



# Communicating

## 2 Interesting Tips on PowerPoint

One to “automate” and one to juice up your visuals

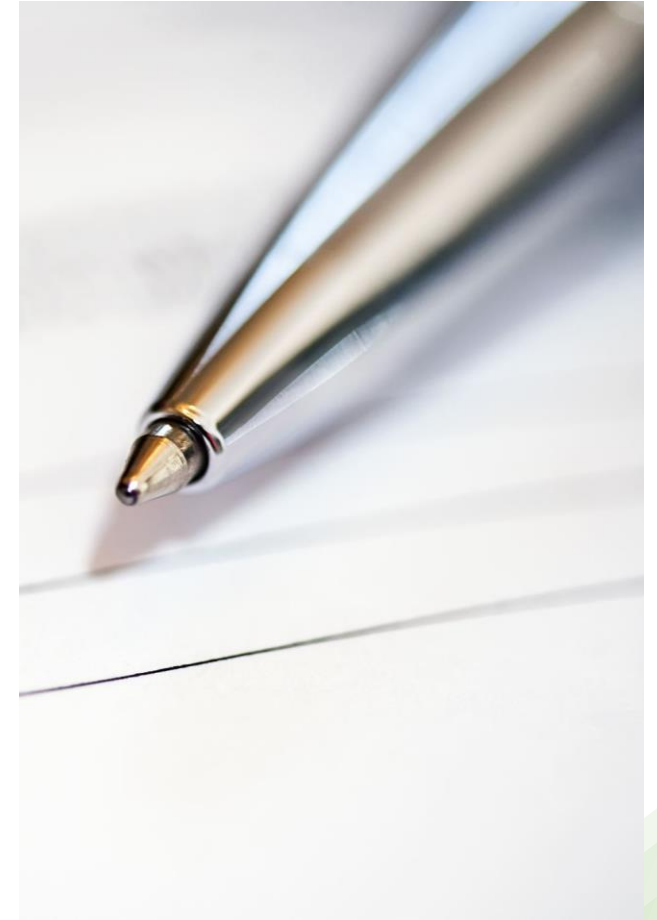
# Been tasked with doing a presentation

And you already have a Word document outlining your ideas?

Or you have written a document in Word explaining new concepts or new ideas you've discovered?

And you really don't want to re-do all of that in PowerPoint?

You might be able to automate the process.



How?

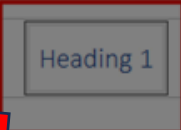




# Start in Word

## Why?

Because you want to focus on how to present your ideas, not the pretty pictures. So, create an outline of what you want to convey.



# Word document in outline form

# The Keys: Heading 1

The highlighted lines are in Heading 1 and they will flow into the PowerPoint. Anything in Heading 1 becomes the slide title.

## Introduction: AI and what to do about it

AI technology is a broad and interdisciplinary field that encompasses various applications, methods and challenges. In this paper, we will provide an overview of the history of AI, from its origins in the 1950s to its current state and future prospects. We will also discuss what skills are needed to stay employed and competitive in the era of AI, such as critical thinking, creativity, communication and collaboration. The paper will be organized as follows:

- Introduction: Define AI and its main goals, scope and limitations. Provide some examples of AI applications in different domains and industries.
- History of AI: Trace the development of AI over time, highlighting the key milestones, achievements and challenges. Explain the main paradigms and approaches of AI, such as symbolic, connectionist and hybrid.
- Skills for the AI era: Identify and analyze the skills that are essential for working with or alongside AI systems. Explain how these skills can be acquired, developed and assessed. Provide some recommendations and best practices for lifelong learning and career development in the AI field.
- Conclusion: Summarize the main findings of the paper, and provide some insights into the future of AI and its impact on society, economy and culture.

## Definition of AI

Artificial intelligence (AI) is the field of computer science that aims to create machines and systems that can perform tasks that normally require human intelligence and abilities. AI has a broad scope that covers various aspects of cognition, perception, learning, reasoning, decision making, problem solving, and interaction. AI also has many limitations, such as ethical, social, legal, and technical challenges that need to be addressed before deploying AI systems in real-world scenarios.

## Examples of AI

Healthcare: AI can help diagnose diseases, recommend treatments, monitor patients, assist surgeons, and discover new drugs.

Entertainment: AI can help create music, art, games, movies, and stories using generative techniques and natural language processing.

