ITLearning

Menu

Day 5: AI Presentation Design

2026 AI SKILLS SERIES

DAY 5

AI Presentation Design

Build Slide Decks That Would Take a Designer Hours

Student eBook & Reference Guide · 90-Minute Virtual Classroom · Complete with Workbook & Assignments

Editor's note: This edition has been reviewed and updated for accuracy as of July 2026. Tool names, features, and pricing details referenced throughout (Gamma, Canva Magic Design, Plus AI, Beautiful.ai, Microsoft Copilot) reflect the current state of each platform.

How to Use This eBook

Welcome to Day 5. On Day 4 you learned to generate professional images from written descriptions. Today you learn to save the single biggest chunk of "invisible" work in most professional lives: building presen

Most people don't realise how much of the time spent on a deck has nothing do with the ideas inside it. It's spent deciding on structure, hunting for matching images, and endlessly nudging boxes until they line up. AI

Hey there! Ask me anything!

Ask AI

presentation tools remove almost all of that — so you can spend your time on the part that actually matters: the message.

By the end of this session you will have built a complete, professional presentation from a single prompt, learned how to turn an existing document into a deck in seconds, and learned the six rules that separate a genuinely effective slide from a merely pretty one.

⚡

GENERATE

Learn the Three-Step Workflow

✍️

REFINE

Apply the Six Commandments

🎯

APPLY

Complete assignment after class

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Hey there! Ask me anything!

Chapter 1: The Presentation Time-Sink

1.1 Where the Hours Actually Go

Think about the last presentation you built from scratch. If it took you three or four hours, here's roughly where that time went:

- 30–60 minutes deciding on a structure
- 30–45 minutes finding images that match the message
- 45–90 minutes formatting slides
- 30–45 minutes aligning boxes, changing fonts, adjusting colours

Add it up, and the actual content — the thinking, the argument, the insight you wanted to share — might account for 45 minutes out of a 3–4 hour job. Everything else is design and formatting busywork.

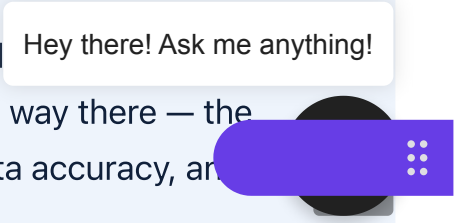
AI presentation tools don't replace your thinking. They eliminate the formatting work almost entirely, so the time you spend is concentrated on the part only you can do: deciding what's actually worth saying.

1.2 What You Will Produce in This Session

By the end of Day 5, you will have personally created:

- A complete, designed presentation generated from a single written prompt
- A second deck built by converting an existing document into slides
- An edited version of one of your decks, corrected against the Six Commandments
- A finished, exportable presentation you could genuinely use — for work, a pitch, or a portfolio

> 💡 **Set Expectations Early**
>
> An AI-generated deck is a strong first draft, not a finished
> reviewers consistently find it gets you roughly 70% of the way there — the
> structure, layout, and images are done, but headlines, data accuracy, ar



still need your editing pass. Budget time for that pass; it's where a good deck becomes a great one.

Chapter 2: Your Presentation Toolkit

2.1 The Main Tools Compared

Table 2.1 — AI Presentation Tools Compared

Tool	Best For	Free Plan	Key Strength
Gamma	Fastest prompt-to-deck generation; web-native "card" decks	400 starter credits (roughly 8–10 decks)	Generates a complete first draft — structure, copy, and visuals — in under a minute; strong document-to-deck conversion
Canva (Magic Design)	Marketing-style decks; teams already using Canva for other design work	Yes — Magic Design capped at 10 uses/month	Massive template and stock-asset library; strong brand-kit consistency across all your content types
Beautiful.ai	Polished, template-driven business decks with minimal manual layout work	No free plan	"Smart Slides" automatically re-balance spacing and typography as you add content, so slides rarely look broken
Plus AI	People who live in Google Slides or PowerPoint and don't want a new platform	Yes, limited	Works as an add-on inside Slides/PowerPoint — generates and edits without ever leaving your existing document

Hey there! Ask me anything!

