



Co-funded by
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Digital Presentation

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Introduction

- A digital presentation is a visual tool used to convey ideas, conduct training, or present a company's offer. It presents information in a clear and attractive way, often including multimedia elements such as images, videos, charts, and animations.
- The main objectives of a typical presentation are:
 - To communicate ideas clearly and effectively by combining the visuals with the speaker's description.
 - To train the audience and help them adapt quickly to new tasks.
 - Convince the audience of the point by providing them with arguments and new knowledge.
 - To inspire and interest the audience in the topic, often through storytelling.
 - To exchange knowledge and experience.



Introduction

- What creates an effective digital presentation?
 - Acquaint your audience.
 - A strong start.
 - Main content.
 - Visual aids.
 - Creating simple slides.
 - Interaction with the audience.
 - A memorable ending.



Introduction

- How to make a digital presentation?
 1. It is necessary to know the topic well.
 2. Focus on simplicity.
 3. Tell a story
 4. Make it entertaining
 5. Practice - practice makes perfect
 6. Sharing
 7. Checking technology
 8. Welcome questions



Introduction

- Basics for improving presentation performance:
 1. Less written, more spoken
 2. Body language and voice
 3. Making eye contact and using real-time communication



Introduction

- What are the main types of digital presentations?
 - Business presentations
 - Marketing presentations
 - Sales presentations
 - Educational and training presentations
 - Personal presentations
 - Business presentations

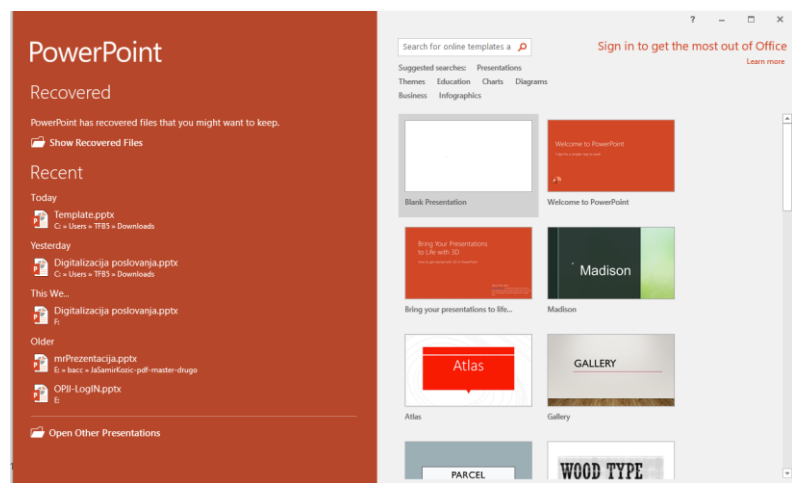


MS Office Power Point

- Microsoft Office PowerPoint 2016 is a presentation software application that helps users create professional, dynamic and impactful high-impact presentations.
- The building blocks of a presentation are slides, and by using slides, the focus is not only on the speaker but also on the visuals, i.e. the slides.



MS Office Power Point

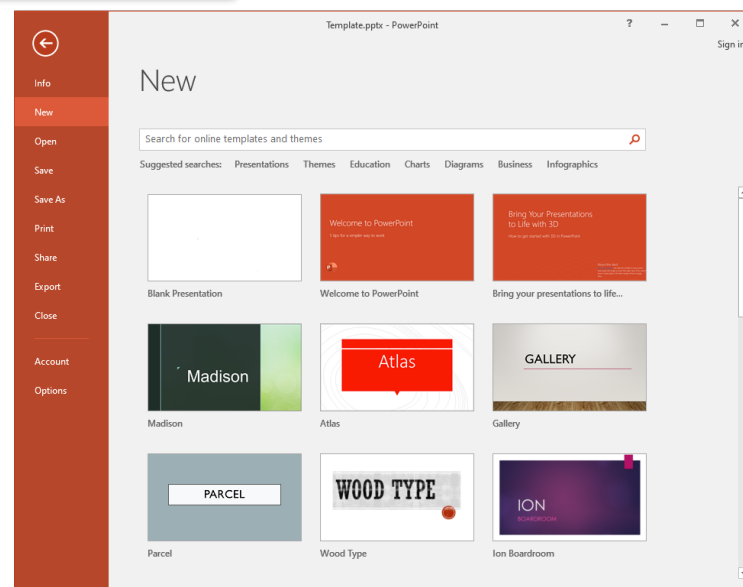


A

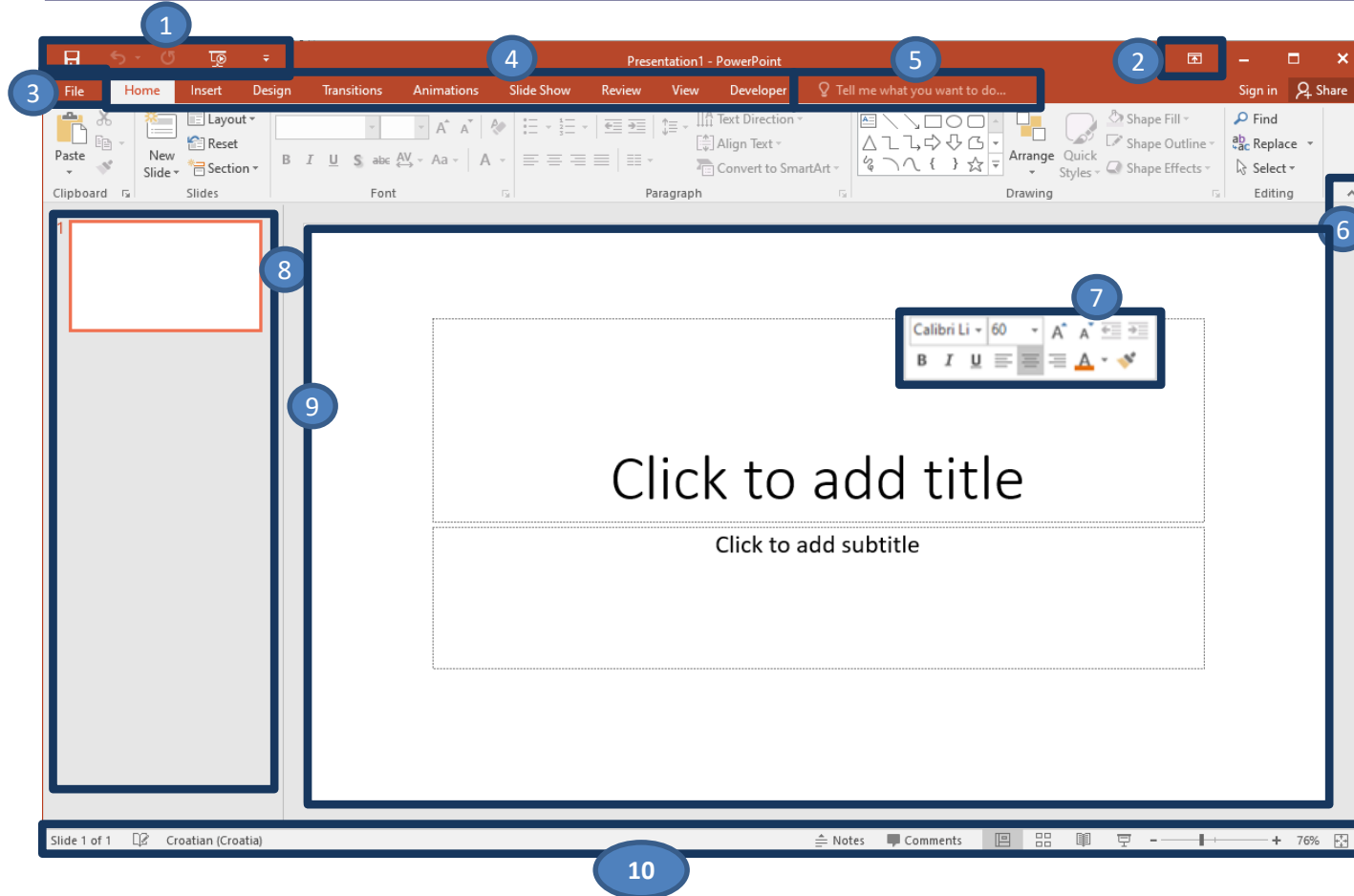
Creating a new presentation:

- Selection of templates is available when launching the PowerPoint application.
- A new presentation can be created in open PowerPoint, by pressing the **File** button and selecting the New option. Then, in the same way, a selection of templates/themes is available.

B



MS Office PowerPoint user interface



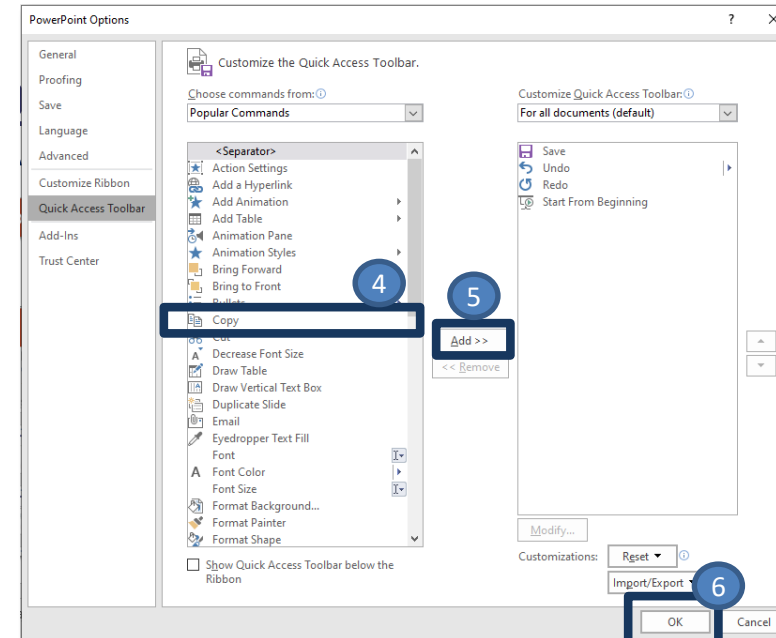
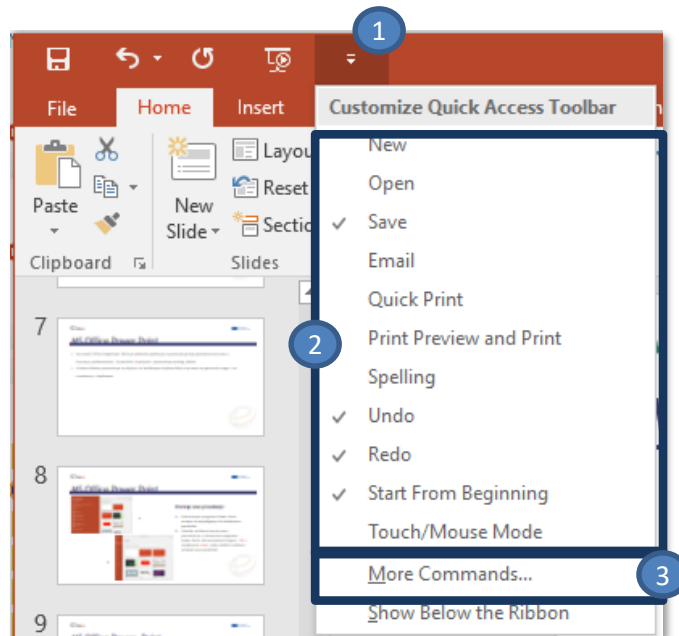
MS Office PowerPoint user interface

Quick Access Toolbar



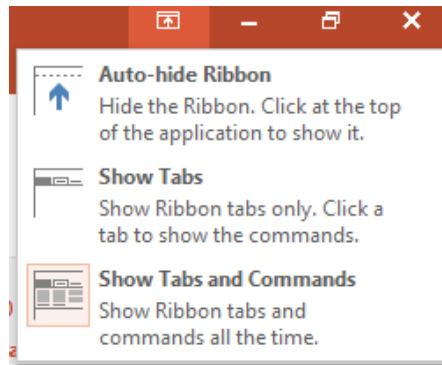
Quick Access Toolbar is a small toolbar at the top left corner of the window application that can be customized to contain buttons for the functions that are used most often.

Customizing the Quick Access Toolbar



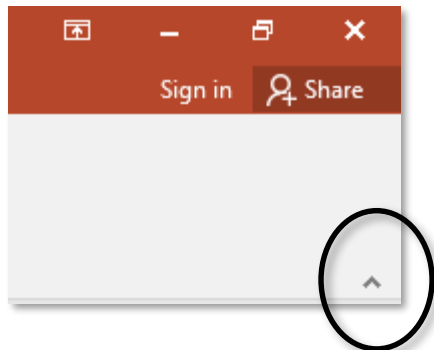
MS Office PowerPoint user interface

Ribbon Display Options



- ☐ Auto- hide Ribbbon - Automatically hides the toolbar
- ☐ Show Tabs - Shows only tabs
- ☐ Show Tabs and Commands - Displays tabs and commands

Collapse the Ribbon - Collapse the toolbar

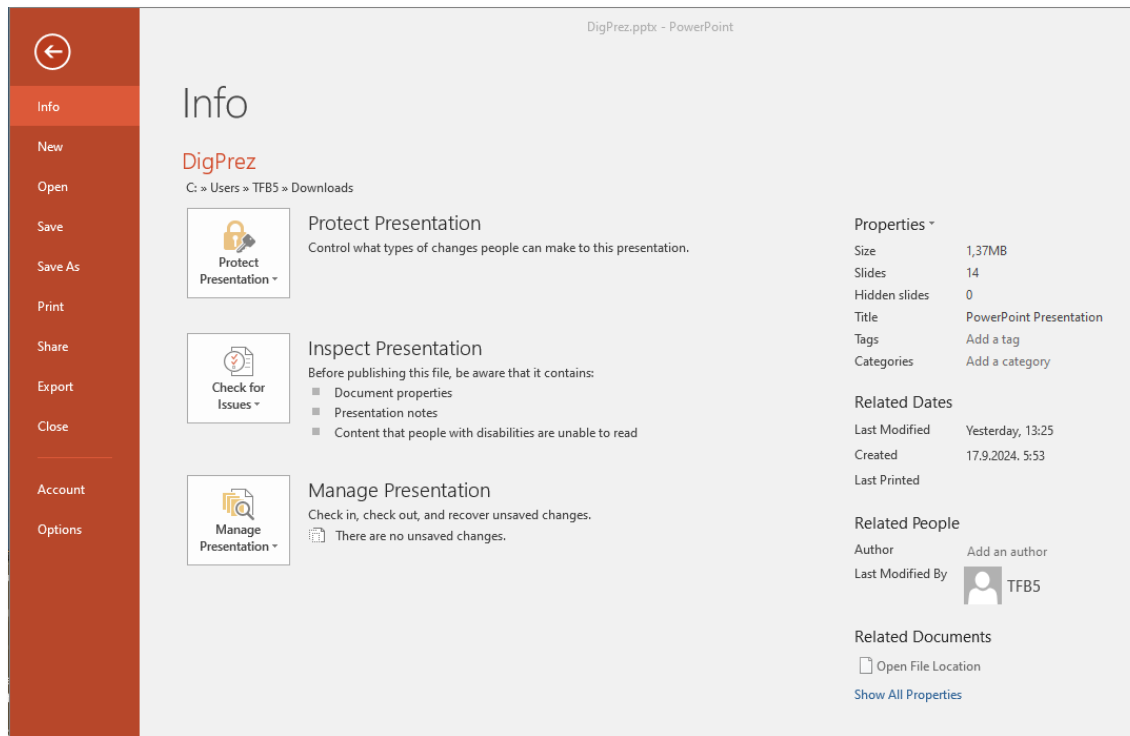


If this button is pressed, more space is obtained and it is the same as when selecting **show tabs** in the option to display toolbars.



MS Office PowerPoint user interface

File Tab (Backstage View) - File Tab



The File tab provides a centralized location called Microsoft Office Backstage View.

This window is used for all tasks related to file management, including:

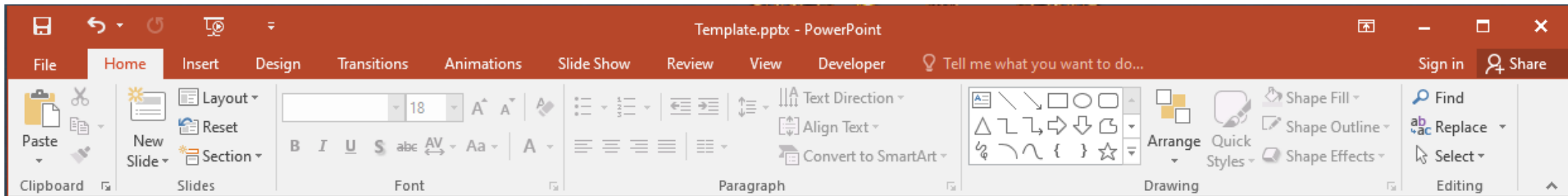
- Opening – Open
- Creation – New
- Closing – Close
- Sharing - Share
- Saving – Save | Save As
- Print
- Exporting – Export
- Closing - Close

In addition to this, it can be viewed document properties, set permissions, and manage document versions.

MS Office PowerPoint User Interface

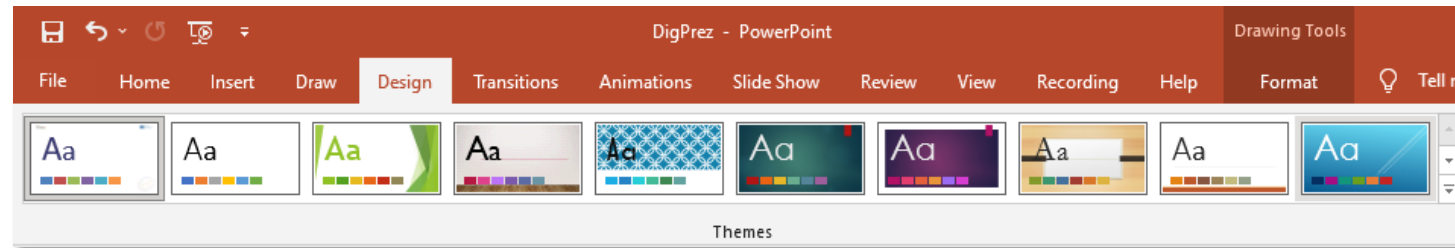
Ribbon - Toolbar tape

Ribbon – Toolbar strip is a panel that contains functional groupings buttons and a drop-down list organized by tabs. The ribbon is designed to help quickly find orders that are necessary for the completion of a task.



MS Office PowerPoint slide design

Gallery

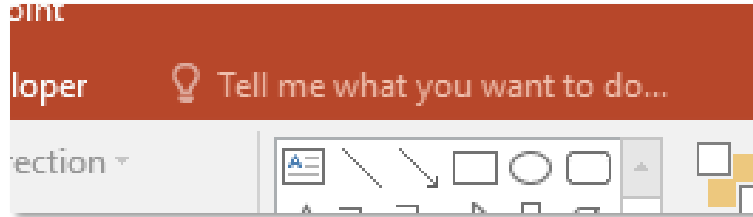


- A Gallery is a collection of pre-defined formats which can be applied to various elements in Office applications, such as the Themes Gallery in PowerPoint. A Gallery most often appears as a result of clicking on an item on one of the Ribbon tabs.
- The selections in a Gallery incorporate a feature called Live Preview. When the mouse cursor hovers over a selection in a Gallery, document takes on the formatting attributes of that selection in order to give a preview of how that selection will look when applied to your document.



MS Office PowerPoint User Interface

Tell Me



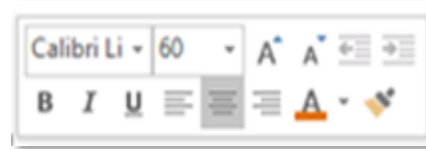
The Tell Me feature allows users to enter words and phrases related to what you want to do next to quickly access features or actions. It can also be used to look up helpful information related to the topic. Using these features can be:

- Explore PowerPoint features
- Get help with PowerPoint



MS Office PowerPoint User Interface

Mini Toolbar tape



The Mini Toolbar is a semi-transparent toolbar that appears when you select text. When the mouse cursor hovers over the Mini Toolbar, it becomes completely solid and can be used to format the selected text.

