

AI Presentation Design with Gamma & Beautiful.ai — Workbook

This workbook turns the course into a deck you actually ship. Each section maps to one course module and walks you through generating, editing, branding, and exporting a real presentation in Gamma, Beautiful.ai, or Tome. Work through it with one live deck you owe this week, and you will finish with a polished file plus a reusable system.

From Blank Page to First Draft

Generate your first complete draft deck and learn to write a prompt that produces a usable result.

Exercise: Generate three drafts from three prompts

In Gamma, generate a 10-slide deck three times using a weak prompt, a medium prompt, and a strong prompt. Compare the results to feel how much prompt specificity matters before you invest any editing time.

- Weak: write make a deck about [your topic] and generate.

- Medium: add the audience and the goal to the prompt and generate again.

- Strong: add audience, goal, named slide structure, tone, and a max-words-per-slide cap, then generate.

- Which draft needed the least editing, and which single prompt ingredient made the biggest difference?

Worksheet: Deck brief

Fill this in before you generate anything. A clear brief is what separates a usable first draft from a generic one. Reuse it as the backbone of your generation prompt.

Deck topic / working title

Audience (who is in the room)

The one decision or action I want from them

Slide sequence (list each slide in order)

Tone (3 adjectives)

Target slide count

Max words per slide

Checklist: First-draft readiness

- [] I created an account and have AI credits or an active plan
- [] I wrote a brief covering audience, goal, structure, tone, and length
- [] I generated a complete draft and scrolled the whole deck once
- [] I noted the two or three weakest slides without editing them yet
- [] I saved the draft so I can return to it

Editing AI Layouts Without Breaking Them

Turn a rough generated draft into slides that read cleanly by cutting text, fixing hierarchy, reordering the story, and adding real visuals.

Exercise: The subtraction pass

Open your draft and edit every slide for message and emphasis only. Do not change colors or fonts yet. Target the 6-by-6 guideline and one dominant idea per slide.

- Rewrite each slide title as the takeaway, not the topic.

- Delete every sentence you would say out loud anyway.

- Promote the single most important number or phrase to large type on each slide.

- Find one crowded slide and split it into two.

Worksheet: Slide-by-slide edit log

For each slide, capture its single message and the one change it needs. Filling this in forces you to decide what each slide is actually for.

Slide number

Current title

The one message of this slide

Stronger takeaway title

Edit needed (cut text / split / reorder / new visual / change layout)

Done? (yes/no)

Exercise: Reorder the story

Switch to outline or slide-sorter view and re-sequence the deck so the titles alone tell the story. Resist rebuilding slides — only drag and merge.

- Read just the slide titles top to bottom — do they tell the story without the bodies?

- Move any slide that breaks the flow (for a pitch, try moving Why Now earlier).

- Merge two thin slides; confirm nothing important was lost.

- Read the titles again after reordering to confirm it flows.

Checklist: Visuals upgrade

- Every slide with three or more numbers is now a chart, not text
- Decorative AI photos are replaced with icons, screenshots, real product photos, or white space
- Each chart has a takeaway label, axis labels, and no 3D effects
- No slide has a visual that fails to help the viewer understand faster
- The deck reads cleanly on a quick scroll-through

Brand Alignment and Consistency

Build a brand kit, apply it to the whole deck in one move, and run a consistency audit so the deck reads as credible.

Worksheet: Brand kit capture

Assemble your brand assets once so you never hunt for them mid-edit. Save this at the top of your reusable deck document and reuse it for every future deck.

Primary color (hex)

Secondary color (hex)

Accent color (hex)

Heading font

Body font

Logo file location (transparent PNG)

Image style description

Do-not-use rules (e.g. color pairings that fail contrast)

Exercise: Theme the whole deck at once

Apply your brand kit globally rather than slide by slide, then place your logo consistently. This is the move that makes a deck look like one coherent company.

- Open the theme or brand panel and enter your three hex codes and two fonts.
- Confirm the change rippled across every slide in one pass.
- Place your logo small and in the same corner on every slide.
- Check one body-text-on-background pairing in a free contrast checker — does it meet 4.5 to 1?

Checklist: Pre-share consistency audit

- Titles use the same font, size, and position on every slide
- Only my brand kit hex codes appear — no stray default blues or grays
- Margins and spacing are consistent; nothing is crammed to an edge
- Capitalization style (title or sentence case) is uniform throughout
- One bullet style is used everywhere

[] I shared a link and got one outside reaction to what is confusing or ugly

Export, Delivery, and a Repeatable Workflow

Export a clean PowerPoint or PDF, choose the right tool for each deck type, and lock in a personal system that makes every future deck fast.

Exercise: Export and stress-test

Export your finished deck to PowerPoint and open it where you will actually present. Catch the font, spacing, and chart issues now, not in front of an audience.

- Export to .pptx and open it in PowerPoint.

- Check whether your brand font survived or was substituted — install or embed the font if needed.

- Scan for any text that now overflows its box and nudge the size down a point.

- Confirm native charts came through editable, not flattened to images.

Worksheet: Tool-choice decision record

Decide which tool you will reach for by deck type so you never fight a tool's grain again. Confirm current pricing on each vendor site before recording it.

Deck type (pitch / sales / training / update)

Chosen tool (Gamma / Beautiful.ai / Tome)

Why this tool fits this deck type

Current plan and limit I am relying on (verified today)

Export format I will deliver in (.pptx / Google Slides / PDF)

Checklist: Reusable system in place

- [] My best prompts are saved in one document, titled by deck type
- [] My brand kit lives at the top of that document
- [] I saved a fully styled deck in my chosen tool as a duplicable template
- [] I can run the five-step loop (prompt, edit, brand, check, export) from memory
- [] I scheduled a quarterly review to prune prompts as tools change

Your Action Plan

1. Pick one real deck you owe this week and use it for every step below.
2. Write a deck brief covering audience, goal, slide sequence, tone, and length.
3. Generate a 10-slide draft in Gamma from a strong prompt and read it as an editor.
4. Run the subtraction pass: cut text, set one dominant idea and takeaway title per slide.
5. Reorder the story in slide-sorter view until the titles alone read cleanly.
6. Replace generic visuals with charts, icons, screenshots, or white space.
7. Build and save your brand kit, then theme the whole deck in one move.
8. Run the two-minute consistency audit and get one outside reaction.
9. Export to .pptx and stress-test it in the app you will present from.
10. Save your prompt, brand kit, and a template so your next deck takes under an hour.

