

# PowerPoint

## Quick Start Guide

New to PowerPoint? Use this guide to learn the basics.

### Explore the ribbon

See what PowerPoint can do by selecting the ribbon tabs and exploring available tools.

### Discover contextual commands

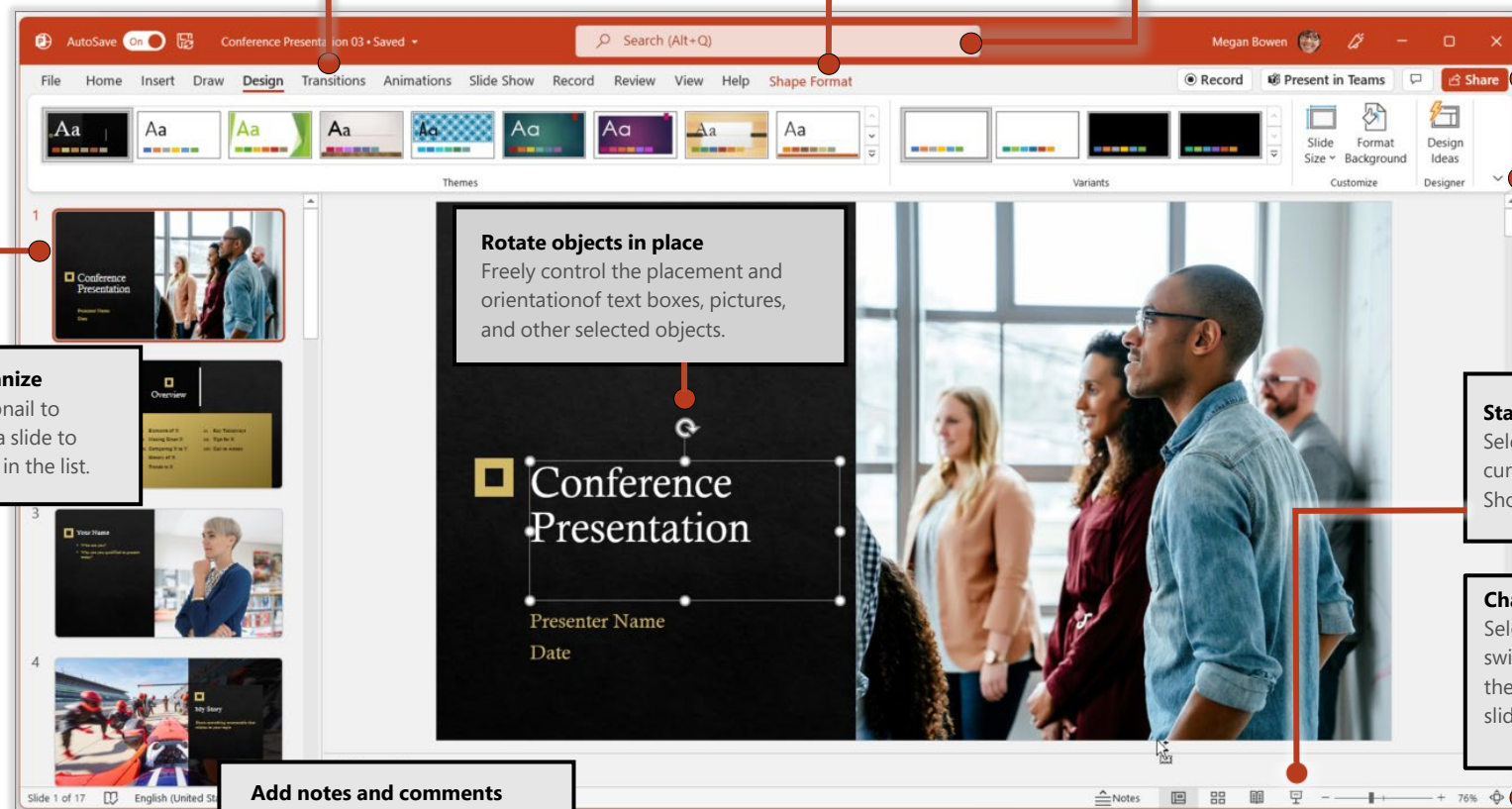
Select text, pictures, or other objects in a presentation to reveal additional tabs.

