

Advanced PowerPoint with AI

(2 Days – 16 Hrs.)

Module 1: Slide Design & Slide Master

- Using Themes, Templates, and Slide Masters
- Applying built-in themes
- Exploring templates for quick slide creation.
- Introduction to Slide Master View:
- Editing default layouts.
- Adding company logos and headers/footers.

Module 2: Enhancing Presentations with Multimedia

- Embedding Videos, Images, and Charts
- Inserting and resizing images for impact.
- Adding videos from local files and online sources.
- Using Excel charts in PowerPoint and linking them dynamically.
- Working with SmartArt and Icons
- Transforming bullet points into visually appealing SmartArt graphics.
- Customising SmartArt layouts, colours, and effects.
- Animations and Transitions: Best Practices
- Applying transitions for smooth slide changes.
- Adding animations to text and objects (entrance, emphasis, exit).
- Managing animation sequences with the Animation Pane.

Module 3: Advanced PowerPoint Techniques

- Using Hyperlinks and Navigation within Presentations
- Adding hyperlinks to external websites, documents, and slides.
- Creating interactive presentations with clickable navigation.
- Using action buttons for a polished user experience.

Module 4: Using Chat GPT for PowerPoint

- Use Chatgpt to create content for presentation - Generating key points for presentation
- Create PowerPoint Presentations using AI-generated VBA code – Automating slide creation for training sessions.
- Using Chatgpt 4 plugins to create a presentation - Enhancing sales decks with AI-generated insights.

Module 5: Copilot in PowerPoint – AI-Powered Presentations

- Designing professional and engaging slides using Copilot
- Automatically generating presentations from plain text or prompts
- Enhancing slide content with AI-powered suggestions and refinements
- Creating business presentations directly from documents
- Inserting contextually relevant images into slides
- Exploring and selecting images through Copilot assistance
- Summarising entire presentations using Copilot
- Highlighting key points and insights with Copilot

Module 6: Google Slides – Creating Impactful Presentations

- **Getting Started:** Interface overview, creating and organizing files in Drive
- **Working with Slides:** Add, duplicate, delete, and apply/customize layouts
- **Text & Formatting:** Insert text boxes, use bullet points, and apply styles
- **Visual Elements:** Add images, videos, charts, tables, and adjust layout
- **Design & Layout:** Use themes, grids, and guidelines
- **Transitions & Animations:** Apply and customize transitions/animations
- **Collaboration:** Share, comment, and collaborate in real time
- **Exporting:** Download as PDF/PowerPoint

Module 7: Designing with Canva – Easy Graphic Creation

- **Getting Started:** Sign up, explore dashboard, choose templates
- **Creating Designs:** Use drag-and-drop for layouts and elements
- **Text Tools:** Add, format, and style text
- **Images & Graphics:** Insert photos, icons, or upload your own
- **Customisation:** Change colours, backgrounds, and layouts
- **Design Tips:** Use alignment, white space, and clean visuals
- **Sharing & Downloading:** Export designs or collaborate online

Module 8: Creating Presentations with Gamma – Smart & Stylish

- **Getting Started:** Sign up and explore Gamma's interface
- **Creating a New Page:** Choose templates or generate with AI
- **Working with Content:** Add text, images, and embeds easily
- **Using AI Features:** Auto-generate slides or outlines from prompts

- **Design and Layout:** Customise themes, colours, and layouts
- **Collaboration:** Share, comment, and work together in real time
- **Presenting, Downloading, & Sharing:** Download presentation in pdf/ppt format or share via link