



Getting the Most from Your Presentations with GenAI

Course ID #: 7000-1201-ZZ-Z

Hours: 4

Delivery Method: Group Internet Based

Course Content

Description:

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.

Objectives:

Upon successful completion of this course, students 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.

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 The Computer Workshop.

Target Audience:

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.



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Topics:

Lesson 1: Using AI to Generate Text Ideas and Content

- Brainstorm Presentation Ideas
- Use a Chatbot to Generate a Presentation
- Prepare AI-Generated Text for PowerPoint
- Import and Format AI-Generated Slide Content

Lesson 2: Using AI for Graphic Development

- Brainstorm Image and Design Ideas
- Writing Better Image Generation Prompts

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

- Expand Slide Bullets into Paragraphs for Notes and Handouts
- Use Chatbot-Based Web Search to Find Additional Information Sources

Register for this class by visiting us at:

www.tcworkshop.com or by calling us at 800-639-3535

NASBA CPE details are provided on the following pages.



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NASBA Information

Level: Intermediate

Advanced Preparation:

Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.

Recommended Field(s) of Study: Computer Software and Applications

Recommended CPEs: 4.50

Policies: Course Registration, Cancellation, Refund, and Complaint Resolution

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: www.tcworkshop.com

Official National Registry Statement:

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NOTE: Since our information is in multiple places on our website or in PDF format that is sent to clients, we have provided our normal course content with the NASBA Information added along with links to our policy page on the web. We will add our name to the Official National Registry Statement after we are approved.