KOENIG SOLUTIONS · COURSE OUTLINE

AI-Powered PowerPoint Presentation Skills

Learn to design, personalise and deliver AI-enhanced PowerPoint presentations using Designer, Copilot and other generative AI tools.

24 Hours	14	27	2
DURATION	MODULES	TOPICS	HANDS-ON ACTIVITIES

COURSE OVERVIEW

Visual storytelling, data-driven presentations, AI tools (PowerPoint Designer, Copilot, third-party apps), productivity techniques, and confident delivery.

WHO THIS COURSE IS FOR

Professionals seeking advanced presentation skills with a strong focus on AI integration

PREREQUISITES

Participants should ideally have:

- Basic working knowledge of PowerPoint. Comfortable navigating the interface, inserting text and images, and saving files.
- Familiarity with Microsoft 365 environment. Understanding tools like OneDrive, Word, or Excel—especially for collaboration and Copilot integration.
- Access to Microsoft 365 with Copilot enabled (optional but ideal). To practice using generative AI features within PowerPoint.
- General computer literacy. Basic file management, online browsing, and using web-based tools or plugins.
- A laptop with Microsoft PowerPoint installed. Preferably the latest version supporting Designer and Copilot features.

LEARNING OBJECTIVES

What You Will Learn

By the end of this training, participants will be able to:

- Design visually compelling slides using infographics, SmartArt, charts, and multimedia
- Create branded templates and master slides for consistent, professional output
- Apply advanced transitions, animations, and interactivity for engagement
- Use PowerPoint Designer and Microsoft 365 Copilot to automate and enhance slides
- Generate decks from text outlines, meeting notes, or raw data using AI
- Personalize presentations using AI suggestions based on audience or context
- Convert data into visual formats using PowerPoint and tools like Beautiful.ai, Canva Magic
- Create impactful infographics combining PowerPoint tools and generative AI
- Streamline formatting, summarization, and optimization using AI tools
- Build dynamic, audience-driven presentations using hyperlinks and non-linear navigation

COURSE SYLLABUS

14 Modules, 27 Topics

01 — 1.75 hours

Designing with Visuals and Infographics

TOPICS

- SmartArt, Icons, Libraries (Flaticon, TheNounProject)
- **Principles:** flow, hierarchy, simplicity

02 — 2.00 hours

Tables, Charts, and Graphs

TOPICS

Native chart tools, formatting techniques · Animated data reveals

03 — 1.75 hours

Multimedia Integration

TOPICS

Embedding/managing videos, audios, recordings · Transitions and best practices

04 — 1.00 hour

AI-Powered Slide Suggestions

TOPICS

- PowerPoint Designer
- AI-generated titles, layouts, and visual enhancements

05 — 1.00 hour

Soft Skills: Designing to Communicate

TOPICS

Psychology of visuals · Slide logic and persuasive messaging

06 — 1.75 hours

AI-Generated Infographics & Visuals

TOPICS

Copilot, Canva Magic, Visme, Beautiful.ai · Prompt-based infographic generation

07 — 2.00 hours

Master Slides and Custom Templates

TOPICS

Branded templates · Embedding AI-generated themes

08 — 1.75 hours

Interactive and Non-linear Presentations

TOPICS

Hyperlinks, triggers, branching logic · Audience-driven navigation

09 — 1.00 hour

Generative AI Tools for Productivity

TOPICS

Copilot for decks, summaries, and conversions

10 — 1.00 hour

Soft Skills: Presenting with AI Assistance

TOPICS

Presenter Coach · Live subtitles, AI feedback tools

11 — 1.75 hours

Personalizing Presentations with AI

TOPICS

Role/industry-based adaptation · Scalable personalization with Copilot

12 — 2.00 hours

Storyboarding with AI Tools

TOPICS

ChatGPT, Copilot for visual planning · Business goal mapping

13 — 1.75 hours

Voice, Script, and AI Support Tools

TOPICS

Scriptwriting, AI voiceovers · Speaker notes, cue cards

14 — 1.00 hour

AI-Enhanced Feedback and Continuous Improvement

TOPICS

Presenter Coach, engagement metrics · AI-based versioning

Capstone Challenge — 1.00 hour

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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