



Creating Presentations with AI

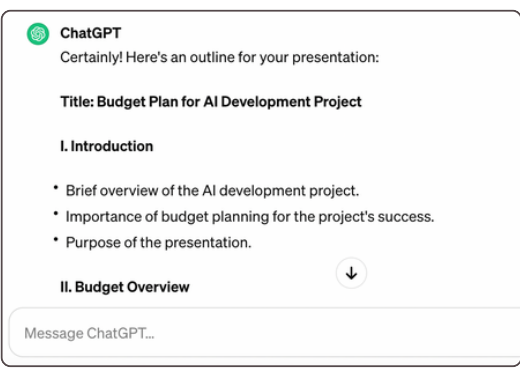
By Nicolas Boucher

STEP 1 Creating an Outline with the right ChatGPT prompt

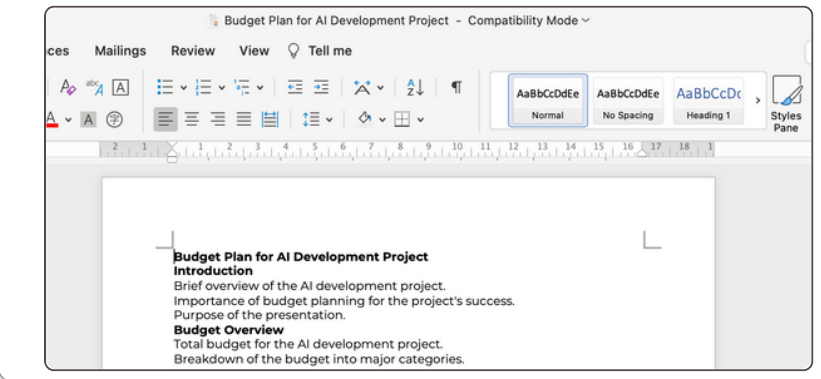
Structured prompt for an effective outline

"I'm a CFO. I need to present to my Board of Directors a budget plan for an AI development project. Can you outline that presentation for me?"

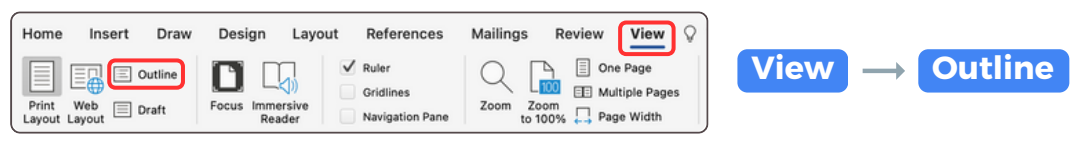
Make sure to cover all the items of an effective budget plan. I want each item to have at least three bullet points."