Tool	Best For	Free Plan	Key Strength
Microsoft Copilot for PowerPoint	Microsoft 365 users who need decks generated from existing Word/Teams/SharePoint content	No — requires M365 + Copilot add-on	Deep integration with your organisation's own files and data through Microsoft Graph

> ★ **Recommendation for Beginners**
>
> Start Day 5 with Gamma. It has the fastest path from a blank page to a complete, usable draft, and its free tier is generous enough to practise everything in this eBook. If you already work inside Microsoft 365 or Google Workspace every day, Copilot or Plus AI may fit your existing workflow better — try both and see which one you reach for again next week.

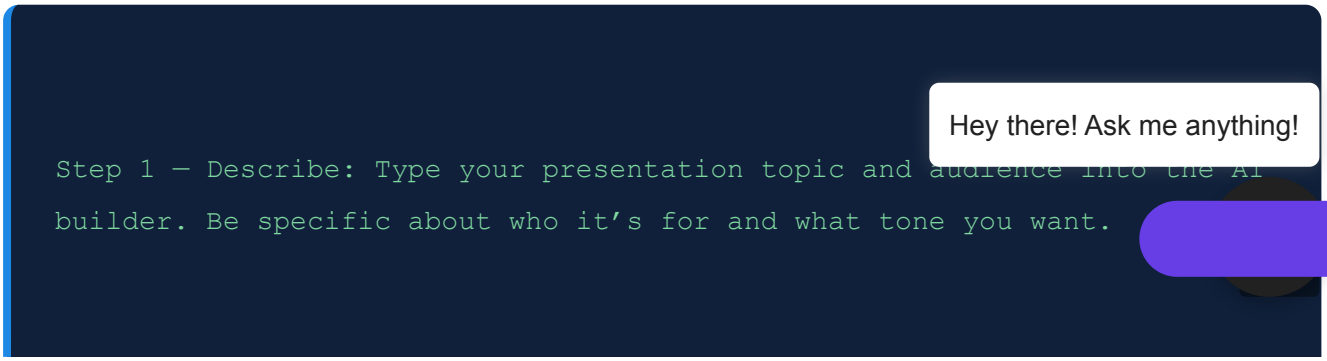
2.2 A Note on Free-Plan Limits

Most AI presentation tools run on a credit or usage-cap system rather than unlimited free generation. Gamma's free plan gives you a fixed pool of starter credits rather than a monthly refresh, Canva caps Magic Design at 10 uses a month, and Beautiful.ai and Copilot don't offer a free tier at all. Plan your practice accordingly — it's worth getting your prompt right on paper before you spend a generation on it.

Chapter 3: The Three-Step Workflow

3.1 From Prompt to Deck

Every major AI presentation tool follows some version of the same three-step pattern. Once you understand it in Gamma, you can transfer it to any of the others.



```
Step 2 — Choose: Select a template style and slide count (8–12 slides is
a good starting range).


Step 3 — Generate: Click Generate. Review the draft, then edit
headlines, data, and images.
```

3.2 Writing a Prompt That Produces a Usable Draft

A vague prompt produces a vague deck. Compare the two approaches below.

WEAK PROMPT: TOO SIMPLE

"A presentation about AI tools for small businesses."

Result: a generic, unfocused deck that could apply to almost any audience, with no clear point of view.

STRONG PROMPT: SPECIFIC AND DIRECTED

"A 10-slide presentation for Nigerian SME owners on how AI tools can reduce their operational costs by 30–50%. Audience: non-technical business owners, aged 30–55. Tone: practical, encouraging, evidence-based. Include: a problem slide, three solution slides, a case study, and a clear call to action."

The second prompt gives the AI an audience, a tone, a specific claim, and a required structure — so the draft it produces needs far less rebuilding.

3.3 Your First Edit Pass: Headlines

Once your draft is generated, the single highest-value edit is headline on each slide. AI-generated headlines tend to describe the topic rather th state the point.

