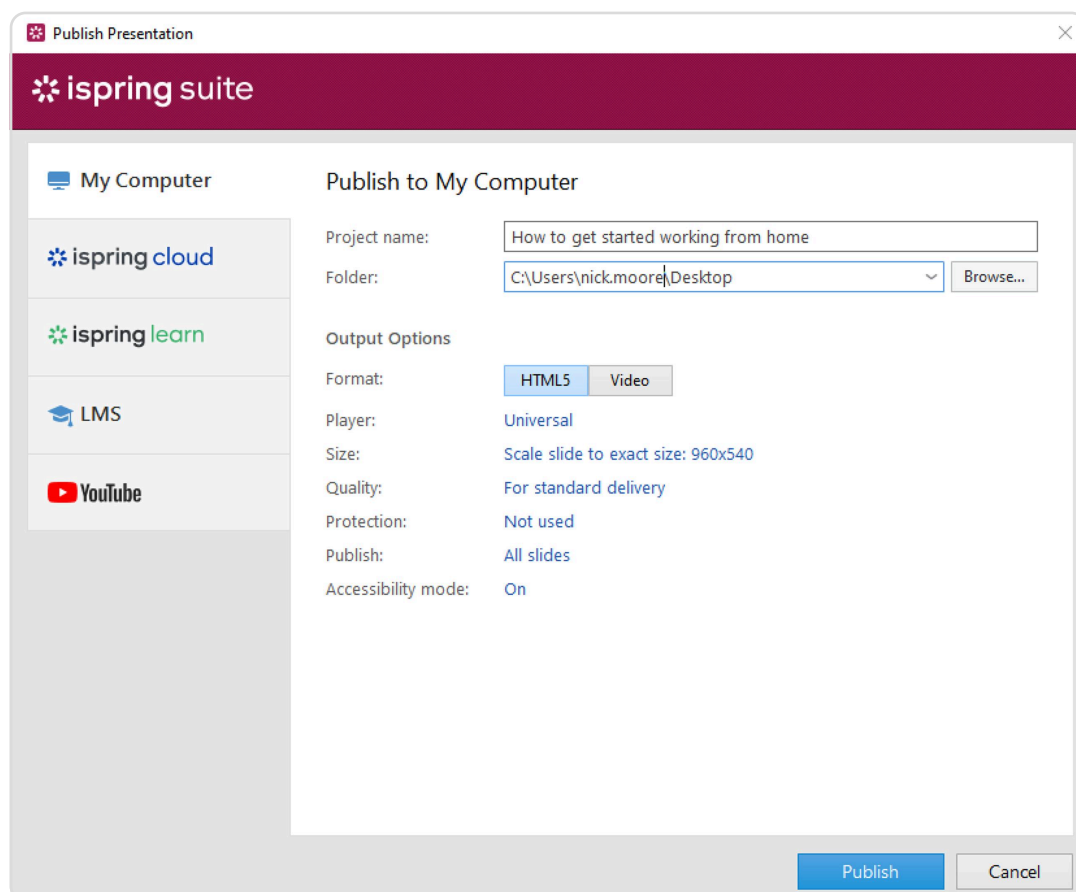
Try iSpring Suite for free

Best practices for an optimal AI-powered course creation workflow

Make the course-building process even smarter with these three simple tips.

1. Plan for learning "friction points" with AI

As you develop your outline, take a step back and imagine the course from a learner's perspective. Where might they get overwhelmed by dense content, lose motivation, or hit a wall of confusing information? Use Copilot or the iSpring AI assistant to "walk through" your course and find these points.

Ask AI questions like:

- Which parts might a new learner skim or struggle with?
- What questions might someone ask here?
- Where could a practical example or scenario help make this concept clearer?

This process helps you spot the slides that need more clarity, extra practice, or a change of pace.

Once you've found these friction points, build in support right where your learners will need it:

- Add a quick recap or summary before moving to a new topic.
- Insert a visual explainer or real-world example for tricky concepts.
- Place a simple interaction or checkpoint to re-engage attention.
- Offer "Need help?" tips or links for extra support.

This way, you'll keep learners on track, reduce frustration, and make your course experience feel thoughtful. Doing this early in the course building process will also help you avoid bigger changes to the course flow later on.

2. Design for effective microlearning

Instead of packing all your content into long, uninterrupted modules, break complex topics down into ultra-short, focused chunks. These can be:

- A real-world customer question that learners must answer on the spot.
- A drag-and-drop sorting activity to organize key steps or concepts.
- An interactive flashcard challenge to reinforce tricky terminology.

To maximize the impact of microlearning elements, always anchor them to the larger learning objective. After each activity, add a summary slide, a visual callout, or a reflective question that ties what learners just did back to the main storyline or competency goal.

Prompt AI to generate connecting phrases to reinforce the logic of the course sequence, like "Now that you've explored this scenario, here's how it fits into the bigger picture...," etc.

Expert insight

*"One trick I use with microlearning is to create little **teaser activities** that build anticipation for what comes next. For example, I'll start with a quick real-world dilemma or a surprising fact and then link it to a deeper insight later in the course. It keeps learners curious and makes each mini-lesson feel like a stepping stone rather than an isolated event."*

Anna Poli, Senior Instructional Designer at iSpring

3. Gamify progress with small milestones

Build in <u>gamification</u>, small rewards, and progress markers along the course to help your learners feel more motivated.