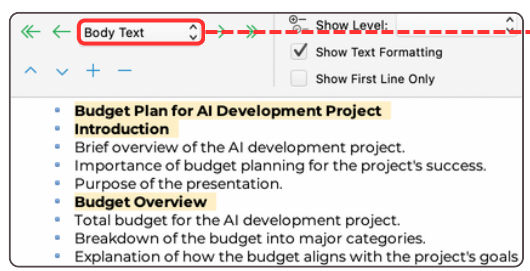
STEP 2 Copy & paste the Outline in Word



STEP 3 Create Outline in Word

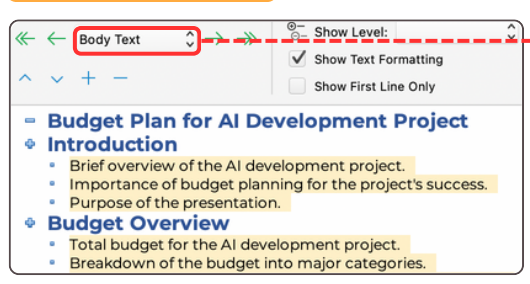


For Slide Titles



Press **Ctrl** key to select several lines that are slide titles

For Bullet Points



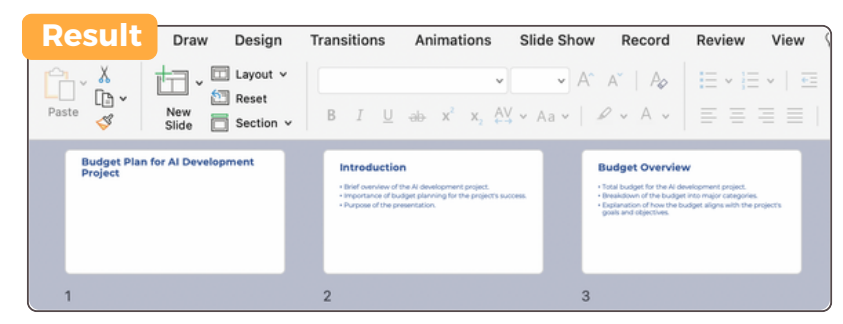
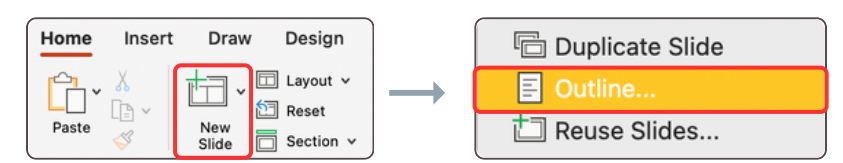
Press **Ctrl** key to select several bullet points

Close Outline View & your document

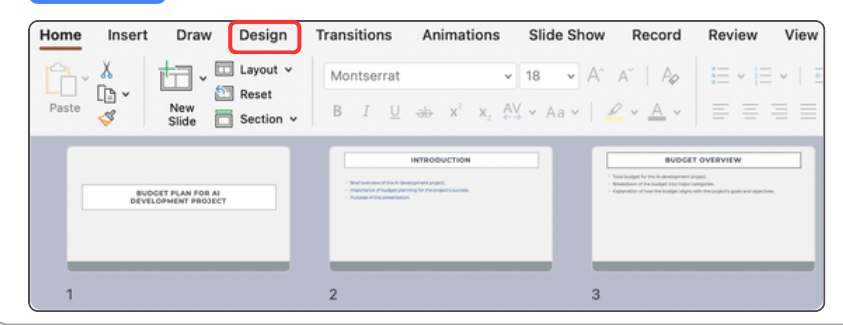
Save **Format: .docx, .rtf, or .txt**
Close your document

STEP 4 Import a Word outline into PowerPoint

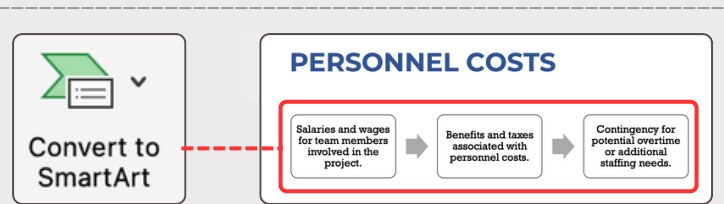
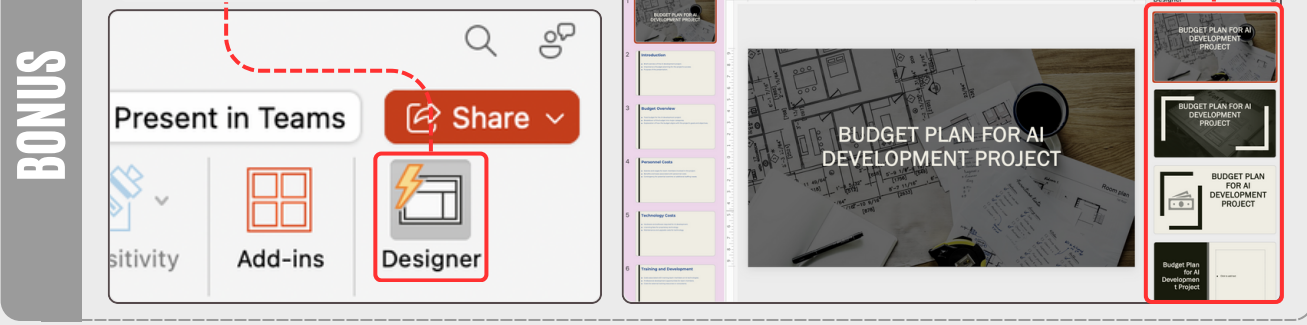
Open PowerPoint → **New Slide** → **Slides from Outline**



Design → Select Themes for presentation visuals



BONUS Use Designer to have more layout options



With **SmartArt**, you can quickly convert text into a nice graphic

- Select your text
- Select **Home > Convert to SmartArt**
- Select the SmartArt you want