Hey there! Ask me anything!

> ✏️ **The Headline Rule**
>
> Your headline should be the insight, not the topic. Not “Introduction to AI Costs” but “AI Tools Cut Nigerian SME Costs by 30% — Here’s How.” A reader skimming only your headlines should be able to follow your entire argument.

Chapter 4: The Paste-to-Presentation Hack

4.1 When You Already Have the Content

Not every deck starts from a blank prompt. Often you already have a report, a set of research notes, or a written proposal, and you just need it turned into slides. This is where the “paste hack” saves the most time.

```
1. Open your existing document (report, notes, outline, or a Word/PDF file).

2. Copy all the text — or upload the file directly if your tool supports it.

3. In your AI presentation tool, choose “Generate from text” or “Import document.”

4. The AI extracts the key structure and builds slides around it — it does not dump every word onto a slide.
```

Hey there! Ask me anything!



4.2 Where This Hack Is Most Useful

- Converting a research report into a board presentation

- Turning meeting notes into a summary deck
- Adapting a Day 3 AI-assisted research write-up into a pitch deck
- Converting a written client proposal into a visual walkthrough

> ⚠️ **Check the Numbers**
>
> AI presentation tools have been documented misdating or misattributing figures pulled from source documents (for example, labelling one year's revenue as another year's). Always verify any statistic, date, or figure the AI pulls into a slide against your original source before you present it.

Chapter 5: The Six Commandments of Effective Slides

These six rules apply whether or not you use AI — but AI-generated drafts tend to break Commandments 1, 2, and 5 most often, so use this as your editing checklist for every deck you generate.

#	Commandment	Why It Matters
1	One idea per slide	If you're tempted to add another bullet, ask whether it deserves its own slide instead.
2	Maximum 30 words per slide	Count them. Delete everything that isn't essential to the one idea on that slide.
3	Every claim needs a visual	A statistic on its own is forgettable. A statistic paired with a chart or image is memorable.
4	Titles are insights, not topics	"Q3 Revenue" is a label. "Revenue Up 34% on Repeat Customers" is a story.
5	Data needs context	A number alone means little. Show the trend, the comparison, or the "so what" behind it.
6	The last slide answers "what next?"	Don't end on a thank-you slide. End on a clear, specific action.

Hey there! Ask me anything!

Chapter 6: Practice Drills

6.1 Drill 1 — Generate Your First Deck

Open your chosen tool and generate a complete presentation using the Three-Step Workflow from Chapter 3. Use a topic you might genuinely need — a pitch, a training session, or a portfolio deck.

1. Write a specific prompt: topic, audience, tone, and required structure.
2. Choose a theme and a slide count (start with 8–10).
3. Generate, then read through the whole draft before editing anything.

6.2 Drill 2 — The Paste Hack

Take a document you already have — notes, a report, or a proposal — and convert it into a deck using the method in Chapter 4. Compare how the AI restructured your content versus how you would have organised it manually.

6.3 Drill 3 — Edit Against the Six Commandments

Go back through your Drill 1 deck, slide by slide, and apply the checklist from Chapter 5:

- Rewrite every headline as an insight rather than a label
- Cut any slide body text over 30 words
- Add or improve one image per slide where a claim isn't yet visualised
- Add context to any bare statistic
- Rewrite your final slide as a clear next step

6.4 Drill 4 — Bring In Your Day 4 Images

If you completed Day 4's AI Image Generation session, this is where those skills pay off directly. Most AI presentation tools let you replace an auto-generated image on any slide with your own upload.

Hey there! Ask me anything!

Cross-Skill Integration

> Auto-generated slide images are usually decent but generic. Click on any image in your deck, choose "Replace image," and upload one of your own S.V.C.L.-prompted images from Day 4. A custom, on-brief image will almost always outperform the tool's default choice — this is exactly why the two skills were taught in this order.

