AI SUMMIT • HANDS-ON LAB • PREMIUM EXERCISE

Premium Exercise: Build a PowerPoint with ChatGPT

Narrative • Data • Template Matching • Slide Audit • Targeted Revision

Note: This exercise requires participants to have ChatGPT Work, which is available with ChatGPT Plus, Business, and other eligible paid plans. You can probably substitute another subscription service, but you will have to adapt the instructions.

PARTICIPANT PACKET

The official exercise is 30 minutes. You will need ChatGPT Work with presentation creation available (or equivalent functionality). The exercise can be observed by others, but the hands-on steps assume the participant can create an editable PowerPoint in ChatGPT.

Workshop data rule: No real client, case, employee, personnel, or confidential organizational information. The source set is public and curated.

Participant outcome: A short, source-grounded slide deck plus a completed slide audit — built from public Maryland hardship/access-to-justice data and a clean starter template.

Technology setup

- Use ChatGPT Work on the web with Presentations if available. If not, participants can still do Rounds 1 and 2 and watch a tablemate generate the deck.
- Upload the starter PowerPoint template and the source workbook. If upload limits get cranky, copy/paste the source tables from this packet.
- Ask participants to save the narrative options and storyboard before generating slides. Those artifacts make the debrief much better.
- Avoid web browsing during the exercise. The point is not to find more facts; it is to build a better presentation from a defined source set.

Start here

Today's constraint

Use only the files & sources provided for this exercise (included below). Do not add real client information. Do not ask the tool to go find extra statistics. Keep the sandbox tidy.

Scenario

You've been asked to create a short, 6-minute presentation for MD nonprofit, philanthropic, and public-sector leaders. Your job is to explain why the poverty rate misses a lot of financial hardship in MD and why that matters for access to justice work.

Core 30-minute work product

- Three possible presentation stories generated from the source set.
- One selected story with a six-slide storyboard.
- An editable PowerPoint created in ChatGPT Work using the starter template.
- A completed deck audit.
- One targeted revision to a weak slide.

What good work looks like

☐ The slide titles tell a story if you read them by themselves.

☐ The deck never calls the 39% ALICE Threshold figure the poverty rate.

☐ Every important number matches the source workbook or packet.

☐ The deck distinguishes facts from implications.

☐ The design is clean enough that the audience notices the point, not the decoration.

☐ The final slide asks the audience to understand, decide, or do something specific.

Materials — What to upload

File	Use it for	Notes
PPT Template.pptx	Visual reference / starter template	Upload this as the style guide for the deck. I downloaded an infographic template from the web. **Click the link to download.**
This packet	Instructions + source reference links	Download the PDFs and Excel spreadsheets and web site pages as necessary to inform

		the request.

Small but important

The PowerPoint template is a design reference, not evidence. The source workbook and public links are the evidence. Keep those lanes separate.

Tool documentation (optional read)

TOOL INFORMATION

Creating and editing documents, spreadsheets, and presentations with ChatGPT Work

OpenAI Help Center • Current page • Use for the feature workflow, not for data claims.

Open official source

This is background information about how to create and edit PowerPoint presentations using ChatGPT.

Source set — public Maryland data (download these)

SOURCE A

United For ALICE — The State of ALICE in Maryland

2026 report / 2024 data • Financial hardship above and below the Federal Poverty Level

Open official source

SOURCE B

State of ALICE in Maryland: 2026 Update on Financial Hardship

PDF report • Use for budget, demographic, and group-comparison data

Open official source

SOURCE C

United For ALICE — Maryland County Reports

County table and local variation • Use carefully; do not invent a map if you lack the data

Open official source

SOURCE D

Maryland Task Force Takes on the Access-to-Justice Gap

Maryland Access to Justice Commission • Public A2J context

Open official source

Round 1 — Find the story

Task

Give ChatGPT the 4 sources on ALICE and the access-to-justice gap. Ask for presentation stories only. Do not let it build the deck yet. Yes, this is the “measure twice, cut once” part.

Prompt 1 — Story options

I am creating a six-minute presentation for Maryland nonprofit, philanthropic, and public-sector leaders.

Goal: explain why the poverty rate misses a lot of financial hardship in Maryland and why that matters for access-to-justice work.

Use only the attached source workbook and the source excerpts I provide. Do not browse the web or add outside statistics.

Do not create the PowerPoint yet.

Give me three possible narrative approaches. For each one, include: (1) the central argument in one sentence, (2) the 4–6 steps in the story, (3) the strongest supporting evidence, (4) one risk of overclaiming, and (5) what the audience should remember afterward.

Choose your story

☐ Which story would your audience actually care about?

☐ Which one has the cleanest evidence?

☐ Which one avoids turning the data into a bigger claim than it can support?

☐ Which one can fit in six slides without turning into a binder?

Round 2 — Build the storyboard

Once your table picks a story, ask ChatGPT for a storyboard. Still do not make the deck. The storyboard is where you catch mushy thinking before it becomes six handsome slides.

Prompt 2 — Six-slide storyboard

Use the story we selected. Create a six-slide storyboard before building the presentation.

For each slide, provide: (1) an assertion-style slide title, (2) the purpose of the slide, (3) the evidence it uses, (4) the recommended visual, (5) what should go in speaker notes instead of on the slide, and (6) the main overclaiming risk.

Use only the supplied sources. Keep the deck to six slides. Do not create the PowerPoint yet.