Finance: AI can help analyze financial data, detect fraud, optimize portfolios, automate trading, and provide financial advice.

Manufacturing: AI can help design products, optimize processes, control quality, manage inventory, and coordinate logistics.

Transportation: AI can help navigate routes, avoid traffic, optimize fuel consumption, prevent accidents, and enable autonomous vehicles.

Security: AI can help detect threats, protect networks, encrypt data, identify faces, and recognize voices.

## Modern Era of AI

The modern era of AI began in the mid-20th century, when researchers and mathematicians tried to formalize the principles of logic, reasoning and computation. However, the modern era of AI began in the mid-20th century, when researchers such as Alan Turing, John von Neumann and Claude Shannon laid the foundations of computer science, information theory and artificial neural networks.

Since then, AI has evolved through several phases, each marked by significant breakthroughs and challenges.

The birth of AI in 1956, when a group of researchers organized a conference at Dartmouth College to discuss the possibility of creating machines that can think and learn.

The rise of symbolic AI in the 1960s and 1970s, which focused on using logic, rules and symbols to represent and manipulate knowledge. Examples of symbolic AI systems are



## Introduction: AI and what to do about it

AI technology is a broad and interdisciplinary field that encompasses various applications, methods and challenges. In this paper, we will provide an overview of the history of AI, from its origins in the 1950s to its current state and future prospects. We will also discuss what skills are needed to stay employed and competitive in the era of AI, such as critical thinking, creativity, communication and collaboration. The paper will be organized as follows:

- Introduction: Define AI and its main goals, scope and limitations. Provide some examples of AI applications in different domains and industries.
- History of AI: Trace the development of AI over time, highlighting the key milestones, achievements and challenges. Explain the main paradigms and approaches of AI, such as symbolic, connectionist and hybrid.
- Skills for the AI era: Identify and analyze the skills that are essential for working with or alongside AI systems. Explain how these skills can be acquired, developed and assessed. Provide some recommendations and best practices for lifelong learning and career development in the AI field.
- Conclusion: Summarize the main findings, implications and recommendations of the paper. Discuss the future of AI and its impact on society, economy and culture.

## Definition of AI

Artificial intelligence (AI) is the field of computer science that aims to create machines and systems that can perform tasks that normally require human intelligence and abilities.

AI has a broad scope that covers various aspects of cognition, perception, learning, reasoning, decision making, problem solving, and interaction. AI also has many limitations, such as ethical, social, legal, and technical challenges that need to be addressed before deploying AI systems in real-world scenarios.

## Examples of AI

Healthcare: AI can help diagnose diseases, recommend treatments, monitor patients, assist surgeons and discover new drugs.

Entertainment: AI can help create music, art, games, movies, and stories using generative techniques and natural language processing.

Finance: AI can help analyze financial data, detect fraud, optimize portfolios, automate trading, and provide financial advice.

Manufacturing: AI can help design products, optimize processes, control quality, manage inventory, and coordinate logistics.

Transportation: AI can help navigate routes, avoid traffic, optimize fuel consumption, prevent accidents, and enable autonomous vehicles.

Security: AI can help detect threats, protect networks, encrypt data, identify faces, and recognize voices.

## Modern Era of AI

The history of AI dates back to ancient times, when philosophers and mathematicians tried to formalize the principles of logic, reasoning and computation. However, the modern era of AI began in the mid-20th century, when researchers such as Alan Turing, John von Neumann and Claude Shannon laid the foundations of computer science, information theory and artificial neural networks.

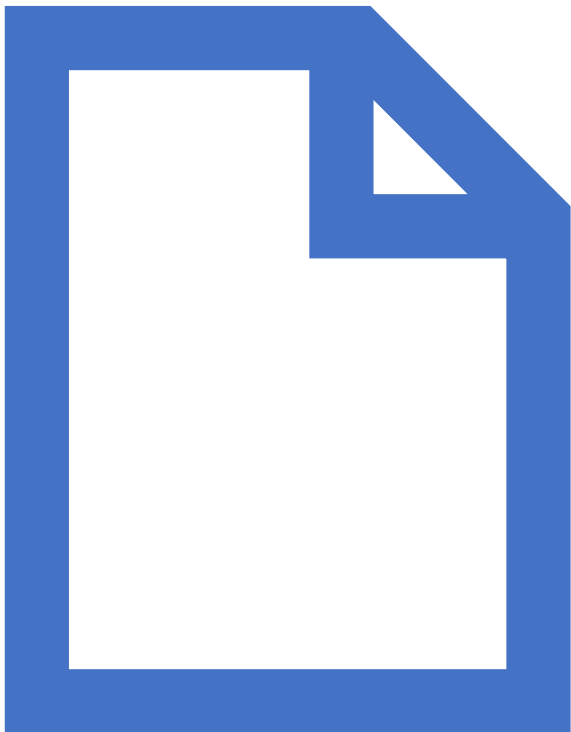
Since then, AI has evolved through several phases, each marked by significant breakthroughs and challenges.

