AIFreeForever

The AI Presentation Guide for 2026

A good presentation starts with a clear plan: who it is for, what they should remember and how many slides you need. This guide covers a one-page slide plan, the kinds of slides the free AI Presentation Maker can make and when to use each one, prompts that work, and a checklist before you present.

Plan your presentation

Fill in these lines before you start. Then put them in your first message, and the AI will plan your slides from them.

My topic	
Who it is for	
The one thing they should remember	
How long I will talk	
Number of slides (up to 12)	
Facts and numbers to include	

For a short talk, about one slide a minute is a good place to start.

The slides and when to use them

Slide	Use it for	Ask for it like this
Cover	The title of your talk	"Start with a cover slide"
Agenda	What you will cover, in order	"Add an agenda after the cover"
Big number	One number that matters	"Show 38% as a big number"
Steps	A process in order	"Show the four stages as steps"
Compare	Two things side by side	"Compare clouds and fog"
Chart	Numbers over time or by group	"Make a chart of these sales"
Table	Facts that read best in a grid	"Put the costs in a table"

Prompts that work

- **School.** "Make a 7-slide presentation on the water cycle for a Year 6 science class, with a short quiz at the end."
- **Pitch.** "Make a 10-slide pitch deck for a mobile bike repair business: the problem, how it works, early results, the money we need and our plan."
- **Report.** "Make a quarterly marketing review for a small plant shop: online orders, where new customers came from, what worked and the plan for next quarter."
- **Training.** "Make a short kitchen safety training deck for new restaurant staff, with steps for washing hands and a table of what to do if something goes wrong."
- **Your own notes.** Paste your notes after "Make 8 slides from these notes:" and the AI builds the slides from your words and numbers.

Let AI design or choose a template

- **Let AI design** makes a new look for your topic: its own colours, fonts and a layout for each slide.
- **Choose a template** uses one ready-made template on every slide, background and chart. Pick it when your slides should match a set style.

Writing slides people remember

- Give each slide one idea, with a heading that says it.
- Keep the words on a slide short. Say the rest out loud.
- Show numbers as a chart or a big number, not in a long sentence.
- End with what you want people to do or remember.

Checklist before you present

- Every name, date and number is checked and true.
- Every slide has one clear heading.
- The photos fit the slides. Replace any that do not.
- You have watched the whole deck once as a slideshow.
- You have downloaded it as PPTX to keep editing and as PDF as a backup.

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