Human review — before you make slides

☐ Underline the strongest slide title.

☐ Star the weakest slide idea.

☐ Cross out anything that sounds like a research claim the source set cannot support.

☐ Circle every slide that uses a number.

☐ Make at least one change to the storyboard before moving on.

A strong storyboard might look like this

1. The poverty rate is only the tip of the hardship story.

2. The ALICE Threshold shows the gap between official poverty and basic costs.

3. Hardship is not evenly distributed across household types and communities.

4. Many households above poverty still face choices that can become legal problems.

5. The access-to-justice gap compounds that strain when people must navigate court alone.

6. Design services for hidden hardship, not only visible poverty.

Round 3 — Create the PowerPoint

Before you generate

☐ The source workbook is attached.

☐ The starter PowerPoint template is attached.

☐ You have an approved six-slide storyboard.

☐ You are asking for an editable .pptx, not a pasted outline.

Prompt 3 — Create the deck

Create an editable six-slide PowerPoint presentation from the approved storyboard.

Use the attached PowerPoint file as the visual reference. Preserve its overall visual character: warm cream background, navy titles, gold/teal accents, restrained charts, generous whitespace, small source footers, and assertion-style slide titles. Do not copy the sample content from the template.

Use the attached source workbook as the source of evidence. Do not browse the web. Do not invent statistics, quotes, maps, organizations, photos, citations, or legal claims.

Each slide should communicate one main idea. Use charts, comparisons, and concise text instead of long bullet lists. Put extra explanation in speaker notes.

Every quantitative claim on a slide must have a small source footer. Speaker notes should include a fuller source note and any important caveat.

Avoid these errors: calling 39% the poverty rate, treating ALICE status as legal aid eligibility, implying financial hardship causes a specific number of court cases, or treating Failure to Pay Rent filings as evictions unless a source specifically says that.

Return an editable .pptx file.

While ChatGPT works

Do not open email. Do not solve the Maryland access-to-justice gap in your head. Look back at your storyboard and decide which slide is most likely to be weak. You will probably be right.

Core: Deck audit — verify before you present

Open the PowerPoint. Do not just admire it from the thumbnail. Use the table on the following page.

Audit area	Question	Pass?	Notes / fix
Story	If you read only the slide titles, do they tell a coherent story?		
Evidence	Does every important number match the source workbook or packet?		
Meaning	Does the deck distinguish facts from implications?		
Charts	Does each chart support the slide title, or is it just chart-shaped decoration?		
Labels	Are ALICE, poverty, threshold, and access-to-justice terms used correctly?		
Design	Is any slide too dense, too tiny, or too eager to decorate?		
Sources	Is there a source footer on slides with data claims?		
Restraint	Did the deck leave out information that did not belong?		

High-risk details to verify separately

☐ Every percentage and dollar amount.

☐ Whether “poverty” and “below ALICE Threshold” are kept separate.

☐ Any statement about who qualifies for services or help.

☐ Any statement implying one dataset explains another.

☐ Any map, county comparison, or ranking.

☐ Every source footer and speaker-note citation.

☐ Any phrase that sounds too neat to have come from the source.

Round 4 — Fix one weak slide

Pick one slide that needs help. Do not regenerate the entire deck. Ask for a surgical fix. This is the part people actually need back at work.

Prompt 4 — Targeted revision

Revise only Slide [number]. Preserve the rest of the deck.

Problem to fix: [describe the issue].

The slide should make one point: [state the point].

Use only the same source workbook and source notes. Do not add new data.

Keep the template style. Reduce text if needed. Put extra explanation in speaker notes.

Before editing, tell me the specific change you plan to make. Then update the .pptx.

Good candidates for revision

- The title is a topic, not a point.
- The chart is technically correct but visually confusing.
- The slide makes a stronger claim than the source supports.
- The slide has too much text because nobody wanted to make a choice.
- The deck looks nice but the slide does not help the audience decide anything.

Finished early? Keep exploring

Optional add-on A — Ask for speaker notes

Ask ChatGPT to add speaker notes for each slide: 60–90 seconds of presenter guidance, a plain-English explanation of the key number, and one caveat the presenter should be ready to say out loud.

Optional add-on B — Create a reusable template

Use @Template-Creator with the starter deck or your own cleaned-up organizational deck. Tell it what is design system and what is merely sample content. Do this only with material your organization is comfortable using as a reference.

Optional add-on C — Ask for the “skeptical reviewer” critique

Prompt: “Act as a skeptical reviewer. Identify the three most likely ways this presentation could mislead an audience, even if the numbers are correct. Suggest precise edits.” Then check whether the critique is fair.

Core debrief — what actually makes a deck better?

- Which round changed the quality the most: story options, storyboard, template, or audit?
- Did the AI ever use “poverty” when it should have used “financial hardship” or “below ALICE Threshold”?
- What did the template improve? What did it not improve?
- Which slide needed the most human judgment?
- Could you reproduce this workflow Monday with a public report, grant data summary, board memo, or training topic?

Use-it-Monday pattern

Brief the presentation → supply public/approved sources → ask for story options → approve a storyboard → apply a visual reference deck → generate an editable .pptx → audit claims and design → revise one weak slide.

Your transfer idea

Name one presentation you may need to make in the next three months:

☐ What is the audience?

☐ What source material can you safely use?

☐ What decision or takeaway should the deck support?

☐ What existing deck could serve as a visual reference after it is cleaned of sensitive content?