The birth of AI in 1956, when a group of researchers organized a conference at Dartmouth College to discuss the possibility of creating machines that can think and learn.

The rise of symbolic AI in the 1960s and 1970s, which focused on using logic, rules and symbols to represent and manipulate knowledge. Examples of symbolic AI systems are

# And Heading 2

Heading 2 becomes the bullet points. Again, the highlights in background image are those words in heading 2 format.

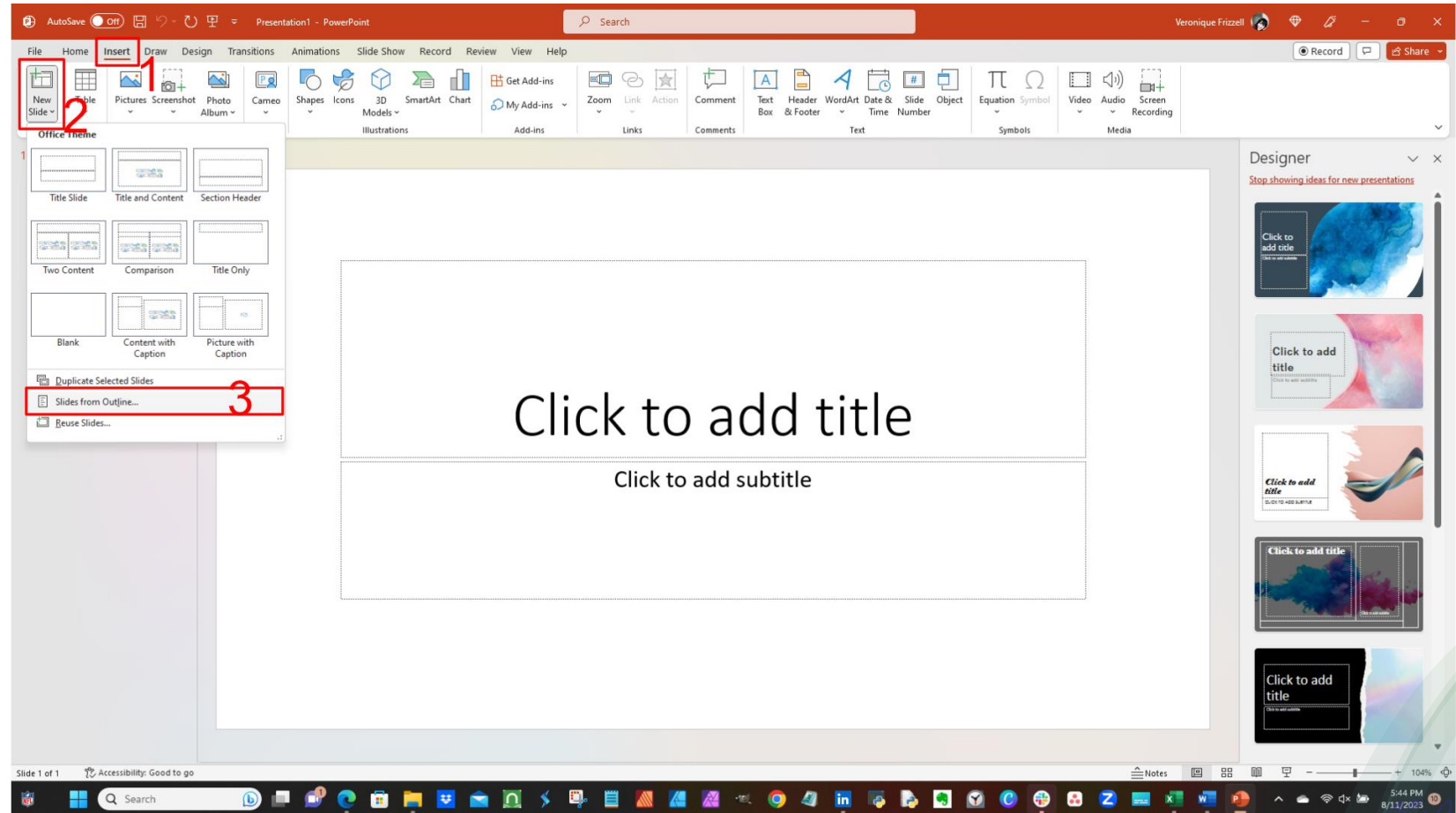


PowerPoint will not bring in the outline from the Word document until it is closed.

# Close your Word document

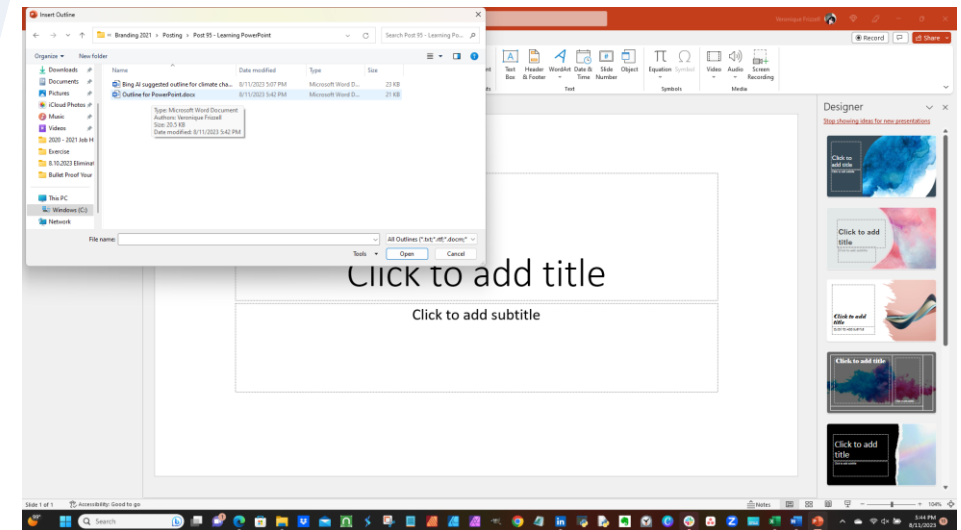
# Now go to Powerpoint

To bring in the outline from Word document, do Insert (1) – New Slide (click on down arrow) (2) - Slide from Outline... (3)





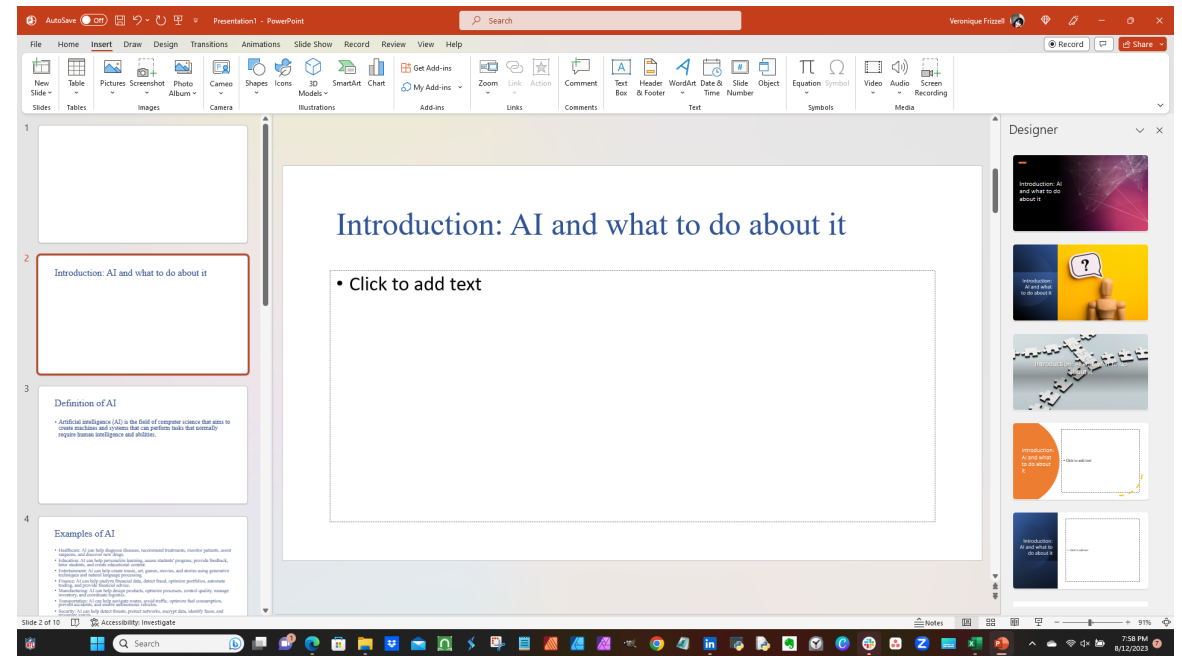
Then select Word document file containing the outline from the directory.