Status Bar states

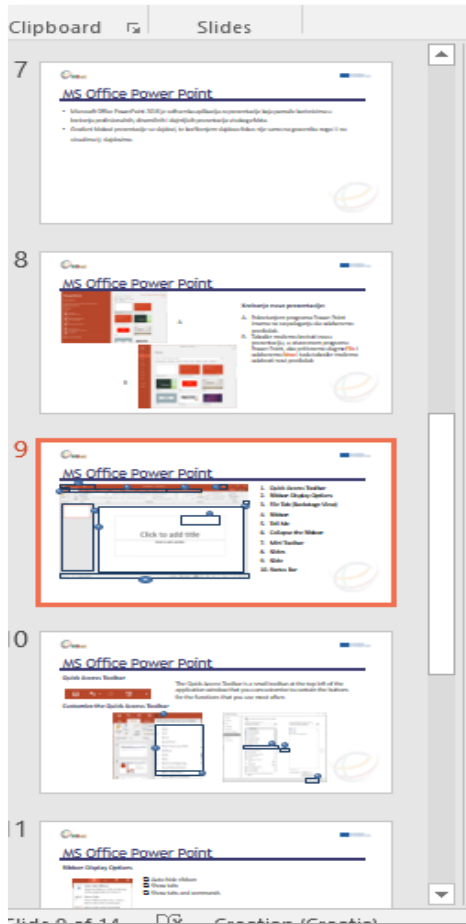


It could be allowed to see which slide the presentation is currently on, how many slides there are, notes or comments from the speaker in the presentation, change views, or change the zoom level.



MS Office PowerPoint User Interface

Slides pane



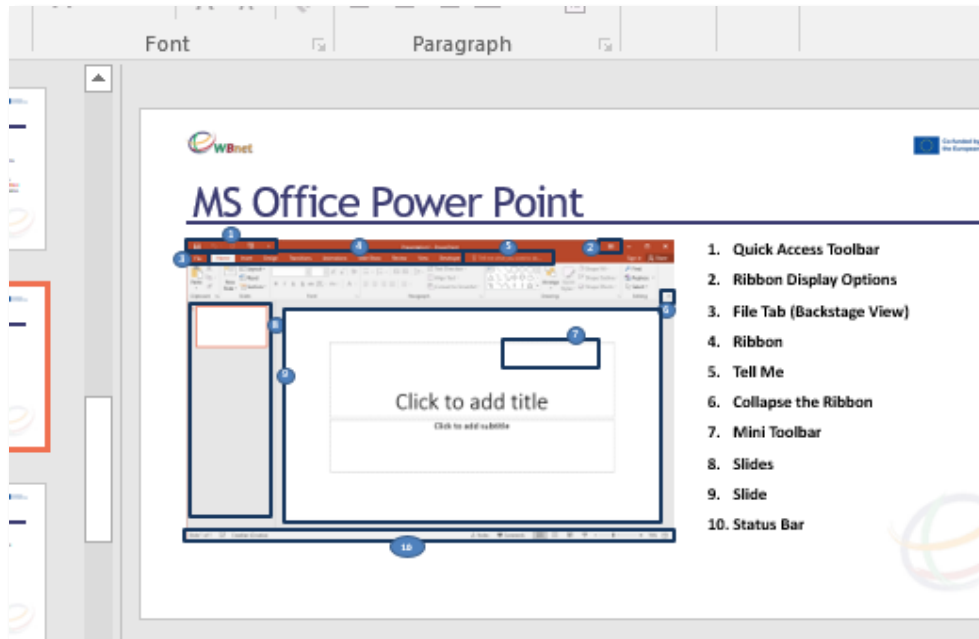
The Slides panel displays all the slides available in the presentation and helps to navigate through the presentation.

Slides are listed in order, and slides can be shuffled by dragging a slide from its current location and dropping it to the desired location.



MS Office PowerPoint User Interface

Slide - display slide



Selecting a slide in the slide pane enables a preview in the Slide Preview window.

The slide is previewed to see how the text looks on each slide.

Audio can be added, hyperlinks can be created and animations can be added to individual slides.



MS Office PowerPoint slide design

Select a topic

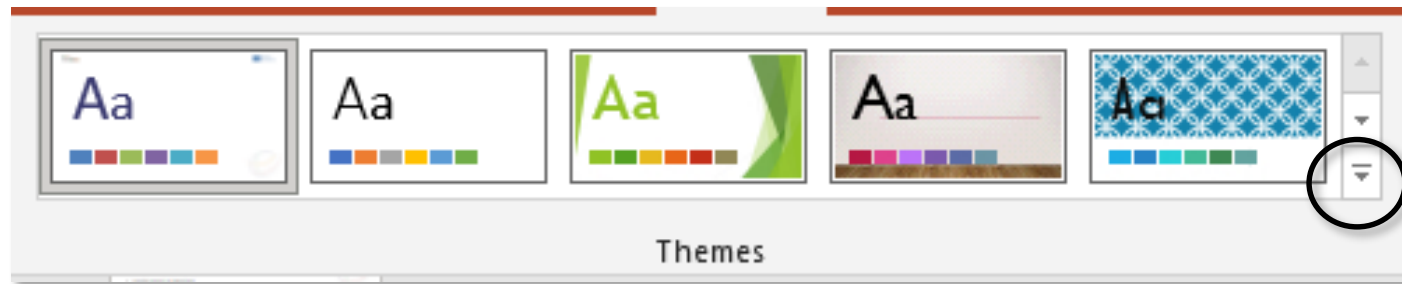


- A theme is a set of formatting options that apply to the entire presentation.
- A theme includes a set of colors, a set of fonts, and a set of effects. Using themes reduces formatting time and provides a unique, professional look.
- Theme selection can also be done via the toolbar when the Design button is pressed.
- The Themes group is located on the Design tab; allows to choose a theme from the Theme Gallery, apply variants, and customize theme colors, fonts, and effects.



MS Office PowerPoint slide design

Application a Theme to a Presentation



1. On the Ribbon, select card Design tab .
2. In the Themes group, hover over a theme with your mouse to see a preview.
3. Click the arrows to scroll to additional themes.
4. Select a theme by clicking on the thumbnail of your choice within the Themes group.



MS Office PowerPoint slide design

Application variants topics



1. On the ribbon, select the Design tab.
2. In the group Variants, hover over variants to see a preview.
3. Click the down-arrow to view any additional variants.
4. Select a variant by clicking the thumbnail of your choice within the Variants group.

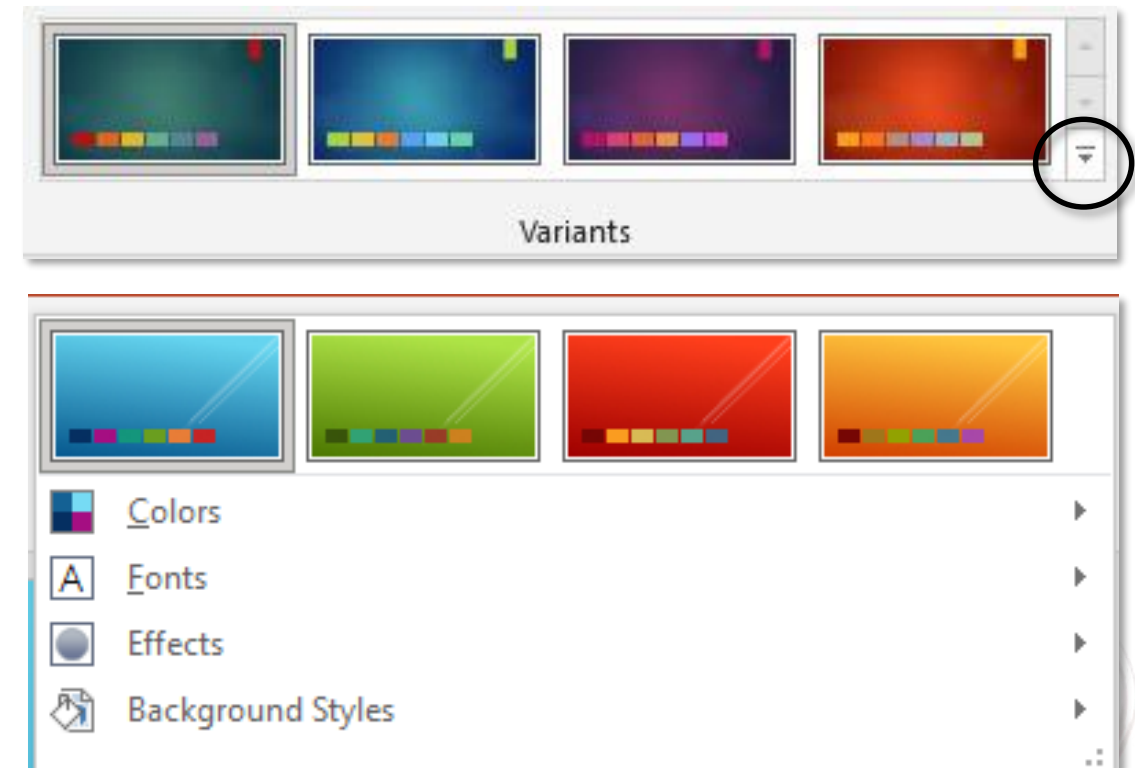


MS Office PowerPoint slide design

Change schemes color topics

In order to change scheme color after applications topics on presentation :

1. In the group Variants click the down-arrow.
2. Select **colors** from the menu.
3. Choose the desired color.

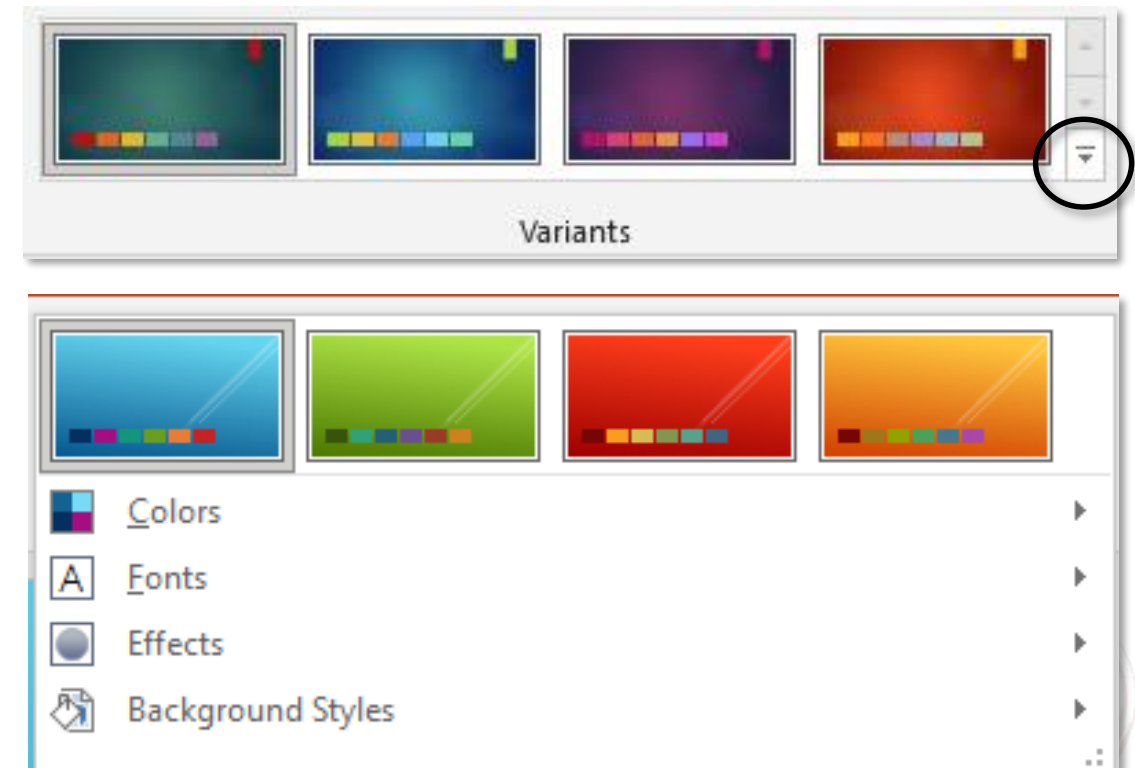


MS Office PowerPoint slide design

Change fonts topics

To change the fonts of the applied theme:

1. In the group, Variant click the down-arrow.
2. Select Fonts from the menu.
3. Select the desired font.

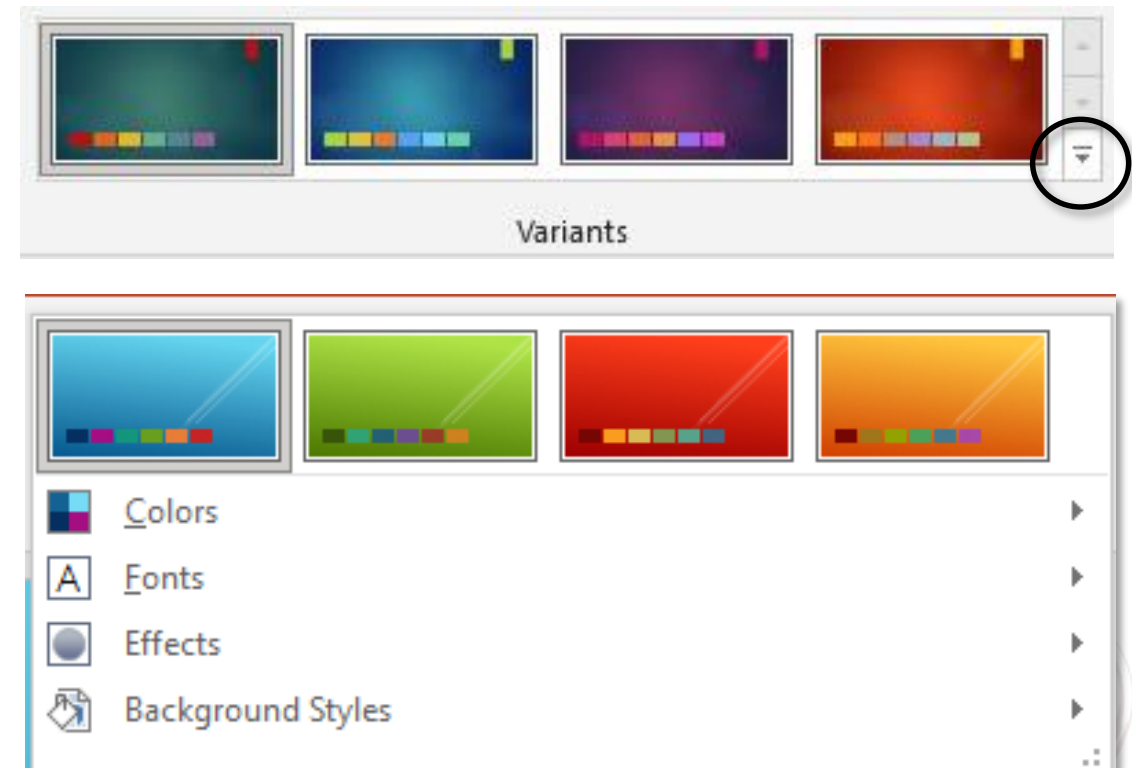


MS Office PowerPoint slide design

Change effects topics

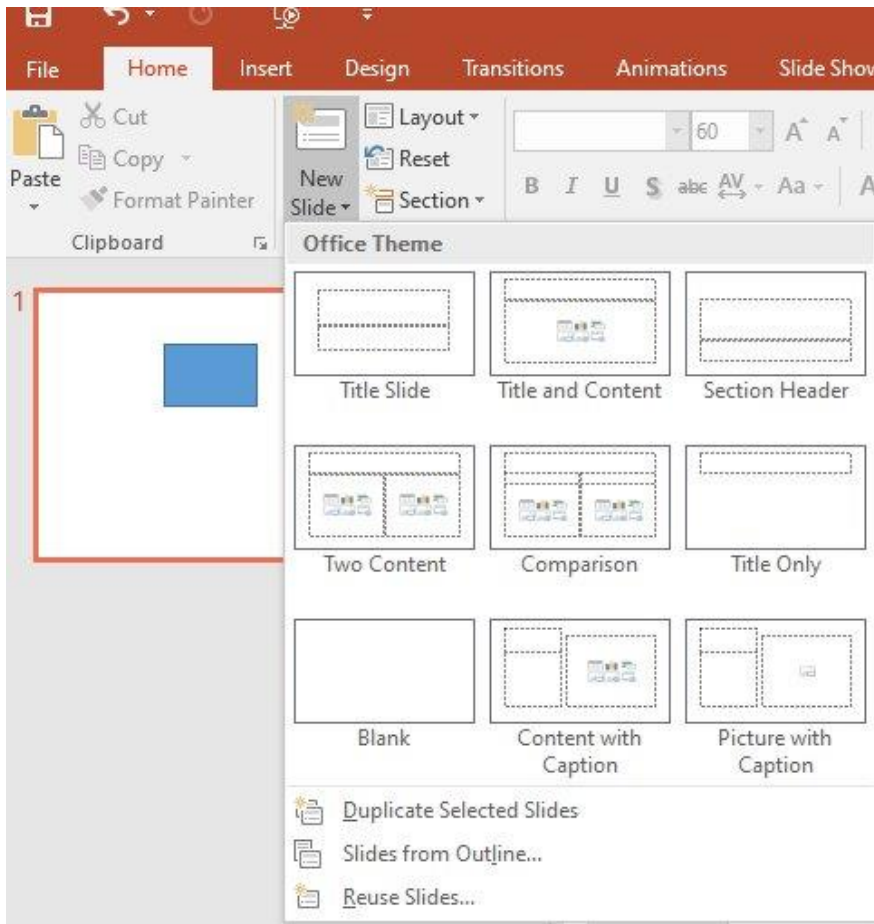
To change the visual effects of the applied theme:

1. In the group Variant click the down-arrow.
2. Select Effects from the menu.
3. Select the desired effect from the list that appears.



MS Office PowerPoint slide design

Add a new slide



1. Within the slides pane, select the slide that would like to insert a new slide after.
2. On the **Home tab** in the ribbon, click the drop-down arrow next to **New Slide**, within the Slides group, to display the default list of layouts.
3. From the **New Slide** drop-down list, select a layout to insert.



MS Office PowerPoint slide design

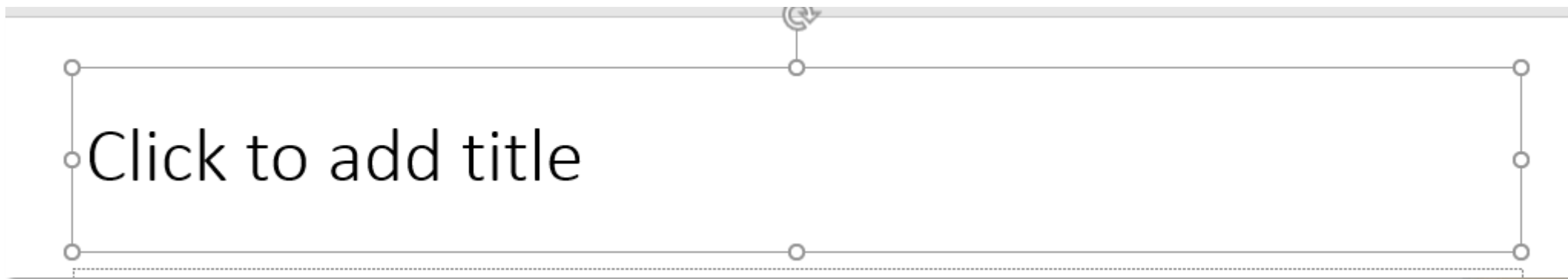
Types of slide layouts

Title Slide	This layout includes placeholders for the main title and subtitle.
Title and Content	This layout includes a placeholder for entering slide titles and content, and a place for text, charts, tables, pictures, clip art, and SmartArt graphics.
Section Header	This layout allows space for section and subsection titles.
Two Content	Similar to the Title and Content slide layout, this layout offers a place for the slide title text and two content places for text, charts, tables, pictures, clip art, and SmartArt graphics.
Comparison	This layout is similar to the Two Table of Contents layout with the addition of two text placeholders to help compare and contrast the slides.
Blank	This is a blank slide with no placeholders.
Content With Caption	With this slide, you can enter a title, text, and content such as additional text, charts, tables, images, clip art, and SmartArt graphics.
Picture With Caption	This layout offers space for an image and caption text

MS Office PowerPoint slide design

Text

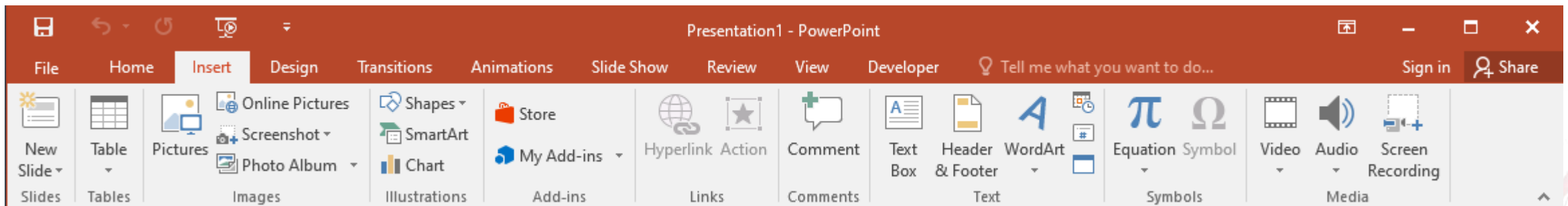
- Presentation is not all about images and background color - it mainly depends on the text.
- The message of the presentation is conveyed through the text.
- Most slides contain one or more text placeholders.
- Clicking on a placeholder adds text to the slide .



