

KOENIG SOLUTIONS · COURSE OUTLINE

Advanced PowerPoint with AI in 2 Days

Learn to design polished presentations in PowerPoint and create AI-assisted slides using ChatGPT, Copilot, Google Slides, Canva, and Gamma.

2 Days

16 HOURS

8

MODULES

48

TOPICS

COURSE OVERVIEW

This course covers slide design using themes, templates, and the Slide Master, followed by enhancing presentations with multimedia, SmartArt, animations, and transitions. It then examines advanced PowerPoint techniques such as hyperlinks and interactive navigation, before introducing the use of ChatGPT to generate content and AI-generated VBA code for slide creation. Further modules cover Copilot in PowerPoint for AI-powered slide generation and refinement, alongside creating presentations with Google Slides, Canva, and Gamma.

WHO THIS COURSE IS FOR

Business Professionals

Sales Teams

Trainers

Marketing Professionals

Administrative Staff

LEARNING OBJECTIVES

- Apply themes, templates, and Slide Master layouts to presentations
- Embed videos, images, charts, and SmartArt in slides
- Manage animations and transitions using the Animation Pane
- Create interactive navigation with hyperlinks and action buttons
- Generate presentation content and VBA code using ChatGPT
- Design AI-powered slides and refine content with Copilot
- Build presentations in Google Slides with collaboration features
- Create graphic designs and presentations using Canva and Gamma

8 Modules, 48 Topics

01

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

02

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

03

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

04

Using Chat GPT for PowerPoint

TOPICS

- 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

05

Copilot in PowerPoint – AI-Powered Presentations

TOPICS

- 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

06

Google Slides – Creating Impactful Presentations

TOPICS

- **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

07

Designing with Canva – Easy Graphic Creation

TOPICS

- **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

Creating Presentations with Gamma – Smart & Stylish

TOPICS

- **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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

[Classroom Training](#)[Live Online Classes \(ILO\)](#)[Fly-Me-A-Trainer \(FMAT\)](#)[Flexi \(Self-Paced\)](#)[1-on-1 Training](#)

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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