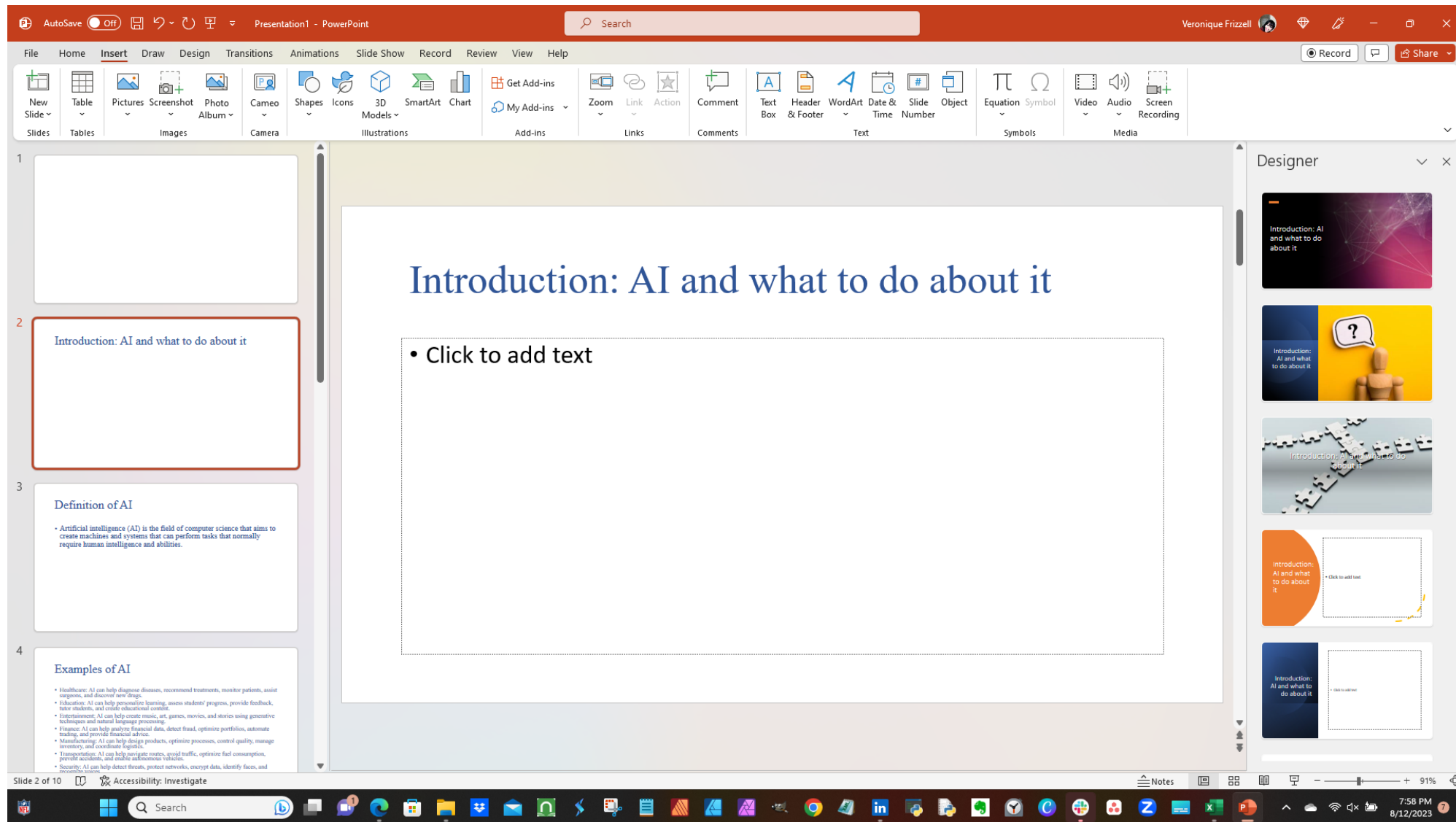
# Boom!