MS Office PowerPoint slide design

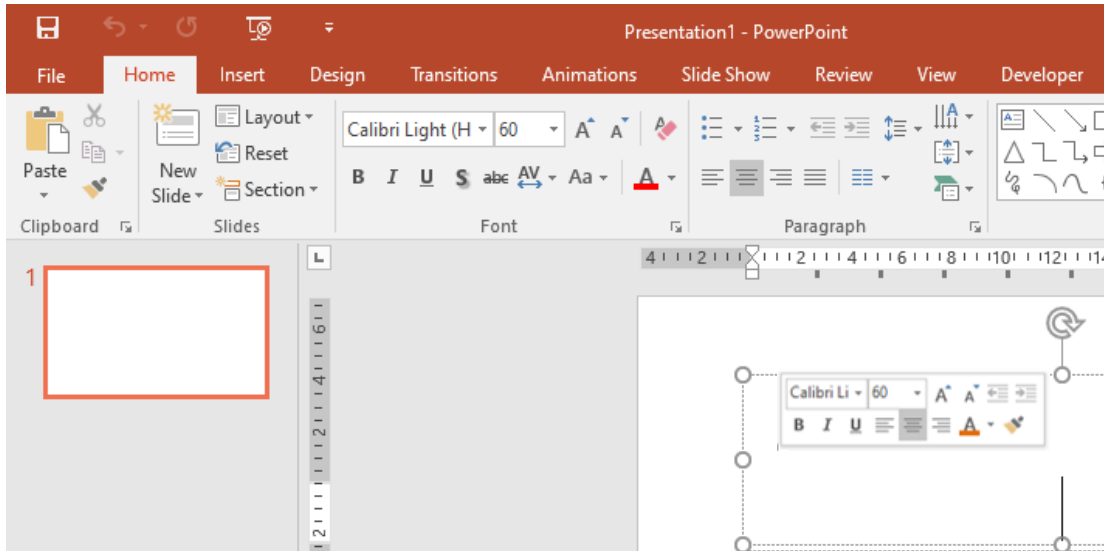
Adding a text box

1. From the *Insert* tab, click on **Text Box**.
2. Left-click on the **area of the slide** where want to add text.
3. While maintaining the left-click, drag the **mouse cursor** down a bit and then to the right, then release. The *dashed text box* appears.
4. Left-click once inside the **text box** and start entering text.



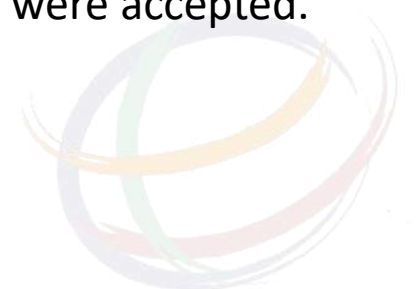
MS Office PowerPoint slide design

Text formatting



Editing text in the presentation:

1. Select text (by left-clicking and holding the left-click while dragging the mouse cursor over the text).
2. Use the Font Group on the Home tab or right-click on the selected text and select formatting options from the Mini Toolbar.
3. Make the necessary changes to the font and click outside the text placeholder to changes were accepted.

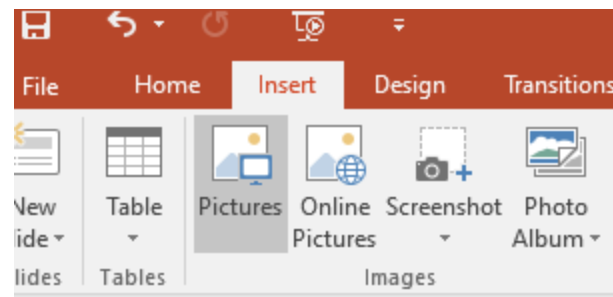


MS Office PowerPoint slide design

Graphics - Inserting images from a file

Another way to emphasize the presentation is to have visual aids or graphics.

1. Place the cursor where would like the image to appear.
2. Select the Insert tab.
3. Click on Pictures.
4. In the Insert Picture dialog box, select the desired image and click the Insert button.



MS Office PowerPoint slide design

Graphics - inserting geometric shapes

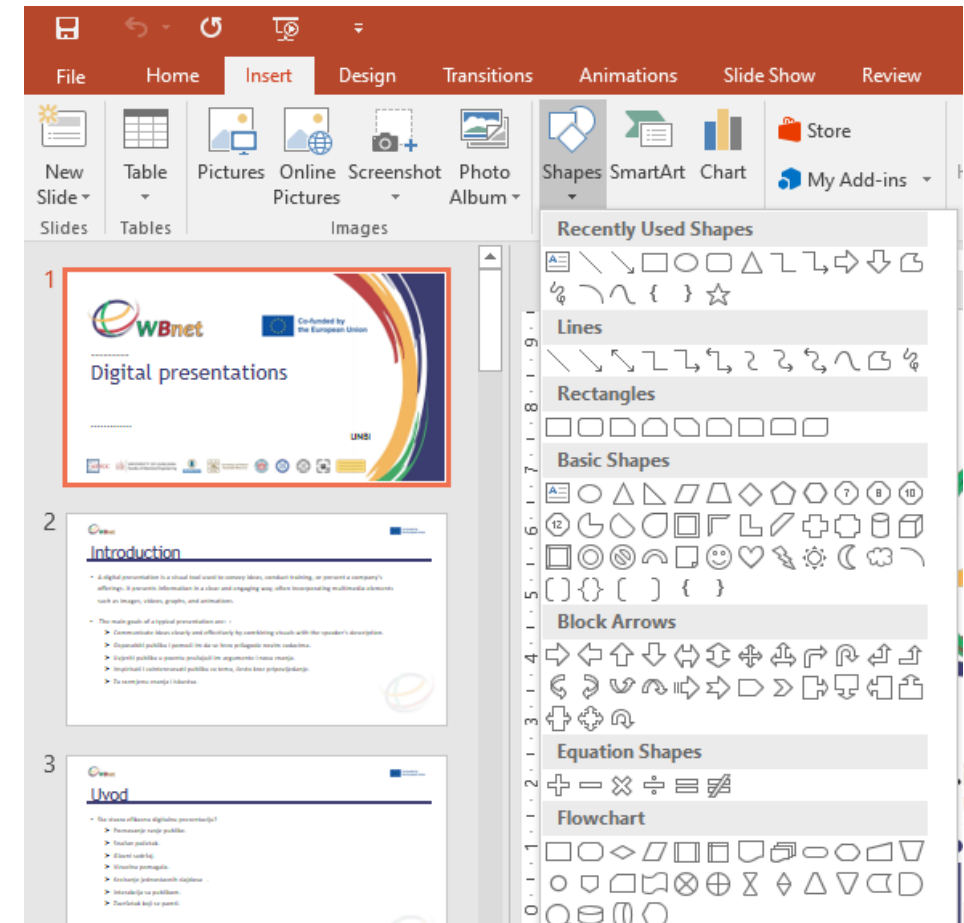
- ☐ Shapes are simple geometric objects that are pre-created in PowerPoint and can be modified.
- ☐ A shape can contain text or appear without it. It can also be filled with color, and the shape outline can be given a different style and color.



MS Office PowerPoint slide design

Graphics - inserting geometric shapes

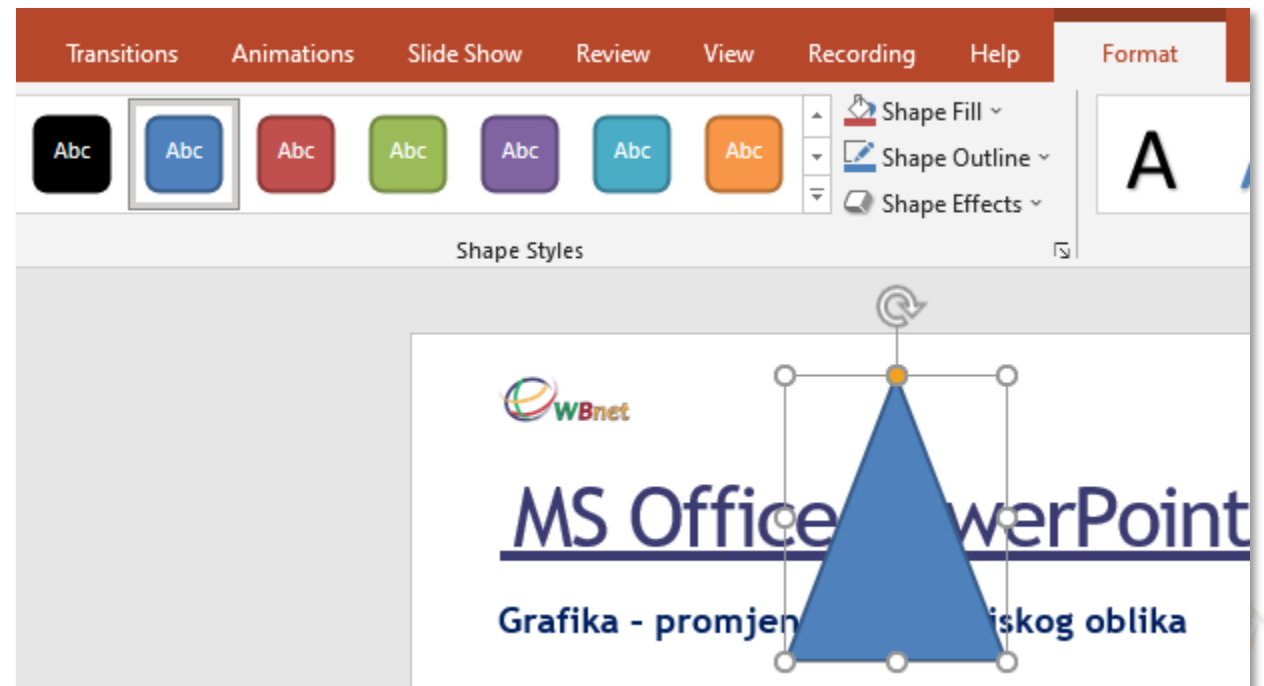
1. Select the Insert tab.
2. Click on Shapes .
3. Select the shape you want to draw
4. The cursor becomes a small black plus sign.
5. In the sliding pane, point the mouse pointer to the upper left corner of the area where would like draw the shape, hold down the left mouse button, and then drag diagonally down to the right to create the shape.



MS Office PowerPoint slide design

Graphics - changing geometric shapes

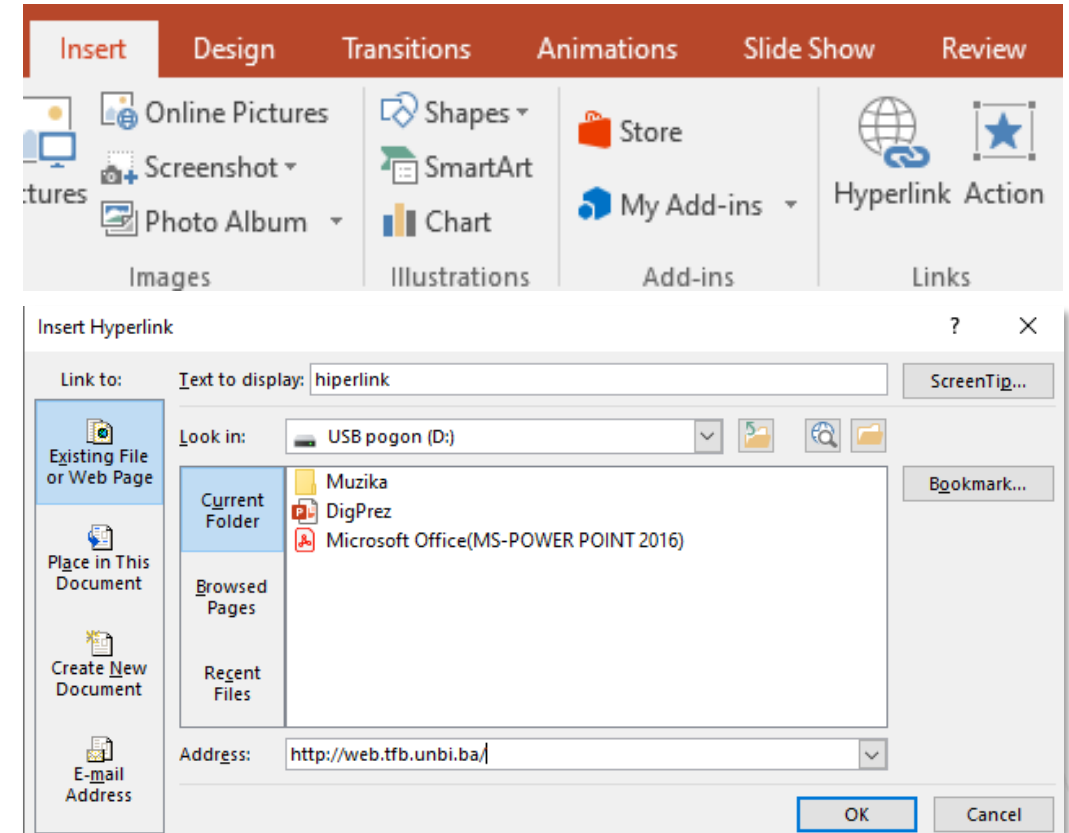
1. It could be moved the shape if necessary by clicking on the object, holding down the left mouse button, and dragging it to another location.
2. The appearance of the shape can be change by selecting the shape and clicking the Format tab.
3. In the Shape group Styles, scroll through additional styles and click on the desired style to apply it to the shape.



MS Office PowerPoint slide design

Inserting a Hyperlink

1. Select the text that would like to change into a hyperlink.
2. Select the Insert tab.
3. Select HyperLink on the toolbar.
4. Enter the website address in the Address field in the dialog.
5. Click OK.



MS Office PowerPoint

Transitions and animations; Timing of the presentation

- ☐ Text, graphics, diagrams, charts, shapes, and other objects placed on slides can all be animated to draw attention, emphasize important points, control the flow of information, and add interest to the presentation during the slideshow.
- ☐ An exact time frame for the presentation can be determined and practiced.
- ☐ Transitions are used to control the pace of your presentation and create a better flow between slides. Instead of simply moving from one slide to the next, it could be applied special effects to the slides as they transition.

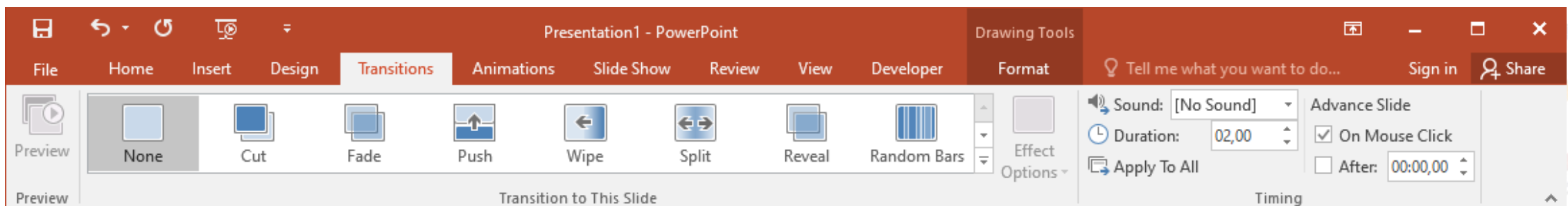


MS Office PowerPoint - Transitions

Transitions and animations; Timing of the presentation

Adding a Slide Transition

1. Select the slide that would like to apply a transition to.
2. Select the Transitions tab.
3. Select a transition effect from the Transitions to this Slide group (See Figure 1).
4. Select the down-arrow to view all of the available Transitions at once (See Figure 1).
5. Once the transition type is selected, click Preview to view the effect on the slide.
6. If the same transition for all slides in the presentation is desired, click Apply To All in the Timing group.

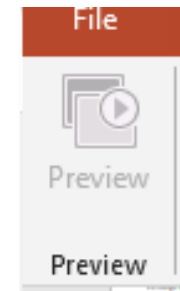
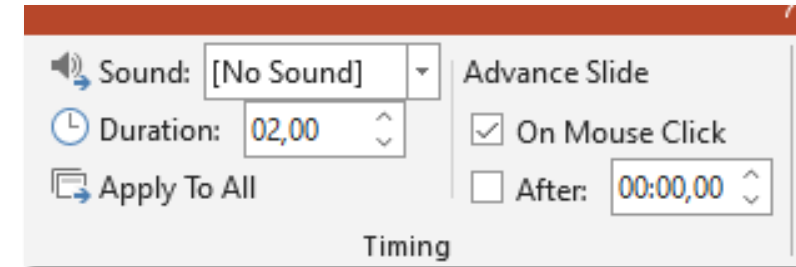


MS Office PowerPoint - Transitions

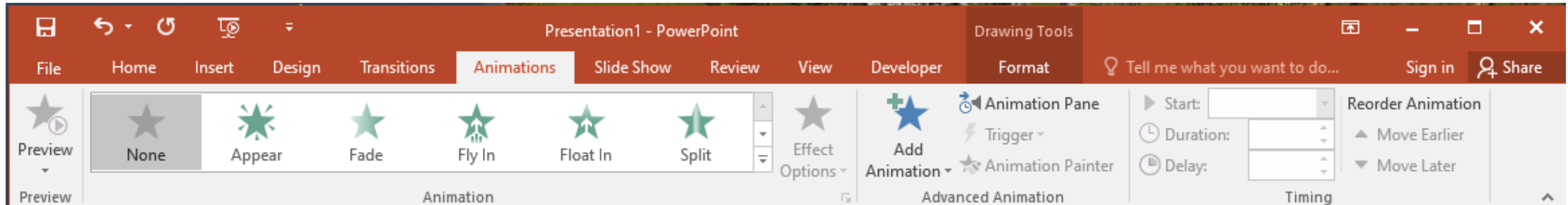
Transitions and animations; Timing of the presentation

Change transition properties

1. Select the Transitions tab.
2. In the Timing group, click the down-arrow for Sound to add a sound effect for the transition.
3. Select the up/down arrow next to Duration to choose the amount of time the transition lasts.
4. Click the Preview button as shown in the Preview group, to test settings.
5. If the same settings for all slides is wanted, click on Apply To All.
6. We can seting how the slide will advance; either by clicking the mouse or after certain time.