6.5 Drill 5 — Export

Export your finished deck in at least two formats and check that formatting held up:

- **Shareable link** — no download needed, best for async review
- **PDF** — best for sending to a client when you don't want it edited
- **PowerPoint (.pptx)** — fully editable in Microsoft Office, though some tools (especially web-native ones like Gamma) can shift or flatten complex layouts on export, so always review the exported file before sending it on

Chapter 7: Real-World Use Cases

7.1 Business and Professional Use Cases

Investor or Client Pitch Deck

PITCH PROMPT: INVESTOR-READY DECK

A 10-slide investor pitch deck for a fintech budgeting app aimed at young professionals. Include: problem, market size, solution, business model, traction, competitive landscape, team, and a clear ask. Tone: confident, data-driven, concise.

Internal Training Deck

TRAINING PROMPT: ONBOARDING SESSION

A 12-slide onboarding presentation introducing new hires to our custome standards. Audience: new employees with no prior company knowledge.

Hey there! Ask me anything!

warm, clear, practical. Include real example scenarios on three slides.

7.2 Personal and Career Use Cases

Portfolio or Career Highlights Deck

PORTFOLIO PROMPT: CAREER HIGHLIGHTS

An 8-slide portfolio presentation summarising a 6-year career in digital marketing, highlighting three flagship campaigns with measurable results. Tone: confident but not boastful. Style: clean, modern, minimal text per slide.

Chapter 8: Pro Tips, Common Mistakes, and Quality Control

8.1 Common Mistakes and How to Fix Them

❌ Common Mistake	✅ The Fix
Vague prompt produces a generic deck	Include topic, audience, tone, required structure, and slide count in your prompt.
Headlines describe the topic instead of the point	Rewrite every headline as the single insight of that slide.
Slides are text-heavy	Enforce the 30-word limit per slide. Move detail to speaker notes instead.
Data pulled from a source document is wrong or mislabelled	Manually verify every number, date, and attribution against the original source.
PowerPoint export looks broken	Always open and review the exported file — web-native tools sometimes shift or flatte export.
Images feel generic or off-message	Replace auto-selected images with your own, S.V.C.L.-prompted images from Day 4.

Hey there! Ask me anything!

8.2 Trust, But Verify

AI presentation tools are genuinely good at structure, layout, and pacing — but they are not a fact-checking service. Treat any statistic, quote, date, or named source the AI inserts into your deck the same way you'd treat a first draft from a junior colleague: useful, plausible, and worth checking before it goes in front of an audience.

Chapter 9: Workbook — In-Session Exercises

Complete these exercises during the live session with your AI presentation tool open.

Exercise 1: Prompt Builder

Build a complete generation prompt before you touch the tool.

Topic & Purpose

What is this presentation about, and what should it achieve?

Audience & Tone

Who is this for, and how should it sound?

Required Structure

What specific slides must be included (problem, case study, call to action, etc.)?

Hey there! Ask me anything!

Exercise 2: The Six Commandments Audit

Pick three slides from your generated deck and audit them against the checklist.

A

Which slide had the weakest headline, and what's your rewritten version?

B

Which slide broke the 30-word rule, and what did you cut?

C

Which claim in your deck still needs a visual it doesn't currently have?

Exercise 3: Paste Hack Reflection

A

What document did you convert, and how many slides did the AI produce from it?

B

Did the AI's structure match how you would have organised it ma
right or wrong?

Hey there! Ask me anything!

Chapter 10: Day 5 Assignment

Complete before Day 6 · Estimated time: 30–40 minutes

🎯 Your Presentation Challenge

Build one complete presentation (minimum 8 slides) that you could genuinely use professionally — for a job interview, a client pitch, a team meeting, or a community presentation. Apply all Six Commandments before you export.

Step 1: Generate

Write a full generation prompt (topic, audience, tone, and required structure) and generate your first draft using the Three-Step Workflow.

Step 2: Edit

Work through every slide against the Six Commandments. Rewrite headlines as insights, cut excess text, add missing visuals, and add context to any bare statistics.

Step 3: Personalise

Replace at least three AI-generated images with your own Day 4 AI-generated images.

Hey there! Ask me anything!

