

Getting the Most from your Presentations with GenAI

Course Duration: 04 hours

Overview:

Generative Artificial Intelligence (GenAI) tools such as ChatGPT, Copilot, and Gemini have taken the world by storm. Business users have found numerous creative ways to use these tools to get their work done faster and more efficiently. This includes the development of business presentations. Whether you use Microsoft PowerPoint, Google Slides, LibreOffice Impress, or another application to produce your slides, GenAI tools can help you generate text and image content for your slides, as well as presenter notes and handouts. This is even possible using free online AI tools that don't require additional costs beyond your current investment in your office productivity software.

Course Objectives:

In this course, you will use generative AI tools to help you develop business presentations. You will:

- Select and use generative AI tools to generate text content for presentation slides and handouts.
- Generate images and design ideas you can use in a presentation.
- Generate presenter notes and handout content for use in a presentation.

Target Student:

This course is designed for professionals in a variety of roles who currently use presentation software to accomplish business tasks, and who want to enhance their use of presentation software by leveraging freely available generative AI tools.

Course Prerequisites:

To ensure your success in this course, you should know how to perform basic presentation development tasks using presentation software. You can obtain this

level of skills and knowledge by taking the Microsoft® Office PowerPoint® for Office 365 (Desktop or Online): Part 1 course from Logical Operations.

Lesson 1: Using AI to Generate Text Ideas and Content

Topic A: Brainstorm Presentation Ideas

Topic B: Use a Chatbot to Generate a Presentation

Topic C: Prepare AI-Generated Text for PowerPoint

Topic D: Import and Format AI-Generated Slide Content

Lesson 2: Using AI for Graphic Development

Topic A: Brainstorm Image and Design Ideas

Topic B: Writing Better Image Generation Prompts

Lesson 3: Using AI to Generate Presenter Notes and Handout Content

Topic A: Expand Slide Bullets into Paragraphs for Notes and Handouts

Topic B: Use Chatbot-Based Web Search to Find Additional Information Sources