MS Office PowerPoint - Animations



Creating one or more custom animations

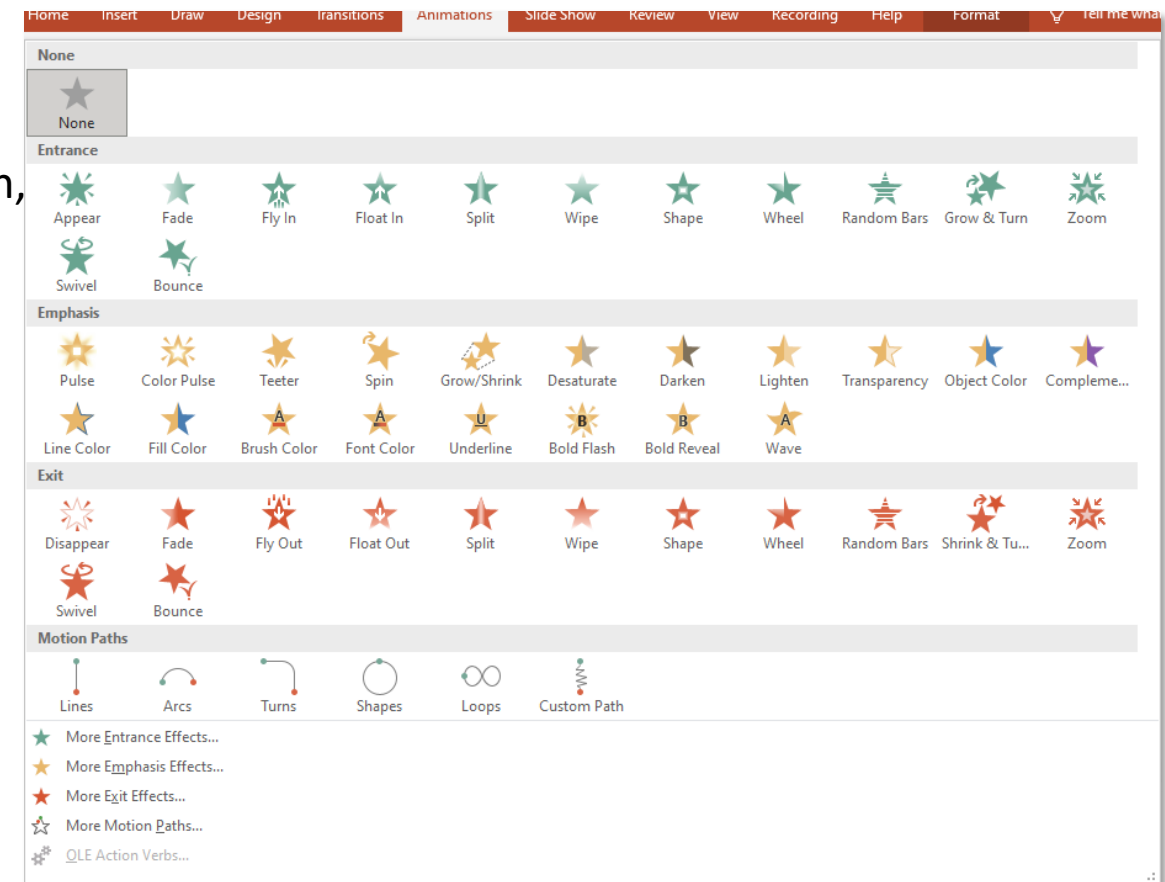
1. Click the card Animations .
2. Click the object (i.e. clip, text box, shape) that would like to animate .
3. Click the button Add Animation .
4. Select an animation from the drop-down list that offers four types of animation effects.



MS Office PowerPoint - Animations

Creating one or more custom animations

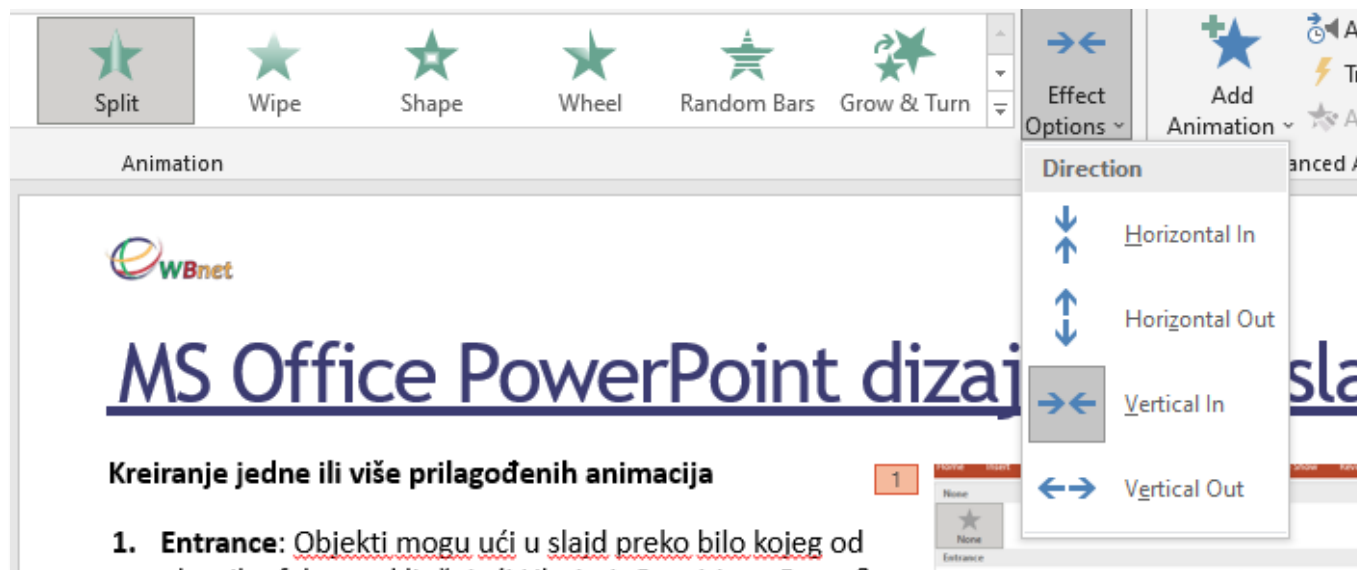
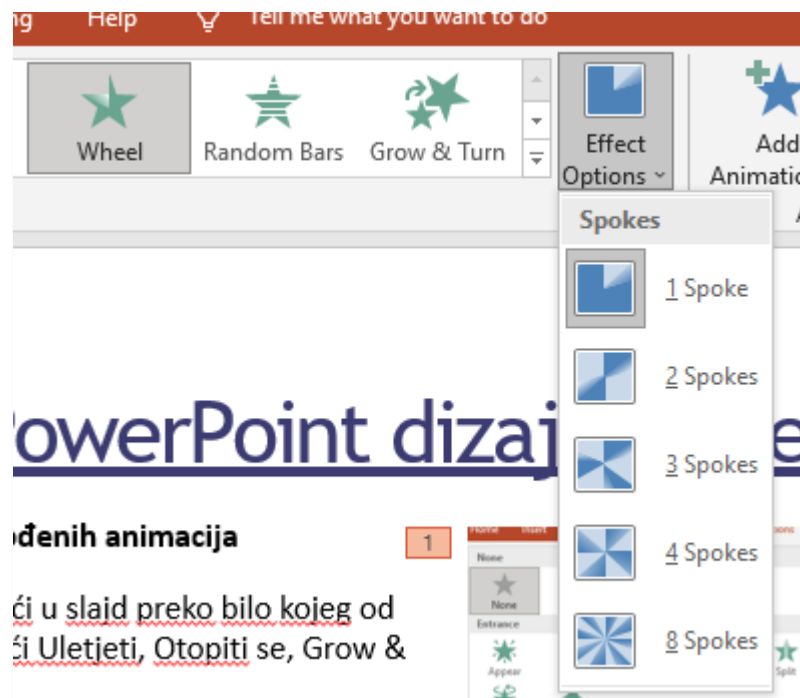
1. **Entrance** : Objects can enter the slide via any of the entrance effects, including Fly In , Dissolve In, Grow & Turn, Swish and Crawl In
2. **Emphasis** : This effect draws attention to an object that is already on the slide via any of the emphasis effects available, including Flash Bulb, Spin, Grow & Shrink, and Color Wave.
3. **Exit** : Objects can leave the slide via any of the exit effects such as Fly Out, Disappear, Spiral Out, and Sink Down .
4. **Motion Path** : Objects can travel along a track which was created based on predefined motion paths such as Circle, Funnel, Stairs Down or Wave. The object could also travel along one of four drawn custom paths: Line, Curve, Freeform, and Scribble.



MS Office PowerPoint - Animations

Creating one or more custom animations

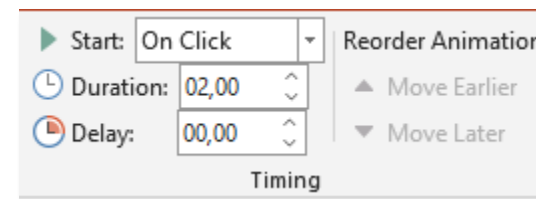
After selecting the animation, it would be possible to add effect options for each of the animations.



MS Office PowerPoint - Animations

Creating one or more custom animations

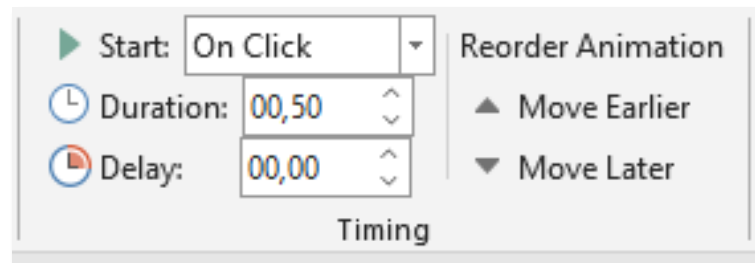
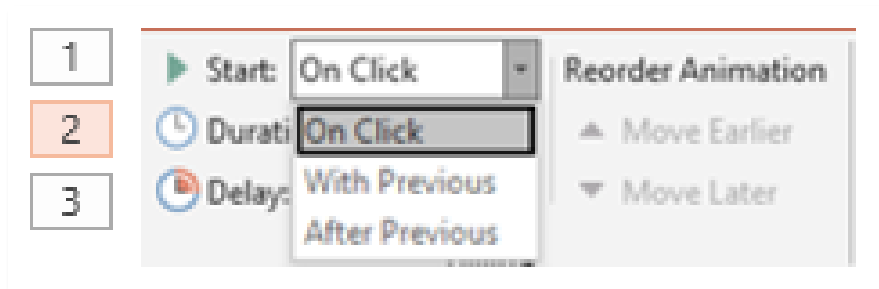
- By default, the animation will be played on mouse click. In order to play animation automatically when the slide loads, change Start from *On Click* to *After Previous*.
- It can also specify the duration of the animation by entering it in the duration field.
- It can also set a delay for the start of the animation for a certain number of seconds in the delay field.
- To add more than one animation for a given object, just click on Add Animation again and repeat these steps.



MS Office PowerPoint - Animations

Creating one or more custom animations

- Change the order of animations



If there is the object that has multiple animations, the order of the animations can be changed as follows:

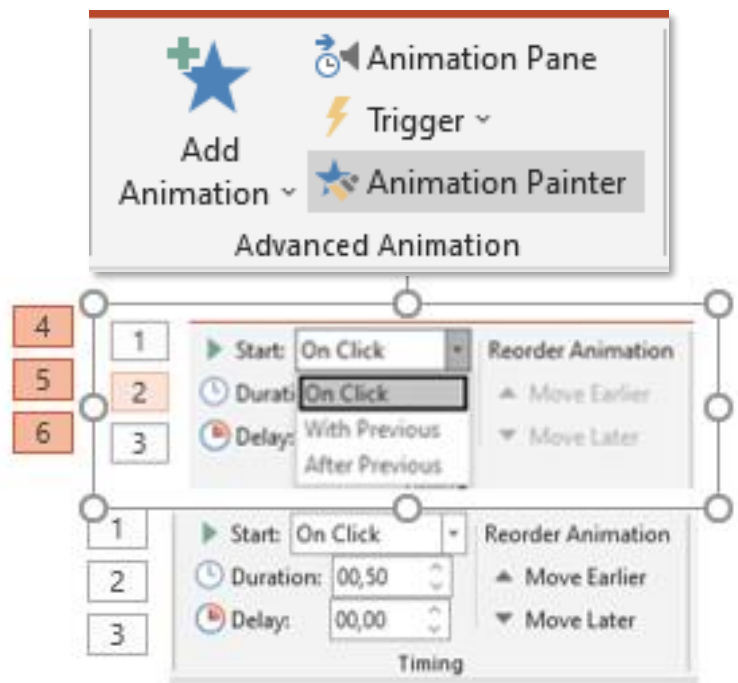
- Select the animation that want to move, i.e. the number of the animation (in this case it is 2).
- Then click on Move Earlier or Move Later to set when that animation should be performed.



MS Office PowerPoint - Animations

Creating one or more custom animations

- Animation Painter – Animation Painter



Animation Painter makes it easy to copy a complete animation effect from one object to another.

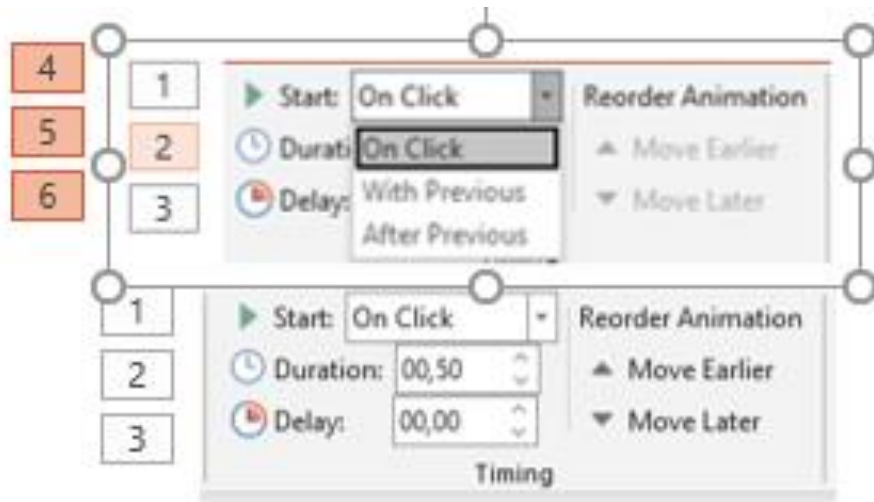
- Select the object from which you want to copy animations.
- Click on Animation Painter
- Then click on the object to which you want to copy the animations.



MS Office PowerPoint - Animations

Creating one or more custom animations

- Removing animations



Removing animations is done as follows:

- An object with animations is selected.
- Mark the number of the animation you want to delete.
- Press the **delete** key.

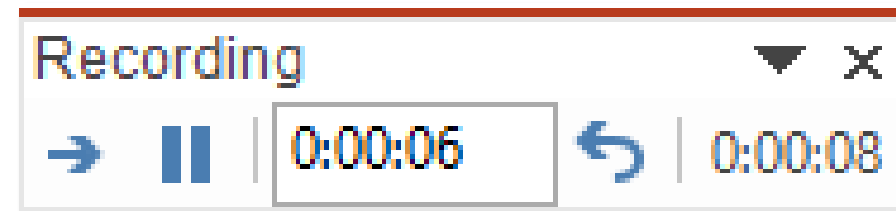
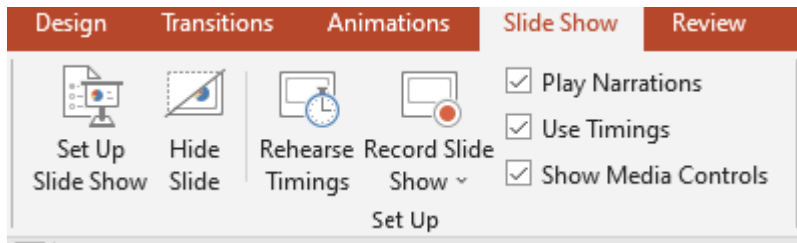


MS Office PowerPoint - Timing

Setting the presentation time

A good way to determine how long it will actually take you to do the presentation is to use the Rehearse Timing tool.

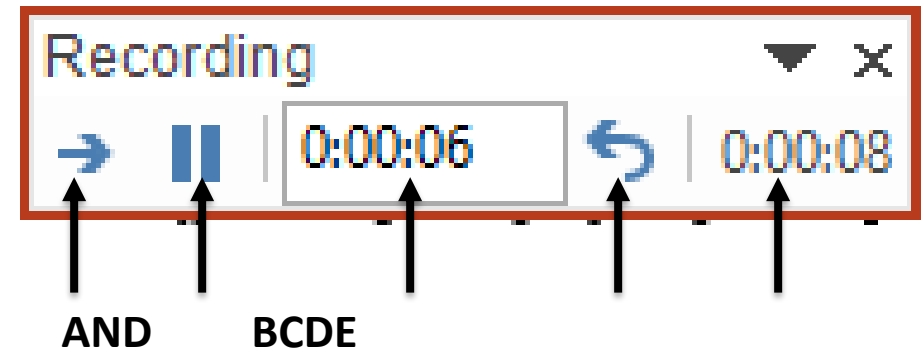
On the *Slide Show* tab, in the *Set Up* group, click **Rehearse Timings**. The Rehearsal toolbar appears and the Slide Time box begins timing the presentation.



MS Office PowerPoint - Timing

Rehearsal toolbar

- A. Next – move to the next slide
- B. Pause - temporarily stop recording time
- C. The time spent on that slide
- D. Repeat – restart the timing for the current slide
- E. Total presentation time

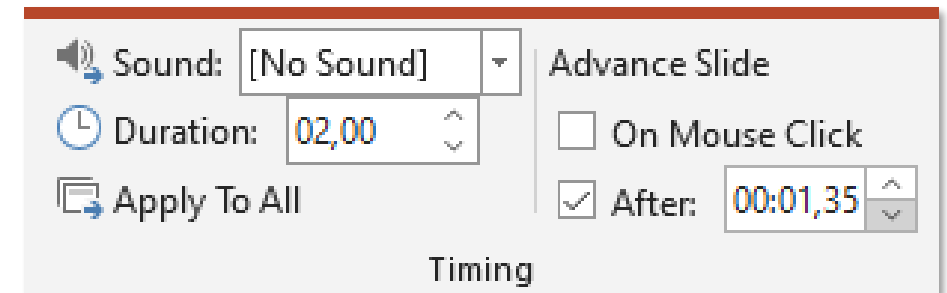


MS Office PowerPoint - Timing

Automatic slide advancement

Slides can be set to advance automatically so they don't have to be manually moved.

1. Select the slide to which want to apply timing.
2. Select the **Transitions tab** on the ribbon.
3. Within the **Timing group**, go to the **Advanced Slide section**.
4. Insert a check next to **After**, and enter the slide display time.
5. Select another slide and repeat the process.



MS Office PowerPoint - Recording

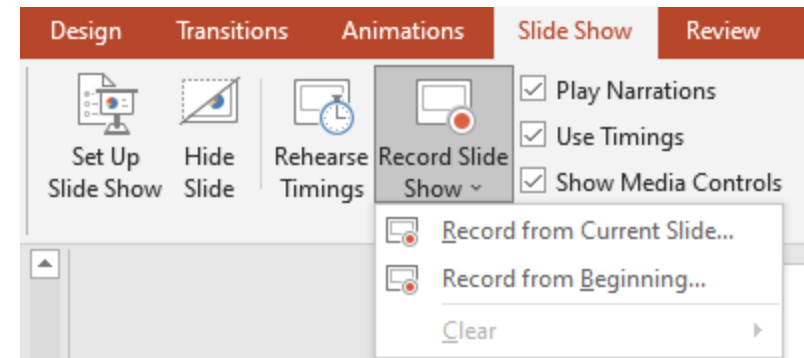
Recording a presentation

Select the Record option on Slideshow.

Clicking on the arrow will reveal two options

- a. Recording from current slide
- b. Recording from the first (starting) slide

By selecting the option (under a), you will get a display like the one on the next slide.

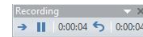


MS Office PowerPoint - Recording

Pressing Record will record the presentation.

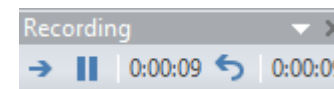
After the recording is complete, an image of the speaker appears in the lower right corner.