Your slides fill with the outline as a *starting* point.

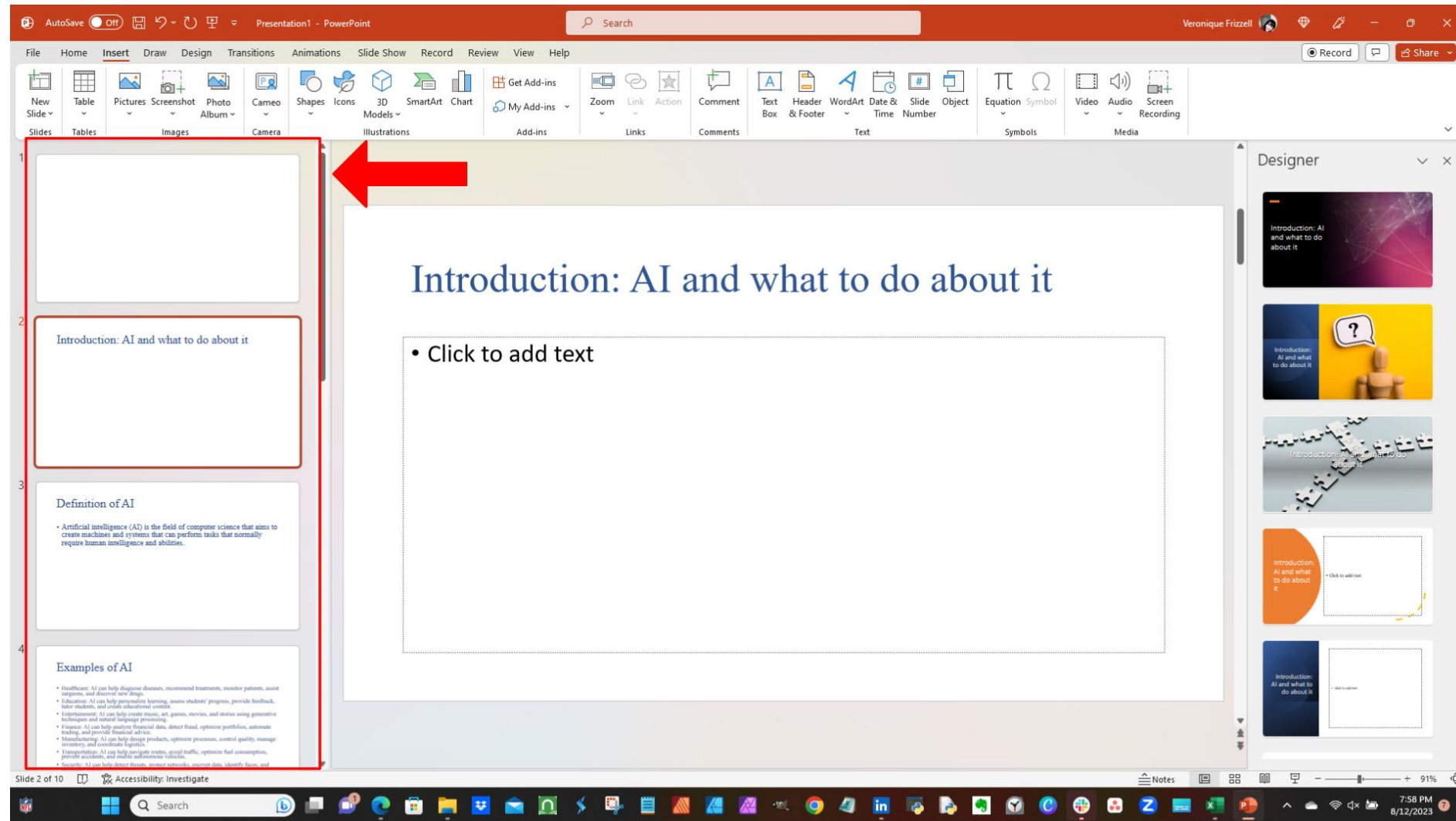
Off to the right is the initial image. The left-hand side of the image shows the slides with the words from the outline.