Step 4: Export & Verify

Export as both PDF and PowerPoint. Open the PowerPoint file and confirm nothing shifted or broke in the conversion.

Reflection Questions

1

What took the AI the least time to get right, and what took you the most manual editing to fix?

2

Which of the Six Commandments made the biggest visible difference to your deck?

3

Identify one upcoming presentation in your work or life where you'll use this workflow.

Chapter 11: References & Further Learning

11.1 Tools to Explore

Gamma — gamma.app (fastest prompt-to-deck generation; free tier with credits)

Hey there! Ask me anything!

Canva Magic Design — canva.com (best for teams already using Canva; free tier capped at 10 uses/month)

Beautiful.ai — beautiful.ai (Smart Slides auto-layout; no free plan)

Plus AI — plusai.com (add-on for Google Slides and PowerPoint)

Microsoft Copilot for PowerPoint — microsoft.com/microsoft-365/copilot (requires Microsoft 365 + Copilot add-on)

11.2 Learning More

Gamma's official Prompt Guide — gamma.app/prompt-guide

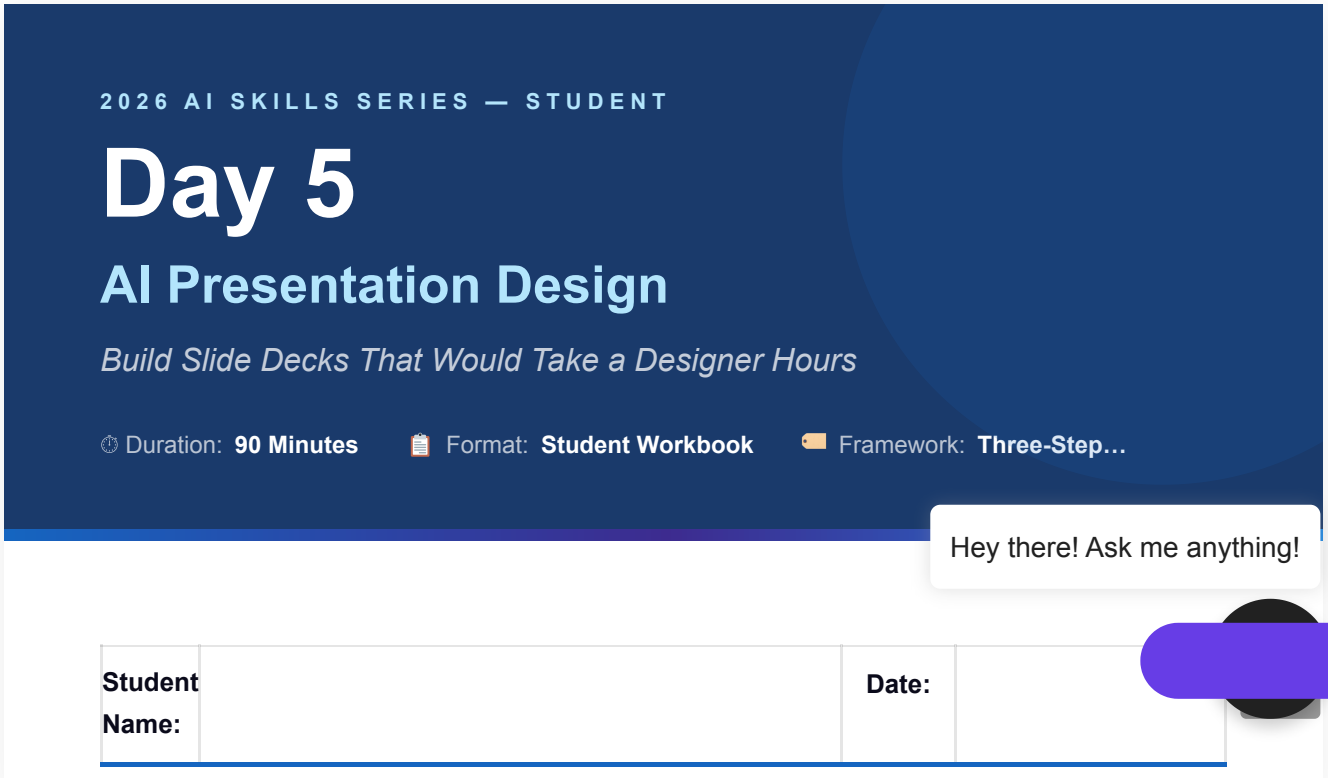
Beautiful.ai Blog — beautiful.ai/blog (presentation design fundamentals)