When the mouse is hovered over the speaker image, controls appear to play the narration that has been recorded.



Digitalna prezentacija

UNBI



MS Office PowerPoint - Sound and video

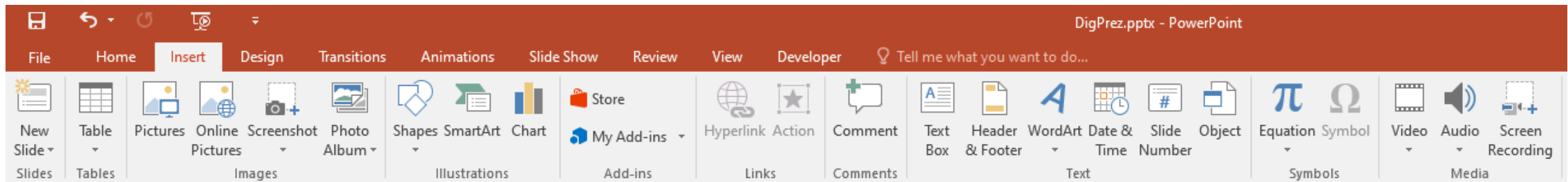
Audio and video

- ☐ Adding audio and video to a PowerPoint presentation can be very useful and can make the presentation more engaging for the audience.
- ☐ Audio can be added to slides in the form of background music, sound effects, or recordings.
- ☐ Video can also be added to a slide and played during the presentation.
- ☐ This is a great way to make your presentation more engaging for the audience.



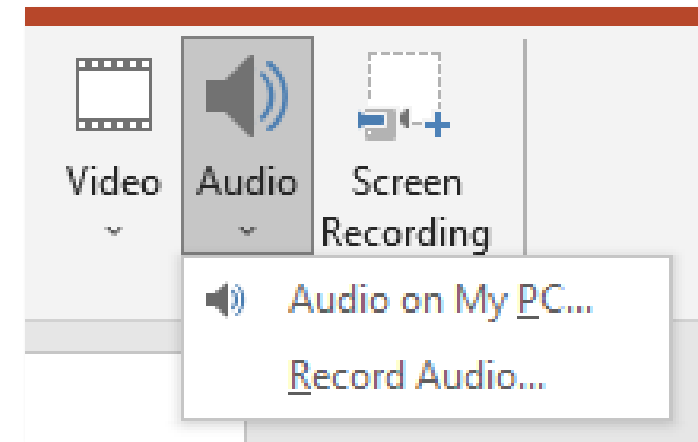
MS Office PowerPoint - Audio and video

Audio and video



To insert sound from a file

1. Select the slide to which want to add sound.
2. Click the Insert tab on the ribbon, and then click the Audio button.
3. From the drop-down list, within the Media group, select Audio on My PC.

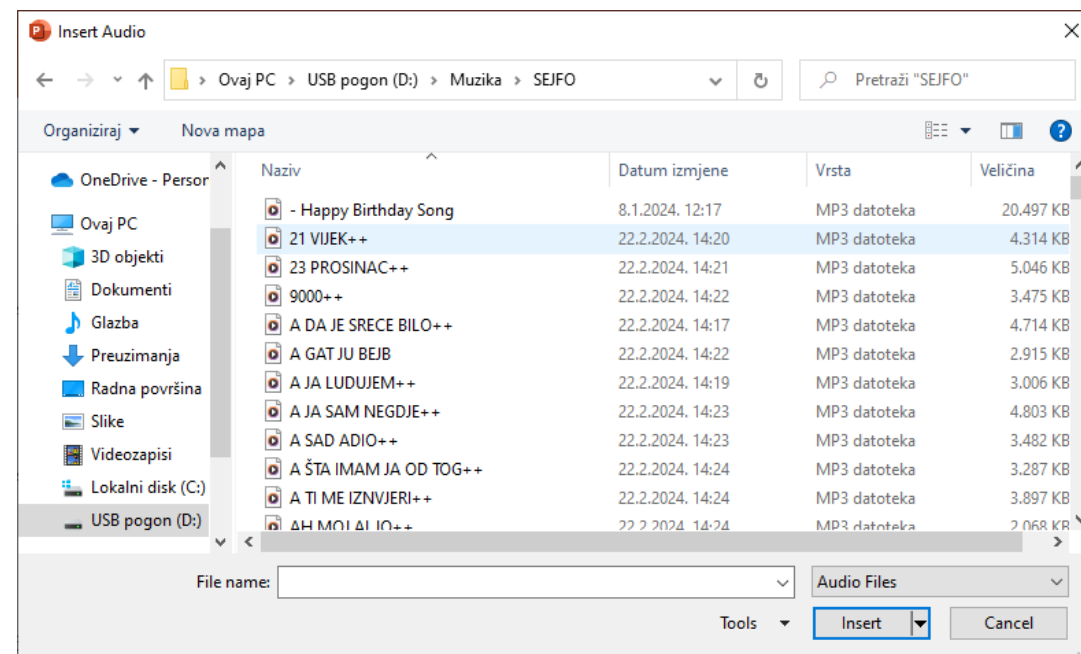


MS Office PowerPoint - Audio and video

Audio and video

To insert sound from a file

4. The Insert Audio window will appear.
5. Select the audio file, then click the Insert button.
6. The audio file will appear on the slide.

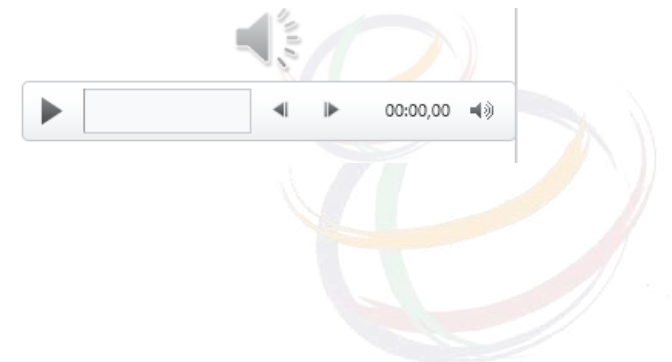
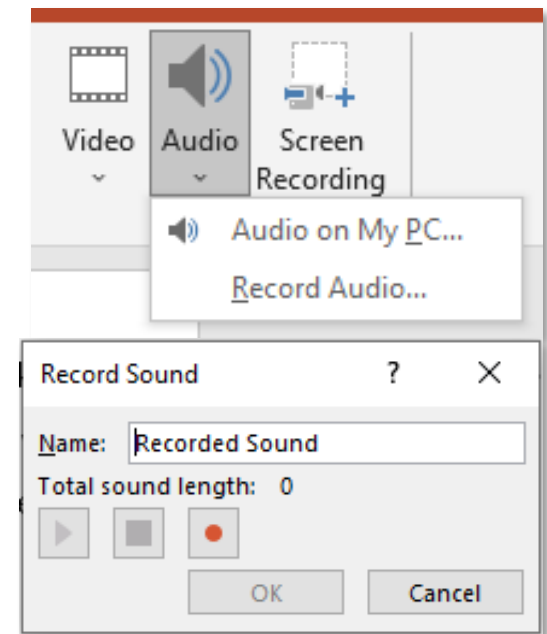


MS Office PowerPoint - Audio and video

Audio and video

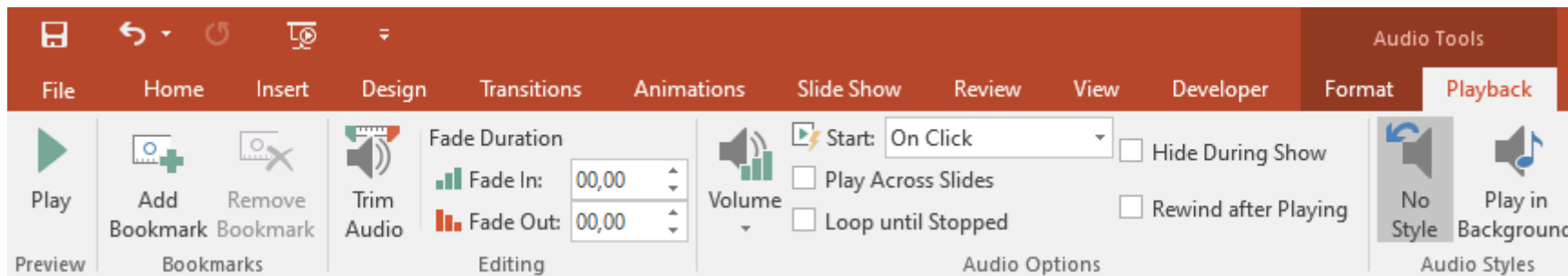
Sound recording

1. Repeat all steps like inserting sound from a file.
2. Instead of Audio on My PC, select the Record Audio option.
3. The recording window will appear.
4. In the Name field, type the name of the recorded sound.
5. Press the Record button to start recording.
6. To view the recording, click the Play button.
7. When the recording is finished, the audio track will appear on the slide.



MS Office PowerPoint - Audio and video

Play background music on all slides



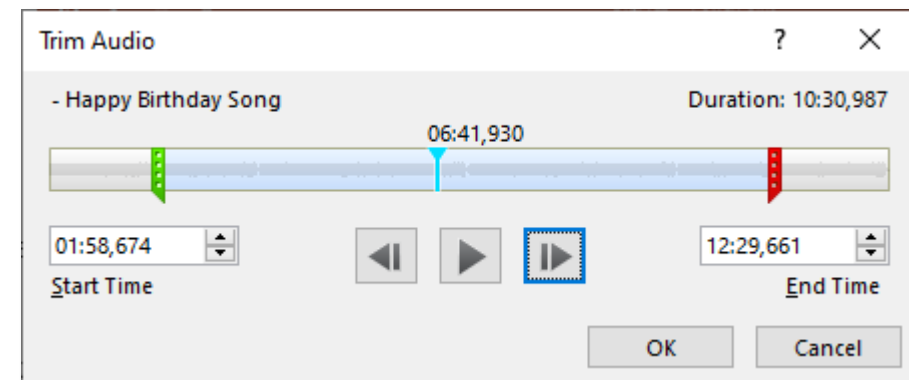
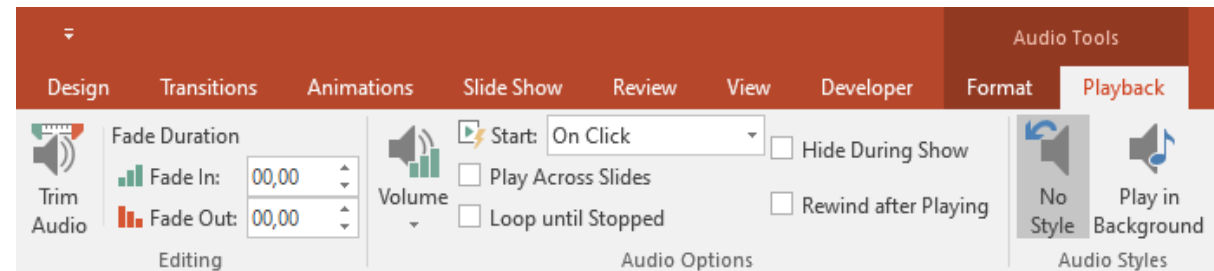
- 1) Select an audio file to play on all slides.
- 2) On the Audio Tools contextual tab, select the Playback tab.
- 3) Click on the Play in Background . The audio file will now play on all slides until you reach the end of the presentation.



MS Office PowerPoint - Audio and video

Audio Editing - Trimming

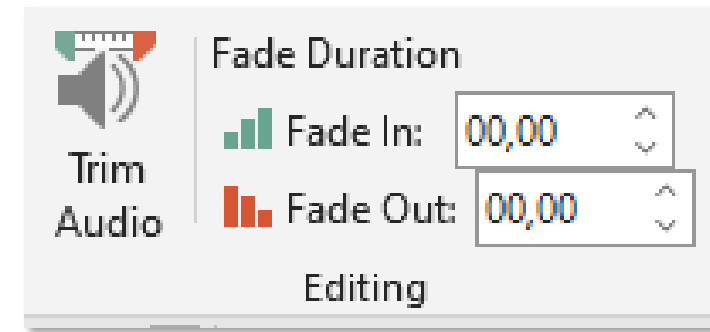
- 1) Select the audio file that want to edit.
- 2) Click the Playback tab on the ribbon.
- 3) Select Trim Audio.
- 4) The Trim Audio window will appear. Click and drag the green handle to set the start time.
- 5) Click and drag the red handle to set the end time.
- 6) Click the Play button to preview the changes.
- 7) If necessary, readjust the handles.
- 8) When finished, click OK.



MS Office PowerPoint - Audio and video

Audio editing – adding Fade In and Fade Out

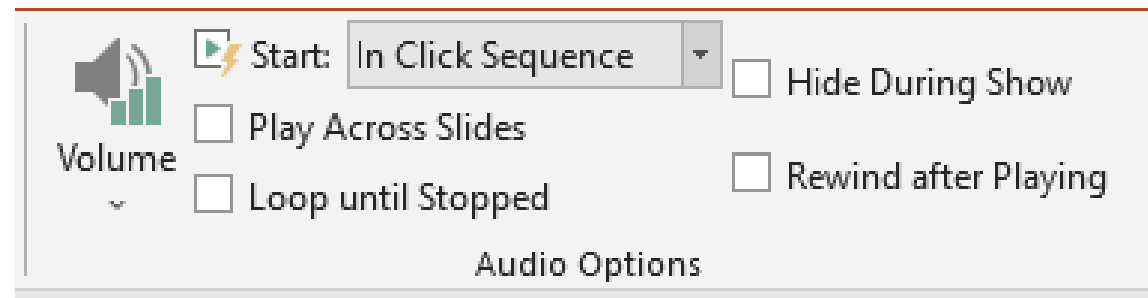
- 1) Select the audio file that want to edit.
- 2) Click the Playback tab on the ribbon.
- 3) In the Fade Duration section, enter the desired time for Fade in and Fade Out, or use the up and down arrows to adjust the time.



MS Office PowerPoint - Audio and video

Sound editing – Audio options

- 1) Volume .
- 2) Start.
- 3) Play Across Slide.
- 4) Loop until Stopped .
- 5) Hide During Show .
- 6) Rewind after Playing .



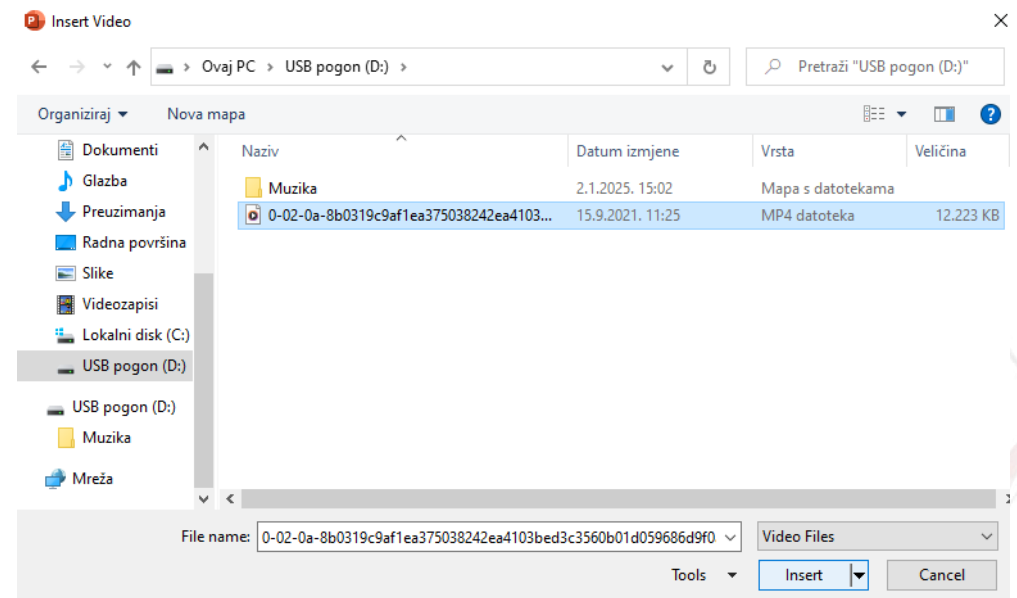
MS Office PowerPoint - Audio and video

Audio and video



Insert video from files .

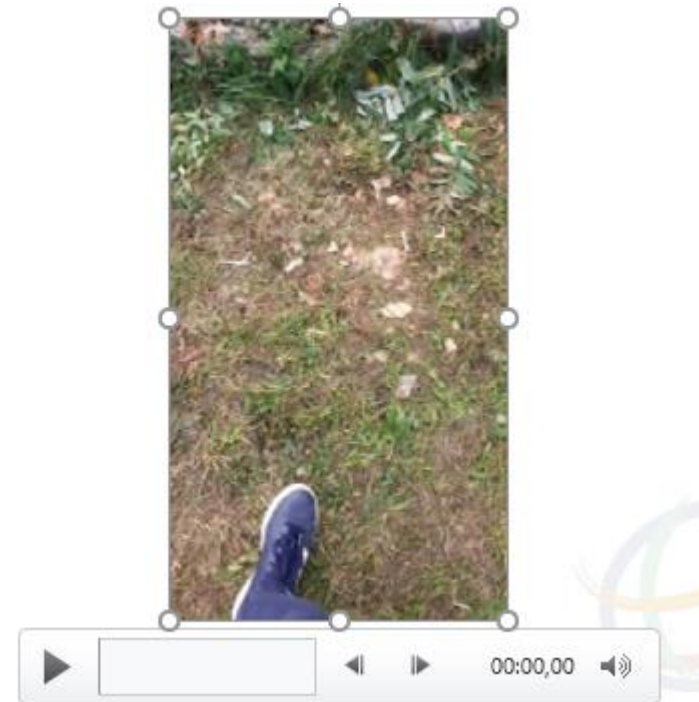
1. Select slide to insert a video .
2. Select tab Insert .
3. Click on arrow descending Video menu .
4. Select Video on My PC.
5. Select video file, and then click Insert .



MS Office PowerPoint - Audio and video

Audio and video

After completing the steps, a video will be added on slide .
Click and pull handles for determination size to change size
video .

