



Creating high-quality presentations

Turn notes, data, or a rough idea into an editable presentation with a clear story, supporting evidence, and speaker notes using ChatGPT or ChatGPT Work.

OPENAI ACADEMY

▶ [Watch the recording](#)

ACCESS REQUIRED

ChatGPT or ChatGPT Work; approved plugins or source files

EXPECTED OUTCOME

Create and review one presentation using your own sources

WHAT WE COVERED

Core concepts

- ChatGPT can help plan a presentation from notes, files, or a prior deck. Connect **plugins** for company context
- Use **ChatGPT Work** to handle a longer build, create an editable file, and refine individual slides or charts.
- Use the **@Presentations** skill in ChatGPT Work or Codex to use a pre-built template.

Example use cases and prompts

- 🔗 [Team OKR Readout](#)
- 🔗 [Project Status Update](#)
- 🔗 [Executive Business Review](#)
- 🔗 [Proposal and Recommendation](#)
- 🔗 [Research Readout](#)
- 🔗 [Strategy & Roadmap](#)
- 🔗 [Training Deck](#)
- 🔗 [Project Retrospective](#)

TRY IT OUT

Think of a presentation you have to deliver

You'll get more out of this exercise by practicing on a presentation you actually need to make. Before you prompt, write down your audience, purpose, desired decision or takeaway, and expected format—and if any of those are unclear, start by asking ChatGPT to help you define them.

STEP 01 Define the assignment

Tell ChatGPT who the presentation is for, what they already know, what should be clearer by the end, and what you want them to decide or do. Add practical constraints such as meeting length, slide count, required sections, or template.

STEP 02 Find the right evidence

Attach relevant files and ask ChatGPT to search your connected apps for notes, data, messages, prior decks, and other useful context. Confirm which sources are current and trustworthy, and surface gaps, disagreements, or material that should be excluded before you start making slides.

STEP 03 Shape the story

Ask ChatGPT to propose the narrative before building the deck. Review the slide-by-slide outline for a clear message, supporting evidence, speaker notes, and an appropriate visual—and pressure-test weak claims or missing tradeoffs while the story is still easy to change.

STEP 04 Build, review, and refine

Once the story is approved, ask ChatGPT to build the presentation using your source material and any template or design examples you provide. Open the file and review the story, evidence, citations, layout, notes, and editability, then request specific revisions while preserving what already works.

GO FURTHER

Extend your use case

Try the same workflow for another presentation, from a leadership update to a research readout or retrospective.

Reuse the pattern

Save the prompts, structure, and review steps as a **skill** so you can reuse them next time, or create a **workspace agent** for your team.

Additional resources

- ◇ [Get Started with ChatGPT Work](#)
- ◇ [Generate Slide Decks](#)
- ◇ [OpenAI Academy Courses](#)
- ◇ [Getting started with skills](#)
- ◇ [Plugins in ChatGPT](#)