

AI for Presentations

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Why Do We Use PowerPoint?

- Helps structure information clearly
- Enhances communication with visuals
- Supports training, meetings, and workshops
- Easy to share and present anywhere

Benefits of PowerPoint for Staff

- Saves time in preparing presentations
- Ensures consistent messaging across departments
- Enables use of templates and branding
- Compatible with projectors, Teams, Zoom, and Canvas

What Is Canva's AI Presentation Tool?

- An AI assistant inside Canva
- Generates full slide decks from a simple prompt
- Creates layout, visuals, and text instantly
- Easy for non-technical staff

Step-by-Step: Generating a Presentation

- Open **Canva** → Choose **Docs** or **Presentations**
- Type your topic in the **Magic Write** prompt
- Click **Generate Presentation**
- AI creates draft slides
- Customise design, colours, and content

Activity

Create a 10 slides presentation on a topic related to your job

Customising AI Slides

You can edit:

- Backgrounds & themes
- Fonts and colours
- Icons and graphics
- Charts and tables
- Slide structure

Canva Magic Design

- Enter keywords or upload a file
- AI suggests multiple slide designs
- Choose from templates instantly
- Automatically applies branding