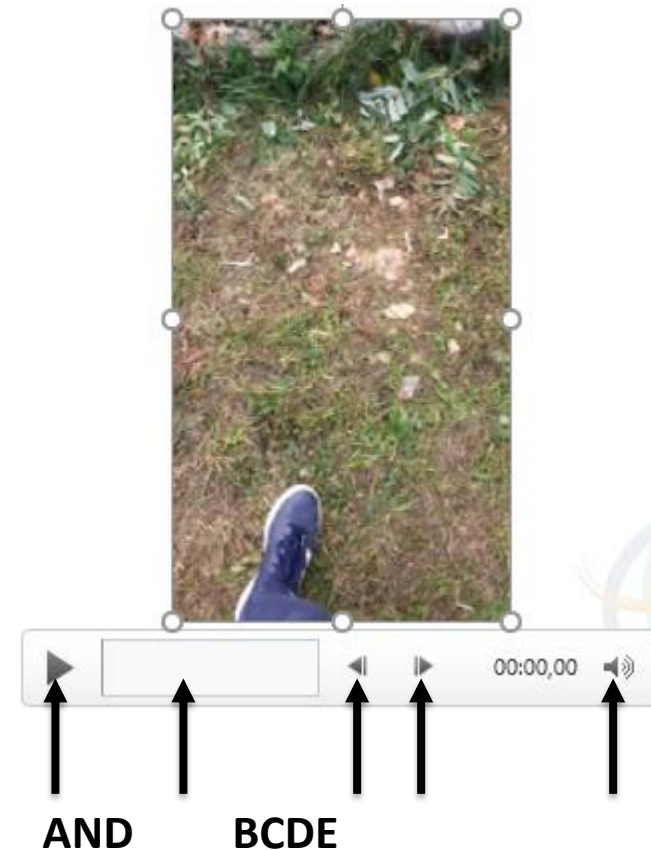


MS Office PowerPoint - Audio and video

Audio and video

Video preview

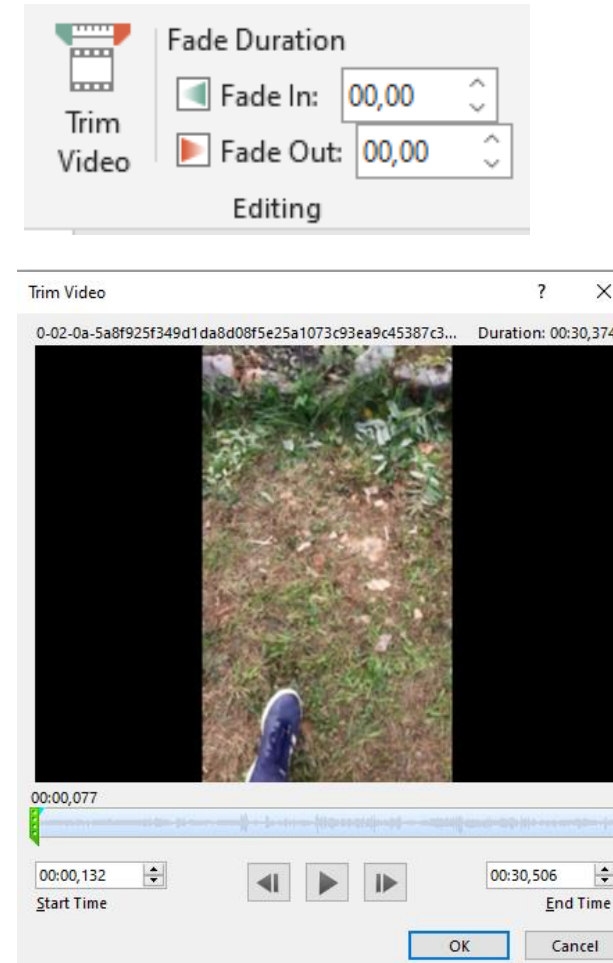
- A. Play/Pause
- B. Timeline
- C. Back
- D. Forward
- E. Volume



MS Office PowerPoint - Audio and video

Audio and video – Video editing - trimming

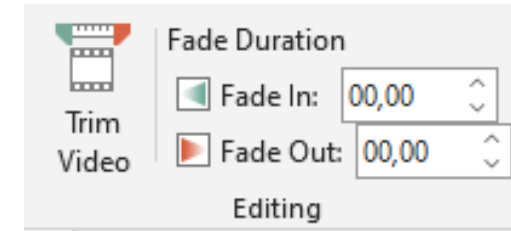
1. Select the video.
2. Click the Playback tab on the ribbon and select the Trim Video option in the Editing group.
3. The Trim Video window will appear.
4. Use the green handle to set the start time.
5. Use the red handle to set the end time.
6. Click Play to view the video.
7. Click OK.



MS Office PowerPoint - Audio and video

Audio and Video – Video Editing – Fade In and Fade Out

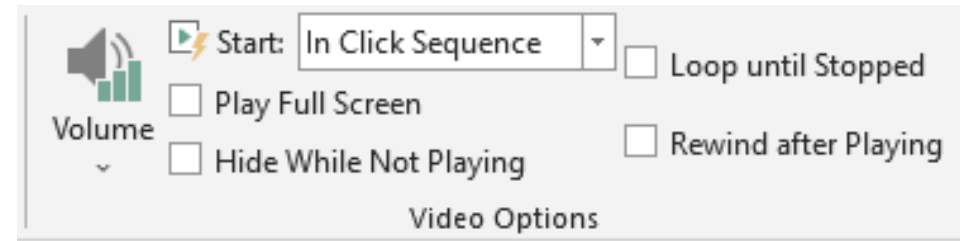
1. Select video.
2. Click the card Playback to the Fade section Duration .
3. To adjust the Fade In or Fade Out, enter the desired time or use the up and down arrow keys.



MS Office PowerPoint - Audio and video

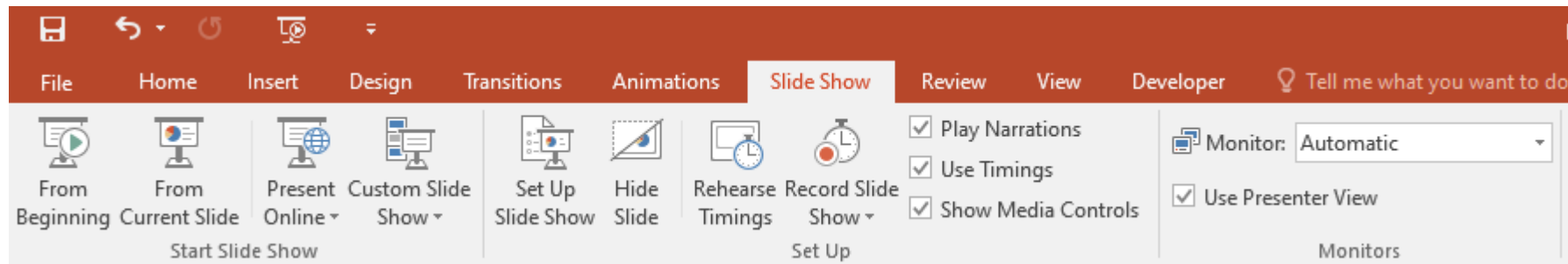
Audio and video – Video Options

1. Volume .
2. Start .
3. Play Full Screen .
4. Hide While Not Playing .
5. Loop until Stopped .
6. Rewind after Playing .



MS Office PowerPoint - Getting started

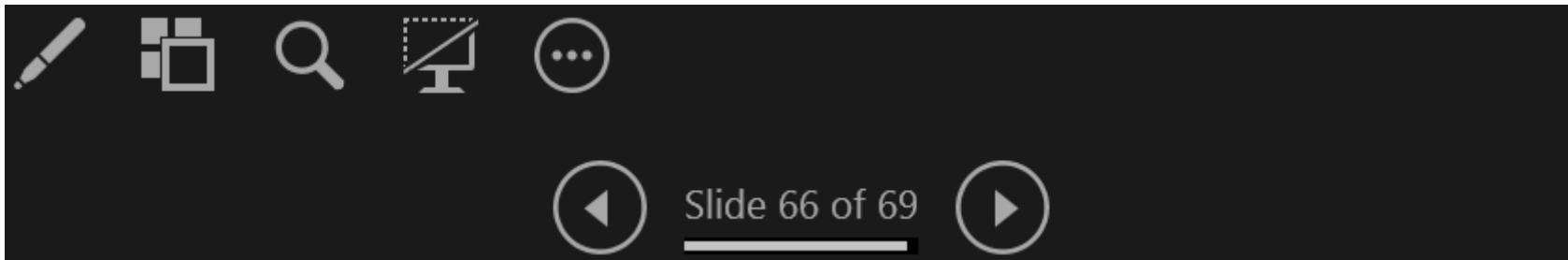
Start a slideshow



1. Select Slide Show tab.
2. Click **From Beginning** to begin the presentation from the first slide or click **From Current Slide** to begin the presentation from the slide that currently appears in the Slide Preview pane.
3. On the next one slide it can be crossed by pressing **Enter**, spacebar or by clicking on left button mouse .
4. By pressing on button **Escape** (Esc) to end you will presentation and to return you to normal view.

MS Office PowerPoint - Presentation

Presentation tools



In the upper left corner:

- Pen Tools
- See All Slides
- Zoom
- Black or unblack slide
- More

At the bottom in the middle :

- Back
- Forward

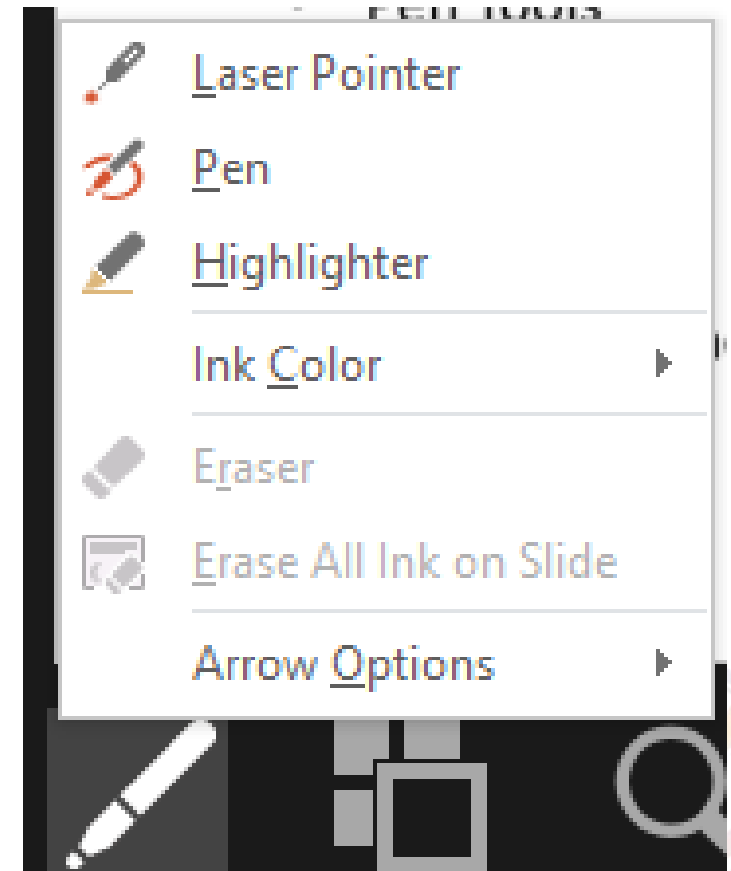


MS Office PowerPoint - Presentation

Pen Tools

Select the Pen Tools icon.

- Select Pen or Highlighter from the menu, and then click and drag the mouse to mark slides.
- Select a Laser Pointer to draw attention to certain parts of the slide
- Select Eraser to erase a marking on a slide.
- Select Erase All Ink on Slide to erase all of the markings on a slide.



Alternatives to MS Office PowerPoint

Alternatives for MS Office PowerPoint are :

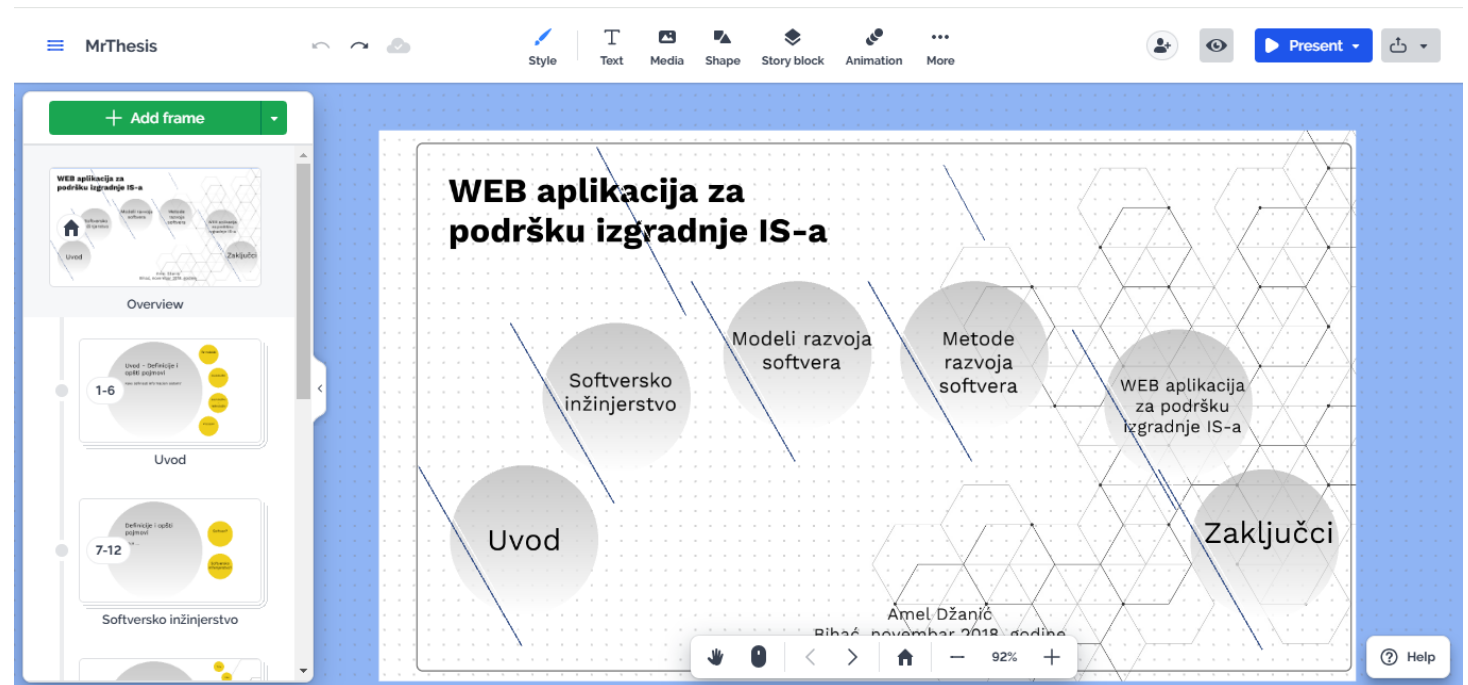
- Prezi
- Canva
- Google Slides
- LibreOffice Impress
- ...



Prezi - <https://prezi.com>

Prezi is a presentation tool that differs from traditional programs like PowerPoint in that it uses dynamic, non-linear presentations instead of static slides.

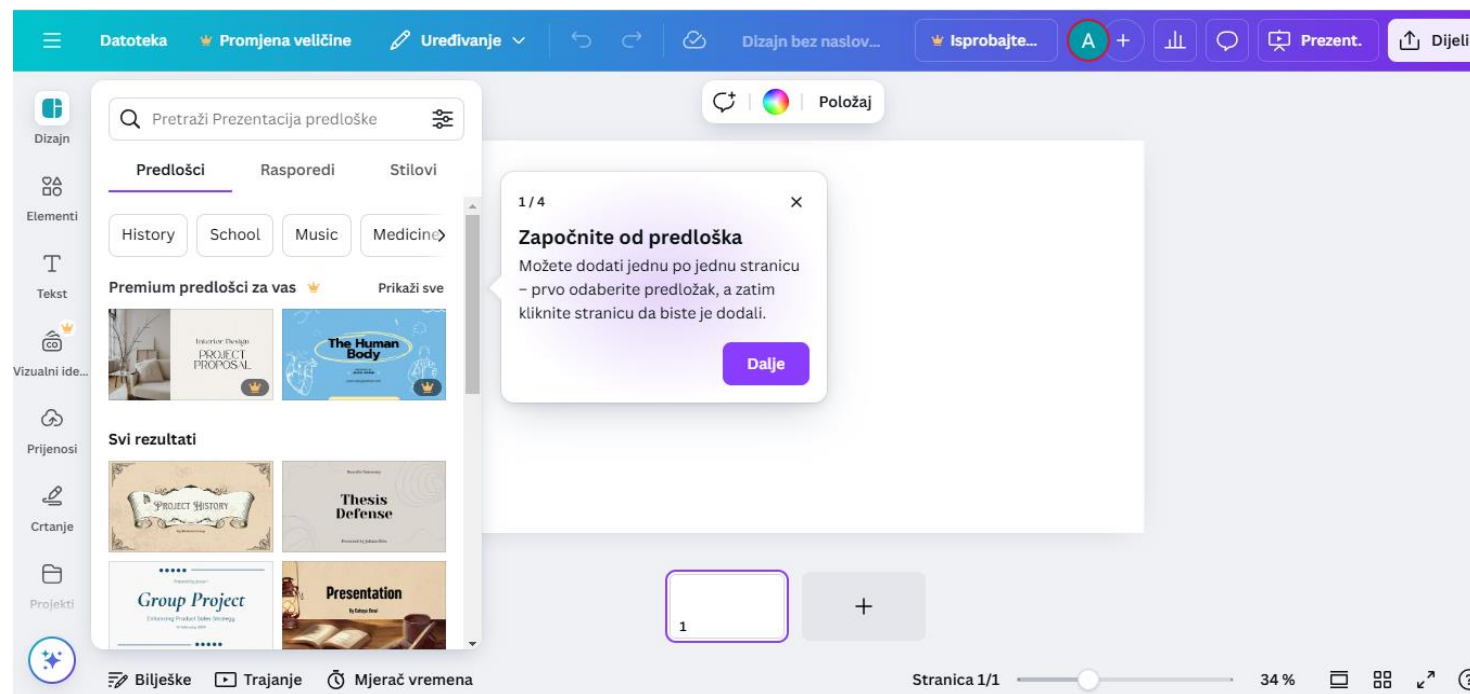
Instead of moving through slides one by one, Prezi allows to create a "journey" through a presentation, using zoom, rotation, and motion to show connections between ideas.



Canva - <https://www.canva.com>

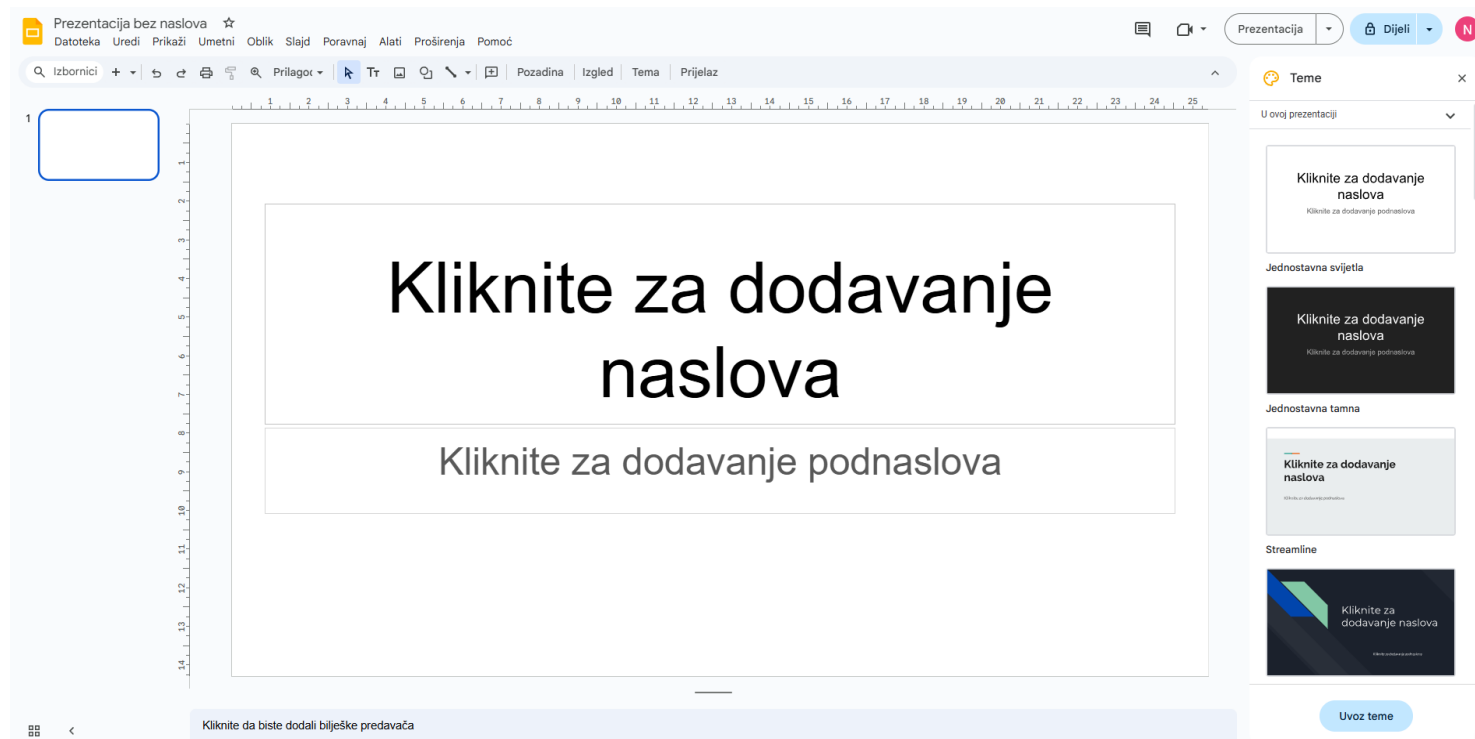
Canva is an online design platform that allows users to easily create various types of visual content, including presentations, posters, flyers, banners, infographics, and more.