Start by asking Copilot/iSpring AI to suggest natural progression markers based on your course outline. For example, this can be after each scenario, skill demo, or knowledge check.

Then, reinforce these milestones. In iSpring Suite, there are a few simple ways you can do this:

- **Progress indicators.** Use visual cues like a progress bar at the bottom of each section, checkpoint icons, or even a simple slide at different intervals ("Step 2 of 5"). This will help learners keep track of their progress.
- **Accomplishment messages.** After a key section or interaction, display a pop-up or dedicated slide congratulating the learner and previewing what's next. AI can help draft motivating messages for each milestone.
- **Mini-challenges.** Use AI to create fun, scenario-based challenges or knowledge battles after each module. When learners complete these, recognize their achievement with a special character, animation, or encouraging feedback.

Just a couple of gamified elements can change the entire learning experience by turning a routine course into something that feels motivational and genuinely fun to complete.

Final word

With AI tools and AI-integrated platforms like iSpring Suite, course creation is only going to get faster and more agile from now on. It won't be long before drafting, updating, and personalizing training becomes as easy as chatting with a smart assistant.

Yet, no matter how advanced the tech gets, your expertise and instructional intuition will always be the real secret sauce. Try this authoring workflow and don't be afraid to experiment with nuances. It allows you to automate and accelerate course creation optimally so you can keep your focus on what matters most: making learning both effective and enjoyable for your audiences.

**To get started with this AI-powered approach,
get a free 14-day trial of iSpring Suite.**
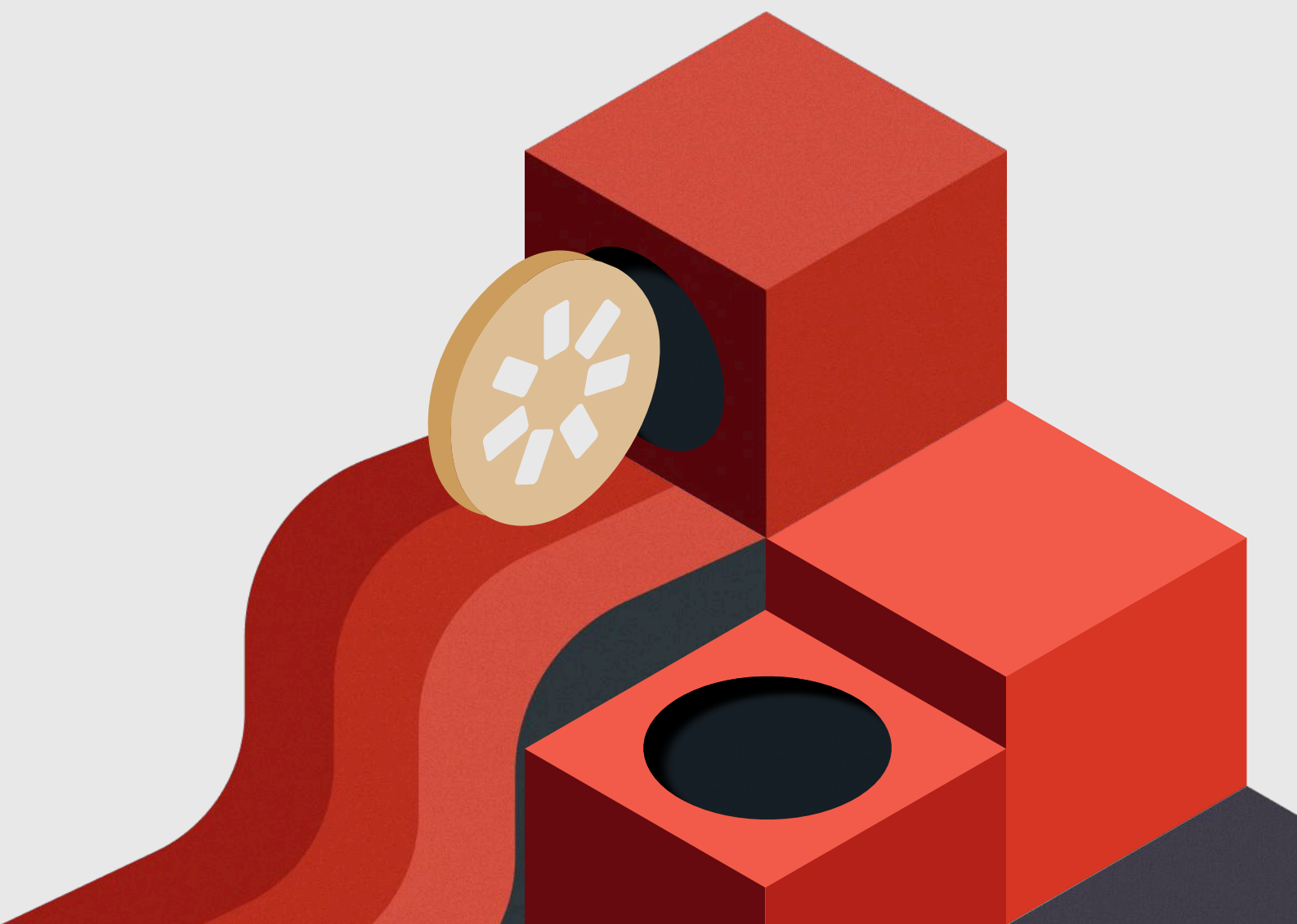
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