# Here's a larger view:

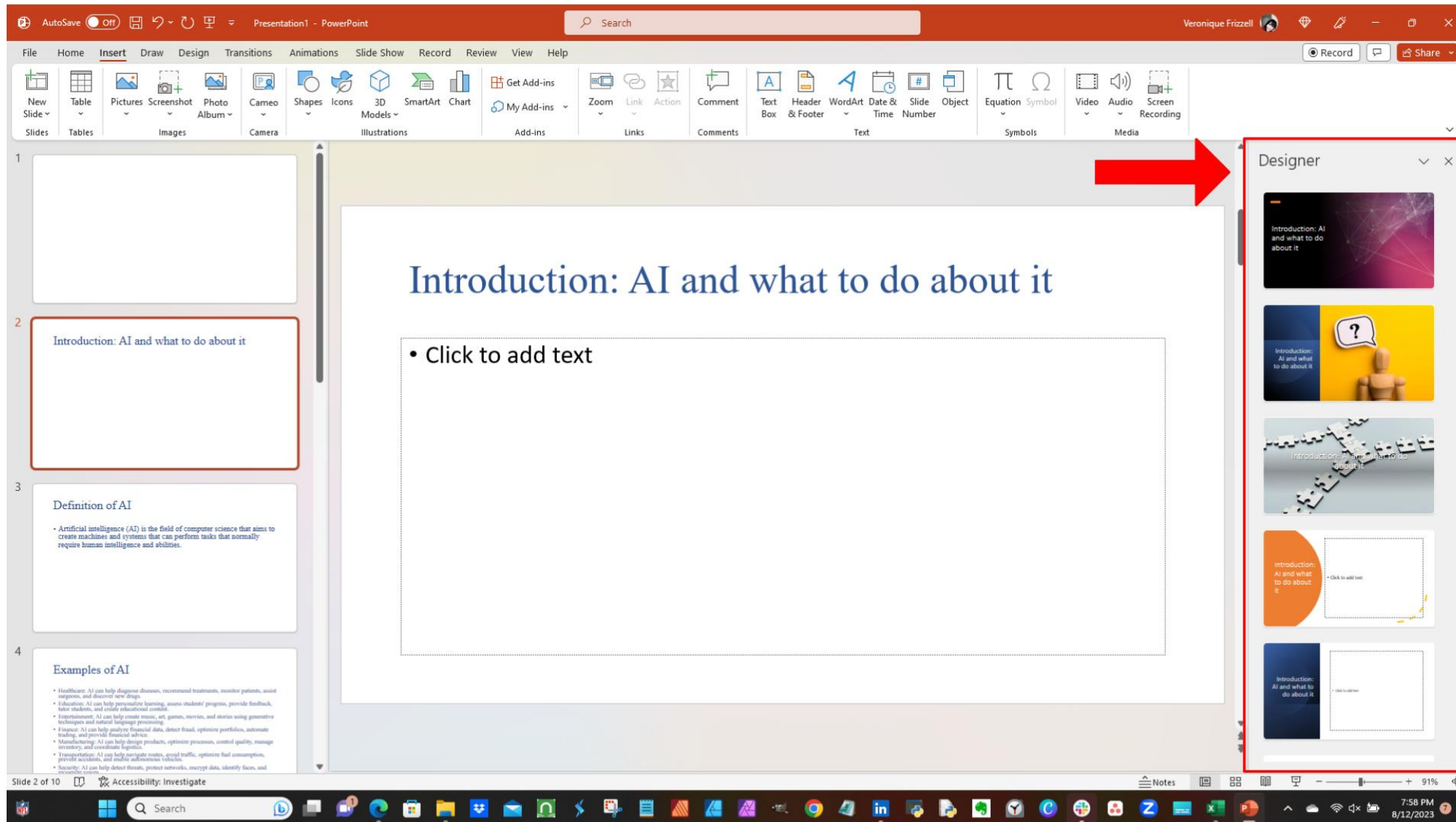


Left-hand side is the view of imported outline from Word.





Right-hand side shows the Designer section.




Now the fun part comes in. I can spend all day on this.