Canva is particularly popular for its simplicity and wide selection of templates, making it ideal for people with no prior design experience.



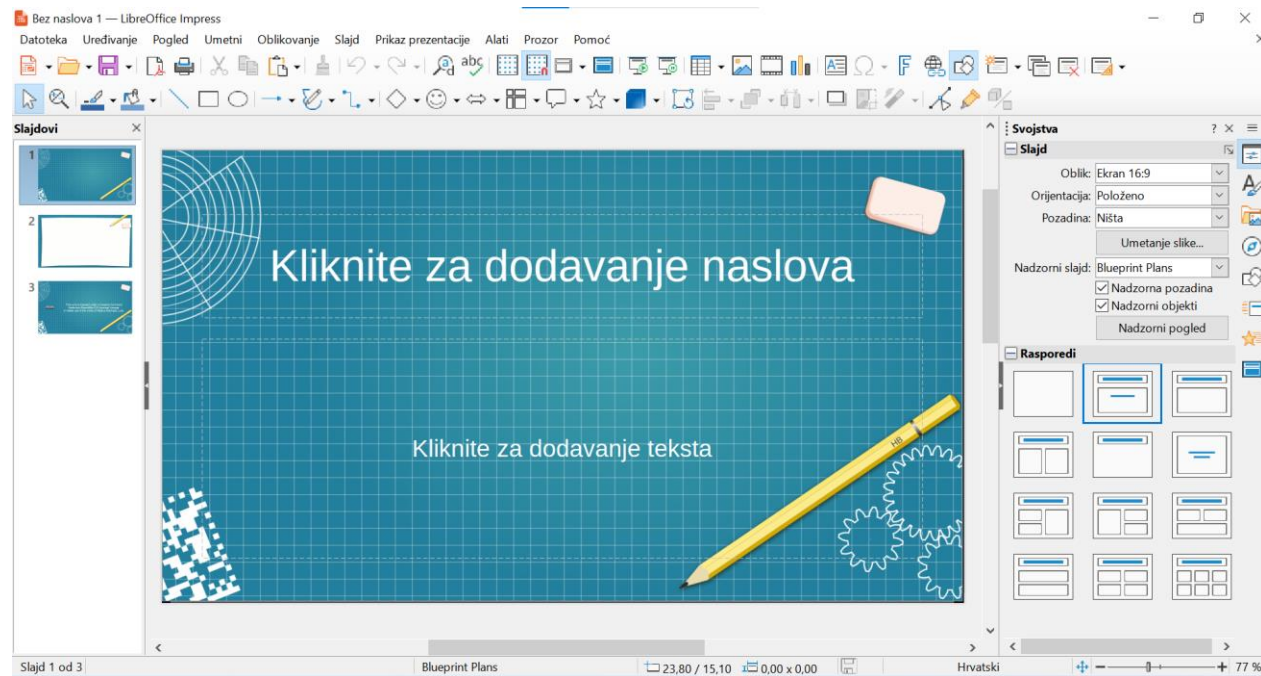
Google Slides

Google Slides is a free, cloud -based application for creating presentations, part of Google Workspace (formerly G Suite). It allows users to create, edit and share presentations directly in the web browser, without the need to install additional software. Google Slides is known for its simplicity, real-time collaboration, and integration with other Google tools, such as Google Drive , Google Docs , and Google Sheets .



LibreOffice Impress

LibreOffice Impress is part of the LibreOffice suite, a free and open-source productivity software suite. Impress is an application designed for creating presentations, similar to Microsoft PowerPoint or Google Slides . It allows users to create professional presentations with slides, animations, transitions and other elements. LibreOffice Impress is especially popular among users looking for a free alternative to commercial presentation software, and is also available for Windows, macOS , and Linux.



Quickly prepare presentations with the help of AI

- AI tools enable the quick and efficient creation of professional presentations.
- ChatGPT cannot directly create PowerPoint files or design visual elements.
- However, it can be a very useful tool in the process of creating a presentation, defining the content and structure of the slides.



Why use ChatGPT for PowerPoint presentations?

The reasons why using ChatGPT can significantly improve the process of creating PowerPoint presentations are:

- **Save time:** Creating a presentation takes effort and time. ChatGPT generates content instantly, speeding up the presentation creation process.
- **Content improvement:** ChatGPT simplifies complex concepts, helps improve the message of a presentation, suggests changes and creates interesting text.
- **generation :** ChatGPT provides new ideas and unique insights that help make the presentation more interesting.
- **Task Automation:** Can generate VBA code to automate repetitive tasks, such as formatting and slide design.
- **Consistency ensured:** ChatGPT ensures consistency in language, quality, and tone, making the presentation professional.
- **Easy integration:** With tools like the AI PRM extension, pre-built queries can be used to quickly create effective presentations.



Quickly prepare a presentation with ChatGPT

- The key roles of ChatGPT in the preparation of the presentation are:
 - **Suggested slide structure and content.** ChatGPT can help with planning the presentation.
 - **Generating VBA code for creating slides.** Although the slides will be basic, they can serve as a starting point.
 - **Using AI PRM extensions** for pre-prepared queries that make working on presentations easier.
 - **Writing perfect prompts *for* AI tools** that can automatically turn text into a PowerPoint presentation.



Using ChatGPT for slide structure and content

It is possible to generate detailed content for each slide by performing the key steps.

Step 1: Ask ChatGPT for content

- A strong inquiry is needed. The topic, audience, objective, and number of slides should be clearly stated to ensure that the content is relevant, well-organized, and has the right tone.
- The following query format must be used:
 "As an expert in [*topic*], create a PowerPoint presentation structure on [*topic list*] for [*target audience*]. The goal is [*state goal*]. Structure it into [*number of*] slides. Use [*tone/style*] tone."
- After that, ChatGPT will generate a basic structure, which the presentation author can customize.

Step 2: Clean the ChatGPT output

- The draft that is ChatGPT generate is a good starting point for editing content whether it was necessary to expand or rephrase the information on each slide.
- The goal is to help ChatGPT generates the results that are requested.
- Need to use ChatGPT's query to improve content:
 "Please expand the information for each slide. Include interesting facts to increase engagement and provide more value."

Step 3: Add ChatGPT content to your own PowerPoint

- Once the content for the slides is obtained, it can be transferred directly into your own PowerPoint presentation. You need to copy and paste the content generated by ChatGPT, taking care to keep the structure.
- This way, ChatGPT provides a starting point.
- After this, the author of presentation will have to add design elements and media themselves, and adjust the layout and content to improve the visual appeal of the presentation.

Generating a PowerPoint presentation using VBA code

Visual Basic for Applications (VBA) is a programming language that enables task automation in MS Office applications, including PowerPoint.

Using ChatGPT, VBA code can be quickly generated to create and customize PowerPoint presentations, making the process faster and easier.

The following query format should be used:

"Write VBA code for a PowerPoint presentation on [*list of topics*] for [*target audience*]. As an expert in [*topic*], structure it into [*number of*] slides with [*tone/style*] tone. The goal is [*specify goal*]."

After that, ChatGPT will generate a code.



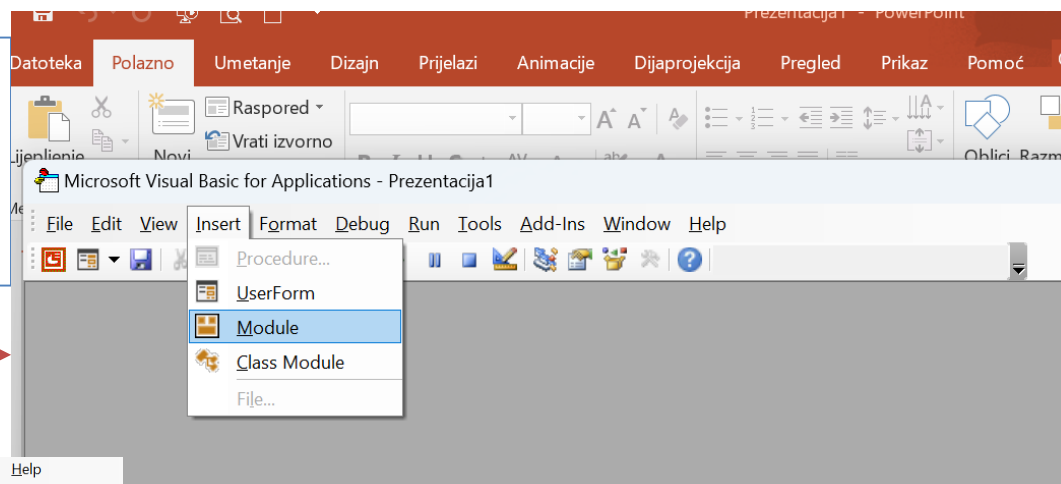
The screenshot shows the ChatGPT 4o interface. On the left, a text box contains a query in Croatian: "Napiši mi VBA kod za PowerPoint prezentaciju o brzjoj pripremi prezentacije uz pomoć AI za osobe koje u svom poslu često koriste prezentacije. Kao stručnjak za PowerPoint strukturiši prezentaciju od 6 slajdova sa profesionalnim i zabavnim tonom. Cilj je educirati polaznike kako da im veći dio prezentacije uradi AI." Below the query, a response from ChatGPT is visible, stating it will create a VBA code for a 6-slide presentation. On the right, a window titled "Ai Ppt Vba" displays the generated VBA code. The code is enclosed in a red rectangular box. The code defines a sub procedure "CreateAIPresentation()" that creates a new PowerPoint presentation with 6 slides. The slides are titled: "Brza priprema prezentacija uz AI", "Kako AI može automatizovati izradu prezentacija?", "Zašto koristiti AI?", "Ključni AI alati", "Koraci za brzu AI prezentaciju", and "Demonstracija u 5 minuta". The code uses the PowerPoint object model to add slides, set titles, and set content for each slide.

```
1 Sub CreateAIPresentation()  
2 Dim ppt As Object  
3 Dim pres As Object  
4 Dim slideIndex As Integer  
5 Dim slide As Object  
6  
7 ' Kreiranje PowerPoint aplikacije i nove prezentacije  
8 Set ppt = CreateObject("PowerPoint.Application")  
9 ppt.Visible = True  
10 Set pres = ppt.Presentations.Add  
11  
12 ' Naslovni slajd  
13 Set slide = pres.Slides.Add(1, 1)  
14 slide.Shapes.Title.TextFrame.TextRange.Text = "Brza priprema prezentacija uz AI"  
15 slide.Shapes.Placeholders(2).TextFrame.TextRange.Text = "Kako AI može automatizovati izradu prezentacija? (Vaše ime)"  
16  
17 ' Slajd 2: Zašto koristiti AI?  
18 Set slide = pres.Slides.Add(2, 2)  
19 slide.Shapes.Title.TextFrame.TextRange.Text = "Zašto koristiti AI u prezentacijama?"  
20 slide.Shapes.Placeholders(2).TextFrame.TextRange.Text = "- Štedi vrijeme\n- Automatski generiše strukturu\n- Poboljšava dizajn\n- Omogućava  
21  
22 ' Slajd 3: Ključni AI alati  
23 Set slide = pres.Slides.Add(3, 2)  
24 slide.Shapes.Title.TextFrame.TextRange.Text = "Ključni AI alati za PowerPoint"  
25 slide.Shapes.Placeholders(2).TextFrame.TextRange.Text = "- Microsoft Copilot\n- Tome.app\n- Beautiful.ai\n- Canva Magic Design\n- ChatGPT &  
26  
27 ' Slajd 4: Koraci za brzu AI prezentaciju  
28 Set slide = pres.Slides.Add(4, 2)  
29 slide.Shapes.Title.TextFrame.TextRange.Text = "Koraci za brzu AI prezentaciju"  
30 slide.Shapes.Placeholders(2).TextFrame.TextRange.Text = "1. Unesite temu\n2. AI generiše strukturu\n3. AI dodaje dizajn i vizuale\n4. Priila  
31  
32 ' Slajd 5: Demonstracija u 5 minuta  
33
```

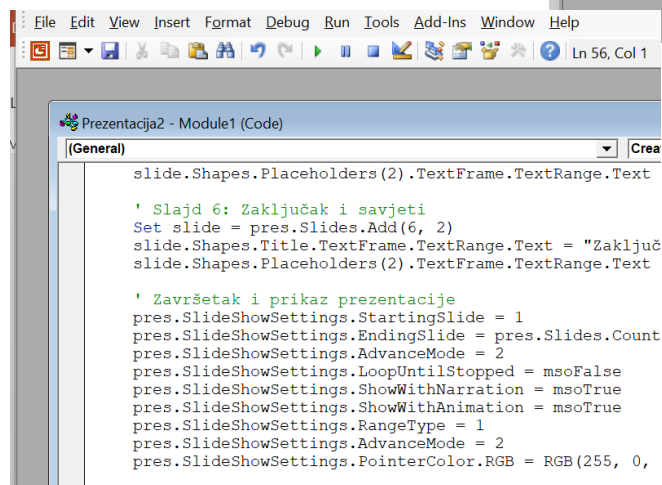

Generating a PowerPoint presentation using VBA code

ChatGPT will provide step-by-step instructions on how to insert the generated code into PowerPoint:

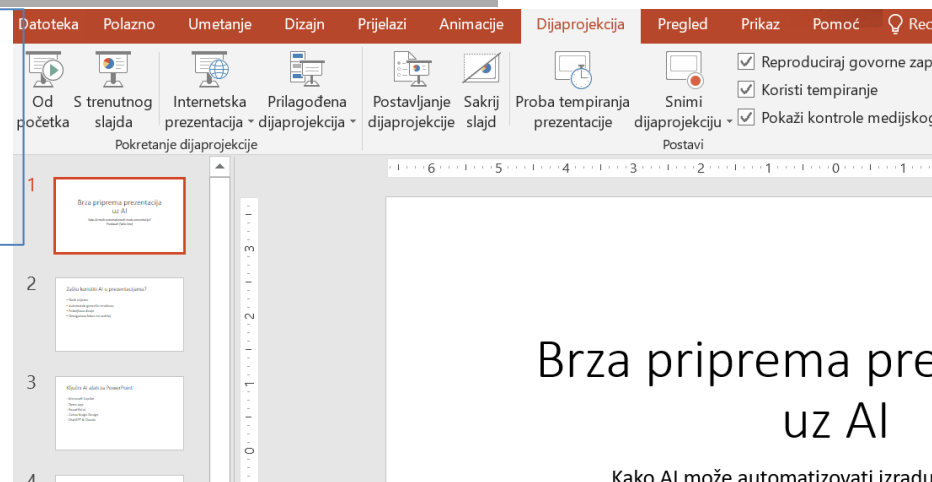
1. Launch PowerPoint.
2. Press ALT + F11 to open the VBA editor.
3. Insert a new module.



4. Paste the code.



5. Press F5 to run the code and create the presentation.



Brza priprema pre
uz AI

Kako AI može automatizovati izradu

Using the AIPRM extension to create a PowerPoint presentation with the help of ChatGPT

- AIPRM is an extension that enhances ChatGPT 's capabilities for creating and refining content in all MS Office applications, including PowerPoint presentations.
- This AI tool provides pre-built ChatGPT's query templates to simplify the process of creating PowerPoint presentations.
- With AIPRM, users get automated suggestions, better formatting, and customized content within the ChatGPT interface.



Using the AI PRM extension to create a PowerPoint presentation with ChatGPT

Using the AI PRM extension for PowerPoint involves the following steps:

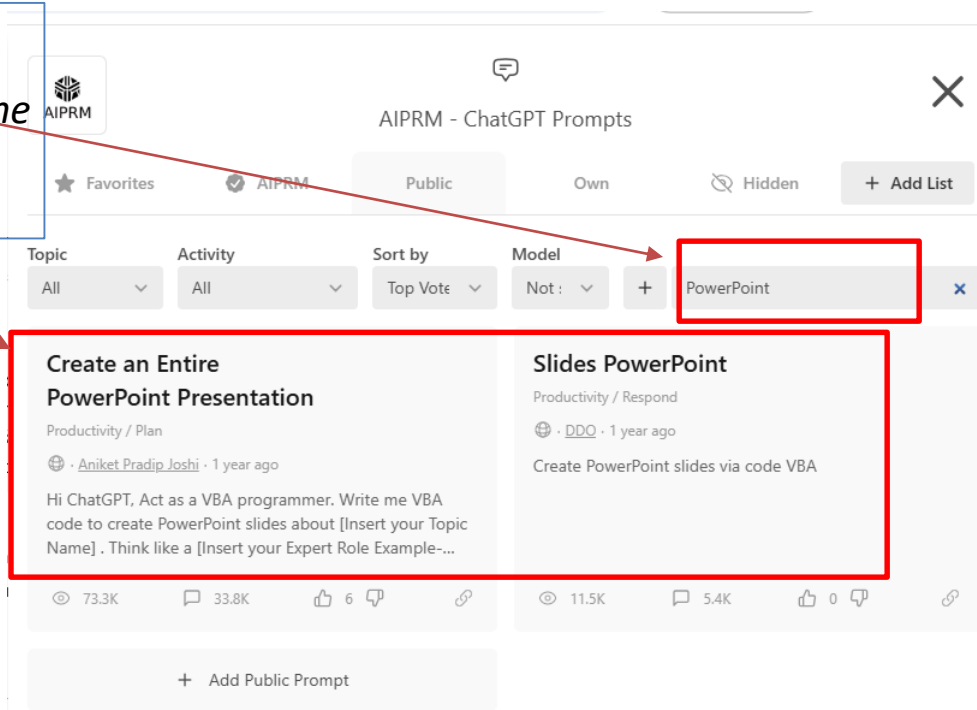
1. Open Google Chrome, click on the three vertical dots in the upper right corner.
2. Select the "More tools" option, then the "Extensions" option.
3. Find AI PRM for the ChatGPT' extension and click "Add to Chrome ". It is necessary to confirm the installation by granting the necessary permissions.
4. Once the extension is installed, the ChatGPT interface will have new options and templates.



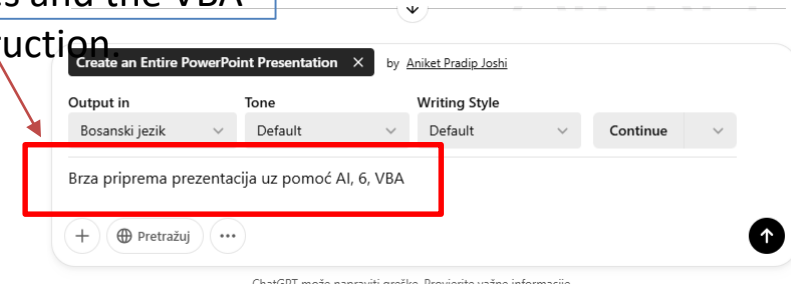
AIPRM extension for creating PowerPoint presentations

Procedure for creating a PowerPoint presentation:

1. Enter "PowerPoint" in the search and select the desired query.



2. Enter the topic of the presentation, the number of slides and the VBA instruction



- 3.** Copy the generated VBA code and paste it into the PowerPoint VBA editor as explained earlier .
- 4.** Press F5 to run the code and create the presentation.

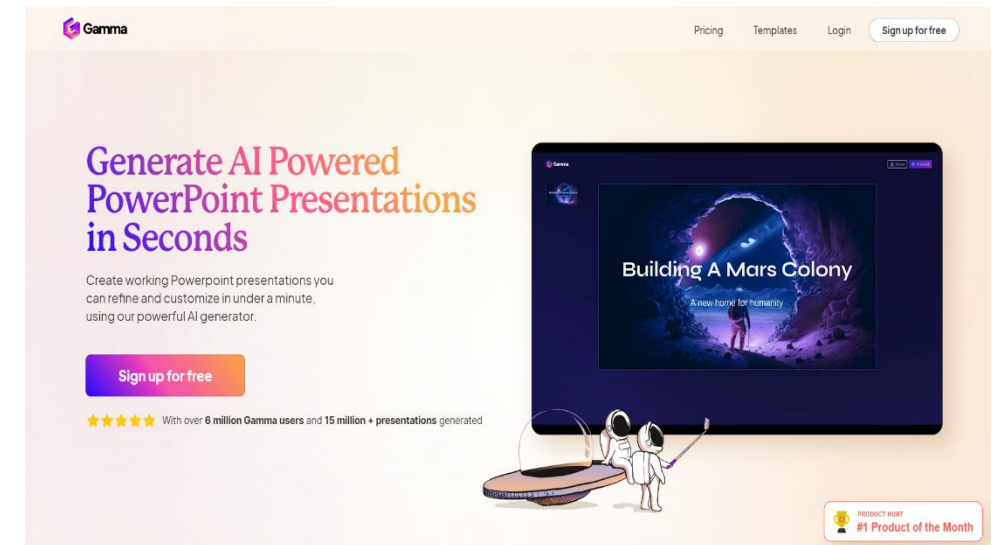


Combining ChatGPT with an AI presentation tool

There are specialized AI tools that allow faster creation of presentations

The procedure is:

- Choose an AI tool for presentations (eg **Gamma**).
- Use ChatGPT to generate the presentation structure.
- Copy and paste the generated content into the AI tool.
- Generate a presentation and customize the design.