Canva Design School — canva.com/designschool (free courses on visual design principles)

End of Day 5 eBook

Day 6 — AI Video Generation: Going Cinematic

2026 AI Learning Roadmap | Created for beginners, designed for results.



🎯 Today's Learning Objectives

- ☐ Build a complete presentation in under 5 minutes using Gamma.app
- ☐ Apply the Paste-to-Presentation hack for instant slide generation
- ☐ Use the Six Commandments to evaluate and improve any AI-generated slide
- ☐ Export and embed presentations across multiple platforms

⚡ Key Frameworks & Formulas Reference

Keep this section open during the session for quick reference.

FRAMEWORK

Three-Step Gamma Workflow

Step 1: Write a detailed prompt (topic + audience + tone + slide count). Step 2: Select theme and generate. Step 3: Edit headlines → insight titles. Remove excess text. Improve images. Check Six Commandments.

FRAMEWORK

Six Commandments

(1) One idea per slide. (2) Max 30 words body text. (3) Every claim needs a visual. (4) Title = insight not topic. (5) Data needs context (show the change, not just the number). (6) Last slide = clear next action.

FRAMEWORK

Paste-to-Presentation Hack

Copy any existing text document → Gamma 'Generate from Text' → Paste → Gamma auto-structures into slides → Edit headlines and images.

📝 In-Session Exercises

Hey there! Ask me anything!

1 Headline Transformation

Take 5 presentation slide titles from a past deck (yours or any example). Rewrite each as an ‘insight title’ — a complete statement with a finding or recommendation:

Hey there! Ask me anything!

2 Six Commandments Audit

Apply the Six Commandments to your AI-generated deck. For each commandment, note which slides violate it and what you changed:

3 Prompt Engineering for Slides

Write the full Gamma prompt for a presentation you actually need this month. Include topic, audience, tone, slide count, and must-have sections:

Hey there! Ask me anything!

4 Data Visualisation Plan

List 3 data points from your field that appear in presentations. For each, write what visual would make it more memorable (chart type, infographic, bold stat, comparison graphic):

Reflection Questions

Complete at the end of the session or during the closing activity.

1. How many hours per week do you spend on presentations? What would you do with that time if AI handled 80% of the formatting?

2. Which of the Six Commandments is violated most frequently in presentations you see professionally? What's the cost of that violation?

Hey there! Ask me anything!

3. How did combining Day 4 (AI images) with Day 5 (AI presentations) change the quality of your final deck?

🏠 Day Assignment

ASSIGNMENT BRIEF

Build one complete 8+ slide professional presentation using Gamma. Apply all Six Commandments. Replace 3 images with Day 4 AI-generated images. Export as PDF and PowerPoint. Share Gamma link in the group chat.

My Action Plan

What I will build/complete:	
Target completion date:	
My accountability partner:	
What support I need:	

📊 My Skills Progress Tracker

Day	Skill	Completed	
Day 2	AI Content Writing	☐	___/5
Day 3	AI Research & Summarisation	☐	___/5

Hey there! Ask me anything!

Day	Skill	Completed	Confidence (1-5)
Day 4	AI Image Generation	☐	___/5
Day 5	**AI Presentation Design**	**■ Today**	**___/5**
Day 6	AI Video Generation	☐	___/5
Day 7	AI Audio & Voice Generation	☐	___/5
Day 8	AI Chatbot Building	☐	___/5
Day 9	AI Workflow Automation	☐	___/5
Day 10	AI Resume & Career Optimization	☐	___/5

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