

40 messy notes. *6 clean slides.*

Paste your notes into Claude and it cuts the repeats, groups the rest and builds a real PowerPoint file you can download and edit.

Set it up (1 minute):

1. **On [claude.ai](#): Settings → Capabilities**, turn on **file creation** (Claude can then make .pptx, .docx, .xlsx and PDF files).
2. **Start a new chat**, paste your notes, then paste prompt 1 below.
3. **No file option on your plan?** Ask for the slides as text (prompt 5) and paste them into PowerPoint or Google Slides.

1 Notes → *slides*

COPY THIS

Here are my presentation notes. Remove anything repeated, group the rest into 6 slides (problem, what we tried, what worked, the numbers, next steps, questions) and make it a PowerPoint file I can download.

2 Find the *repeats*

COPY THIS

Before you build anything: which of my notes say the same thing in different words? List the groups so I can see what I actually have.

3 Add *speaker notes*

COPY THIS

Add short speaker notes under each slide: what I should say in 2-3 sentences, in plain words.

4 Prep for *questions*

COPY THIS

Act as my boss. Ask me the 3 hardest questions about this deck, one at a time, and tell me how to answer each in one line.

5 No-file *version*

COPY THIS

Write the 6 slides as text: a title and at most 3 short bullets per slide, so I can paste them into PowerPoint or Google Slides.

Check every number and name on the slides before you present. Claude builds the structure; you own the facts.

More Claude skits, every day

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