Combining ChatGPT with an AI presentation tool

Creating a presentation using a combination of ChatGPT and AI tools:

1 : Request content from ChatGPT

ChatGPT 4o ▾

A strong inquiry is needed. The topic, audience, objective, and number of slides should be clearly stated to ensure that the content is relevant, well-organized, and has the right tone.

ChatGPT query format must be used :

“As an expert in [*field/topic*], create an outline for a PowerPoint presentation on [*list of topics*] for [*target audience*]. The goal is to [*specify objective*]. Structure it to fit [*number of*] slides. Use a [*tone/style*] tone.”

Kao stručnjak za PowerPoint izradi nacrt PowerPoint prezentacije o brznoj pripremi prezentacije uz pomoć AI za osobe koje u svom poslu često koriste prezentacije. Cilj je da što veći dio prezentacije uradi AI. Strukturiši prezentaciju od 6 slajdova. Koristi informativan, praktičan i zanimljiv ton.”



Nacrt PowerPoint prezentacije: Brza priprema prezentacija uz pomoć AI

1. Naslovni slajd

- ✦ Naslov: Brza priprema prezentacija uz pomoć AI
- ✦ Podnaslov: Kako automatizovati kreiranje sadržaja i dizajna



The combination of ChatGPT with an AI tool for presentations

Creating a presentation using a combination of ChatGPT and AI tools:

Step **2** : **After** obtaining the outline, the content for each slide can be improved and expanded.

The goal is to help ChatGPT achieve the best results.

It is necessary to use ChatGPT query to improve content:

“Please expand the information for each slide. Include interesting facts to increase engagement and provide more value.”

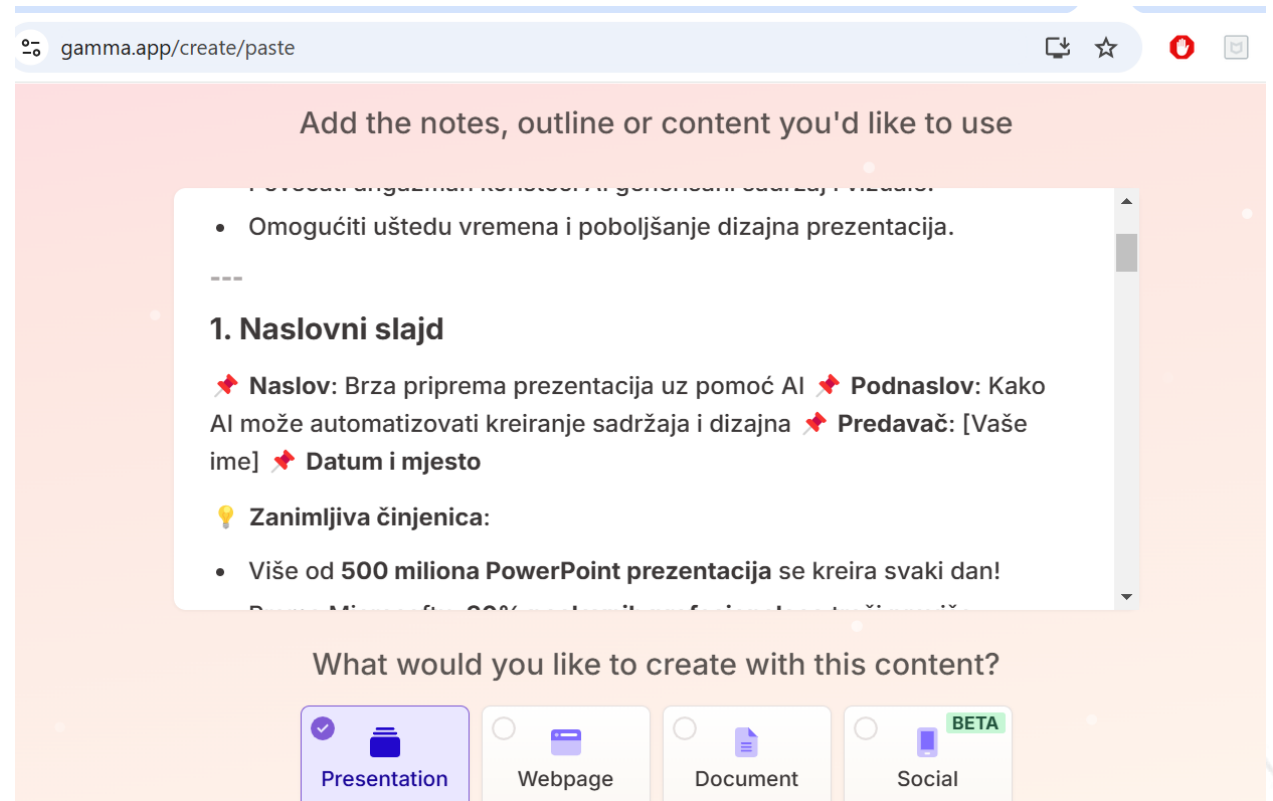
Step **3** : Copy and paste the ChatGPT output into your chosen AI tool.



Combination of ChatGPT with Gamma AI tool for presentations

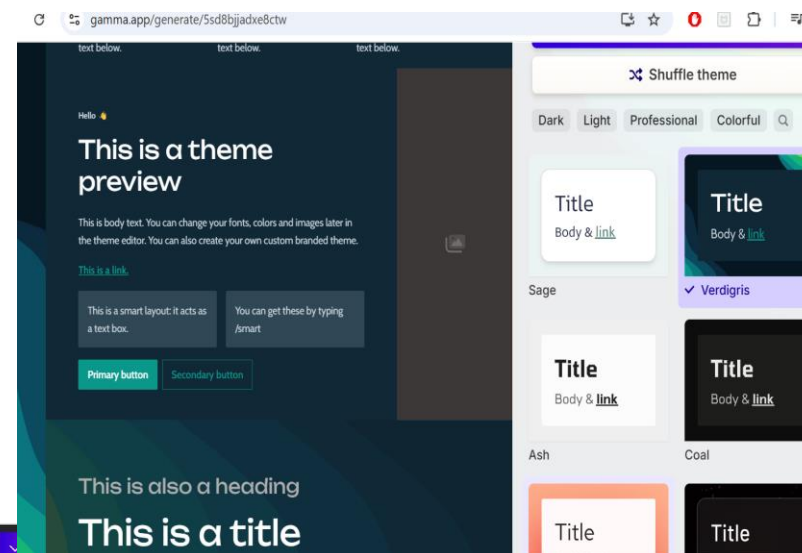
If the AI tool Gamma is used, the procedure is:

1. Select "Paste into text".
2. Copy and paste the ChatGPT query and click "Continue".
3. Set the number of "cards" to match the desired slides.
4. Press "Continue".

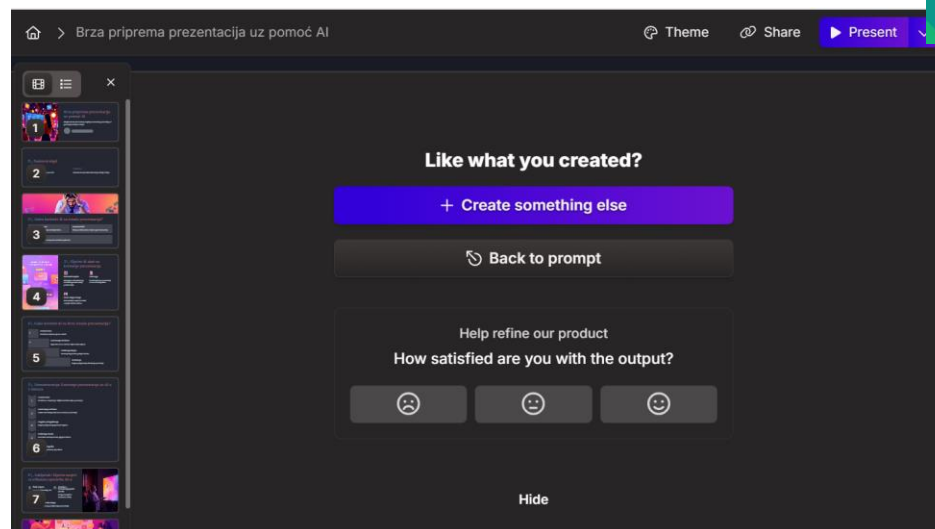


Combination of ChatGPT with Gamma AI tool for presentations

5. Choose your favorite topic and click "Generate". Wait while the Gamma AI tool generates the presentation.

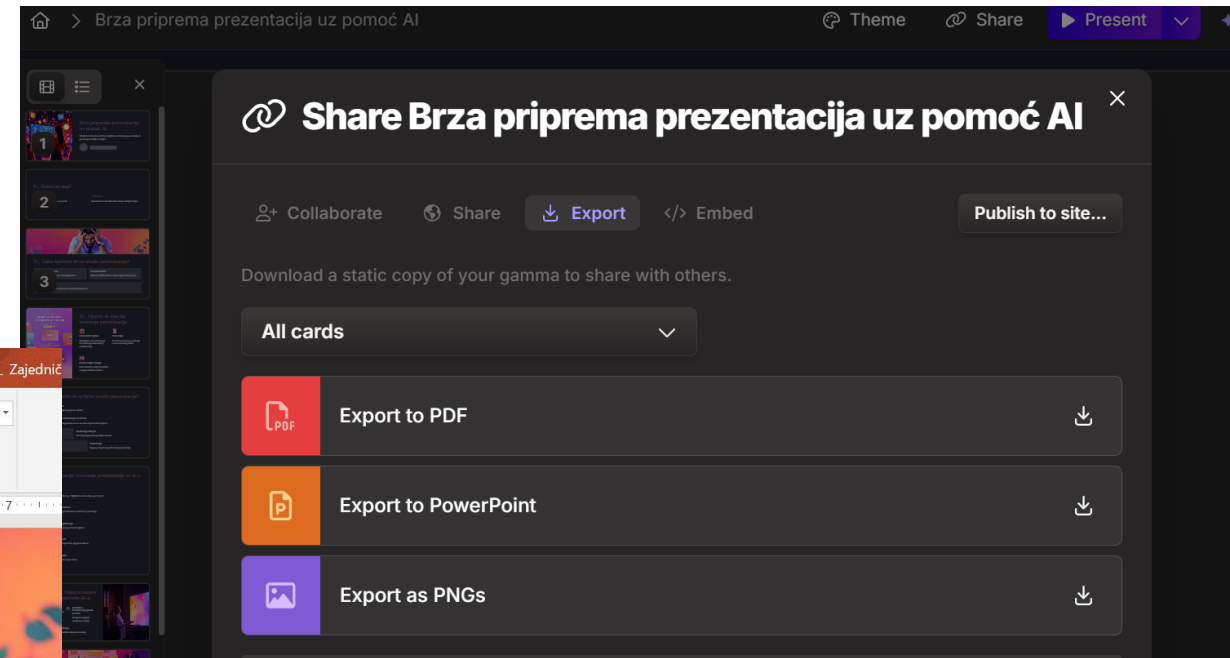
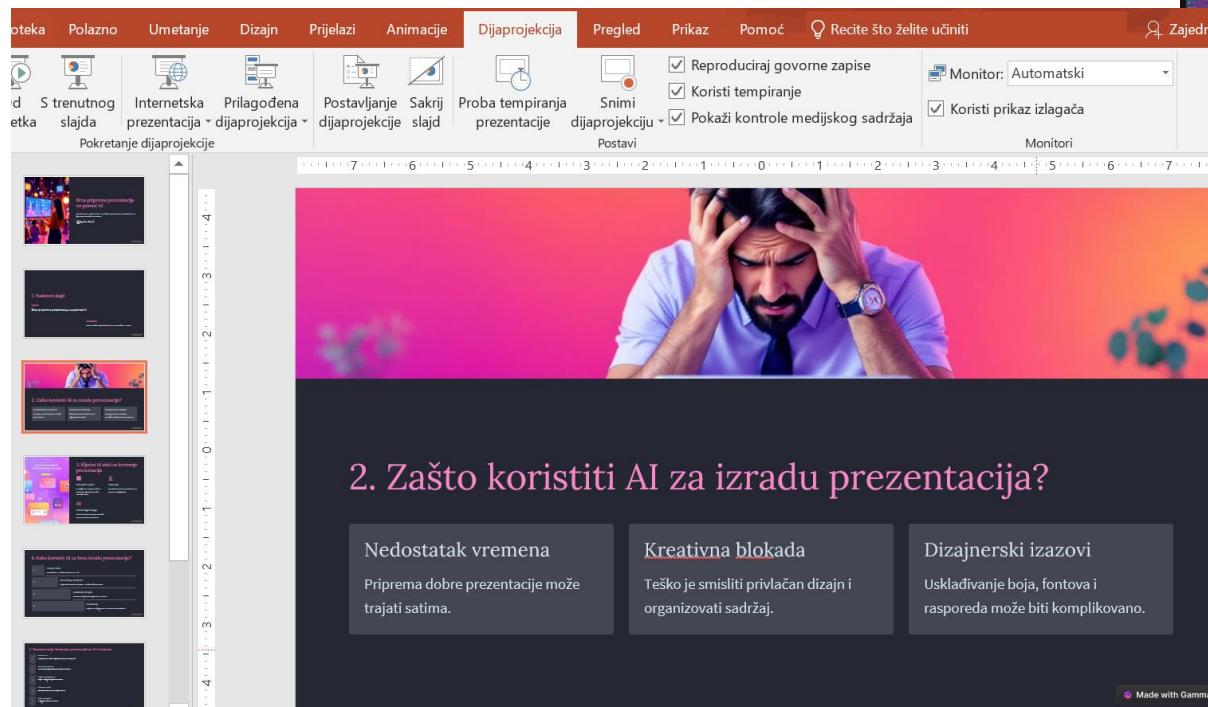


6. Review slides and refine content



Combination of ChatGPT with Gamma tool for presentations

7. The result can be exported to a PowerPoint presentation, PDF file or images.

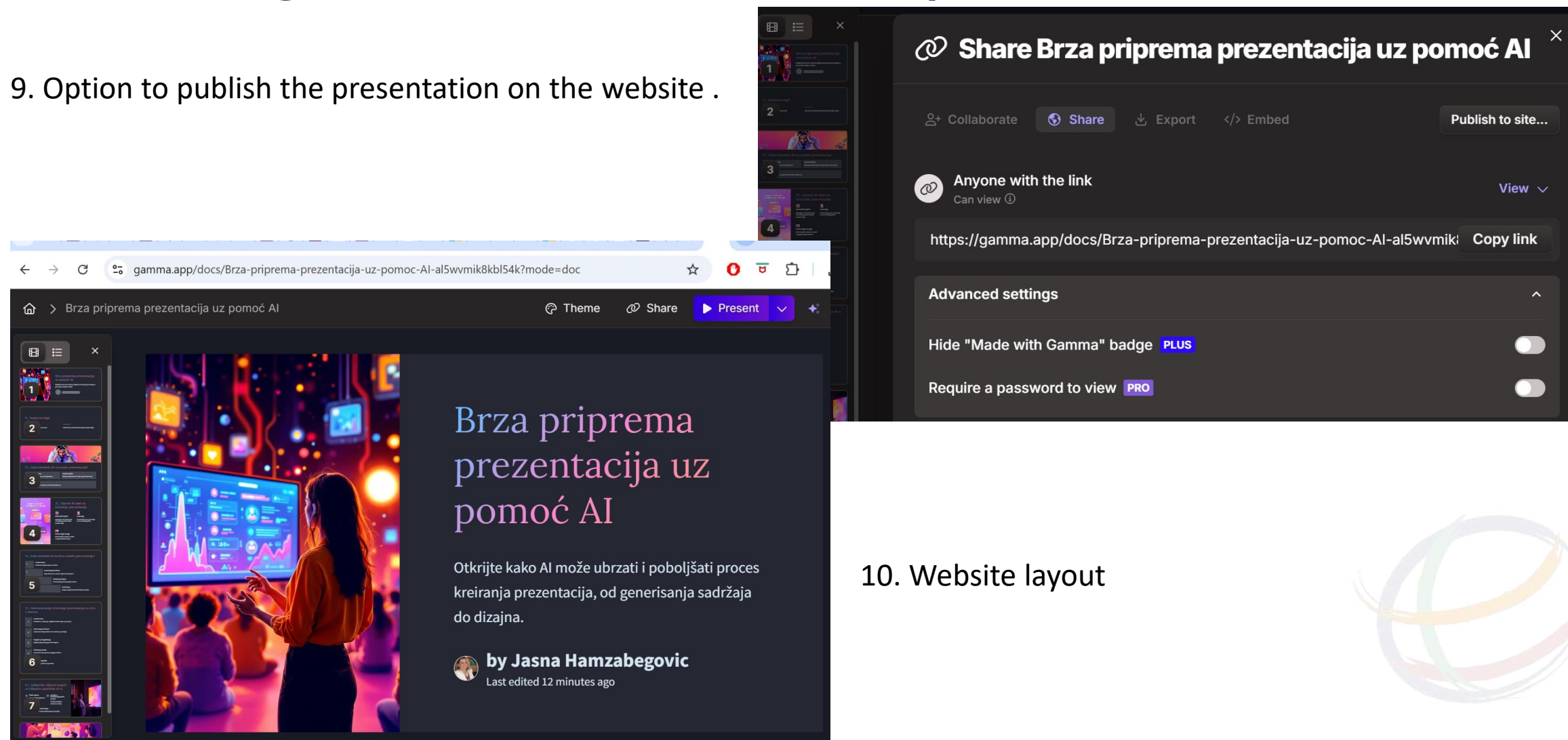


8. PowerPoint file content



Combining ChatGPT with Gamma presentation tool

9. Option to publish the presentation on the website .



The screenshot displays the Gamma presentation tool interface. The main area shows a presentation slide titled "Brza priprema prezentacija uz pomoć AI" (Fast preparation of presentation with AI help). The slide content includes a subtitle "Otkrijte kako AI može ubrzati i poboljšati proces kreiranja prezentacija, od generisanja sadržaja do dizajna." (Discover how AI can speed up and improve the process of creating presentations, from content generation to design.) and the author "by Jasna Hamzabegovic" with a note "Last edited 12 minutes ago". The slide features a background image of a person presenting to an audience with a large screen displaying a line graph.

On the right side, a sidebar titled "Share Brza priprema prezentacija uz pomoć AI" is open. It includes options to "Collaborate", "Share", "Export", and "Embed". A "Publish to site..." button is visible. The sharing settings are set to "Anyone with the link" and "Can view". A link is provided: <https://gamma.app/docs/Brza-priprema-prezentacija-uz-pomoc-AI-al5wvmik8kbl54k?mode=doc>. The "Advanced settings" section shows two toggle switches: "Hide 'Made with Gamma' badge" (set to OFF) and "Require a password to view" (set to OFF).

10. Website layout



Tips for using ChatGPT to create presentations

- **Use precise queries.** The more detailed the query, the better the results.
- **It is necessary to understand the limitations of ChatGPT.** It can generate content but not design slides.
- **It is essential to review the content.** It is always necessary to check and edit the text before use.
- **Adjust the results.** It may sometimes take a few tries to get the ideal outcome.



Questions & Answers

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