See on the right-hand side the Designer section?

You might have to do Home – Designer to pull Designer pane up.

But here is where you can pick and choose how you want your slide to look like.



This Designer part  
*might* speed up  
your work process.  
(If you are not a  
perfectionist!)

If your presentation is for inside the corporation, you don't have to worry as much about the perfection of the design.

You just pick and choose your layout.

And maybe you tweak the wordings to flow better.

# Some things to be aware of about Designer

- In the name of consistency, the first image you select can drive what other images are offered for other slides.
- You can upload your own images.
- The fonts will probably need to be fixed for consistency purposes.
- Some designs offered may have some animation of some sort.
- **Updating your Word document does NOT update the PowerPoint slide!**





Once everybody starts using Designer, the visual design becomes table stakes because it's so easy.

You won't be able to go back to just using text for your PowerPoint slides

# Do you really want to see this kind of presentation?

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help

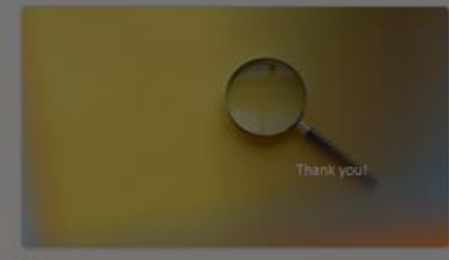
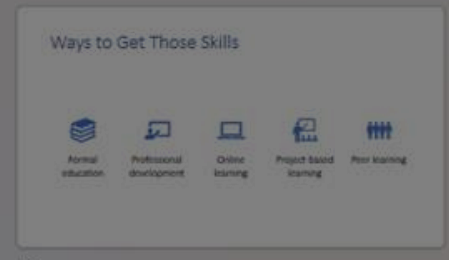
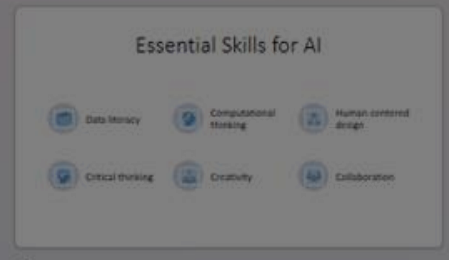
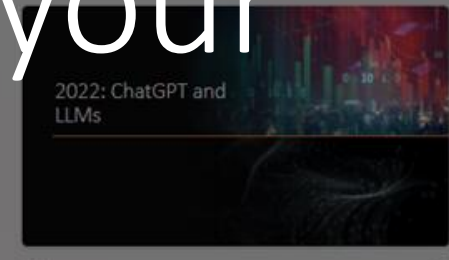
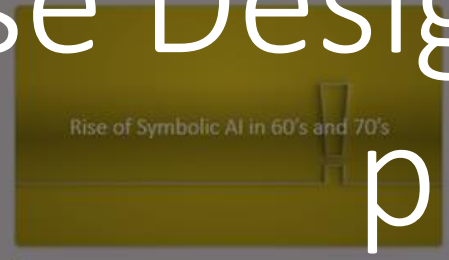
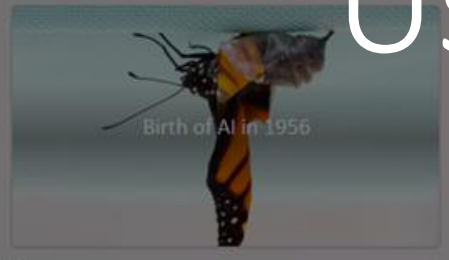
Normal View Outline View Slide Sorter Notes Page View Reading View Slide Master Handout Master Notes Master

Ruler Gridlines Notes Zoom Fit to Window Color Grayscale Black and White New Window Arrange All Cascade Move Split Switch Windows Macros

1 Introduction: AI and what to do about it 2 Definition of AI 3 Examples of AI 4 Modern Era of AI 5

6 2022: ChatGPT and LLMs 7 Advantages 8 Essential Skills for AI 9 Ways to Get Those Skills 10 Other Best Practices for Lifelong Learning

Or...



Use Designer to enliven your presentation.



There you have it: two tips on using PowerPoint:  
1. automating the first draft and 2. jazzing up  
your imagery.

If anything is unclear, you can connect with me on LinkedIn at:

<https://www.linkedin.com/in/veroniquefrizzell/>