### Find whatever you need

Look up PowerPoint commands, get Help, or search the Web.

### Share your work with others

Invite other people to view and edit cloud-based presentations.



### Show or hide the ribbon

Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

### Start the show

Select to present from the current slide, or select the Slide Show tab on the ribbon.

### Change your view

Select the status bar buttons to switch between views, or use the zoom slider to magnify the slide display to your liking.

### Navigate and organize

Select a slide thumbnail to switch to it or drag a slide to move it up or down in the list.

### Rotate objects in place

Freely control the placement and orientation of text boxes, pictures, and other selected objects.

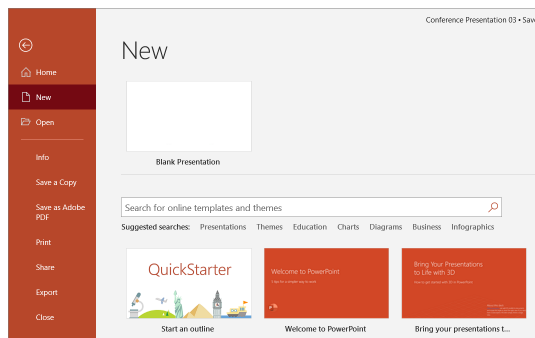
### Add notes and comments

Track feedback while drafting your deck and keep important facts handy while presenting.

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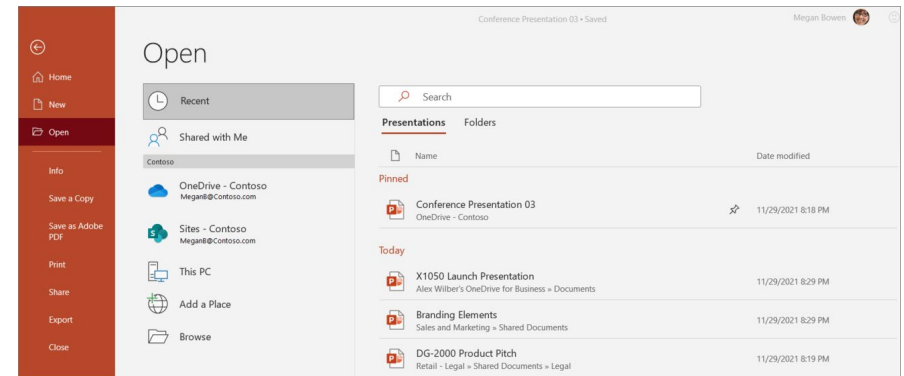
## Create something

Begin with a **Blank Presentation** to get right to work. Or save yourself time by selecting a theme or template that resembles what you need. Select **File > New**, and then select or search for the theme or template you want.



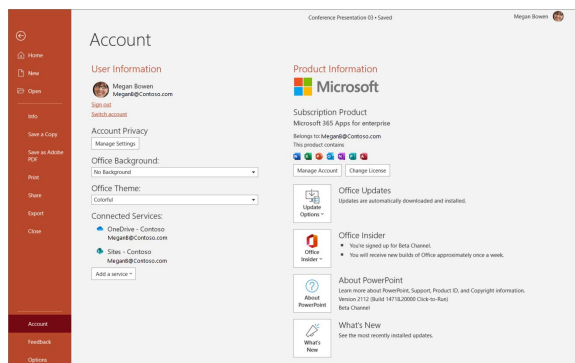
## Find recent files

Whether you only work with files stored on your PC's local hard drive or you roam across various cloud services, selecting **File > Open** takes you to your recently used documents and any files that you may have pinned to your list.



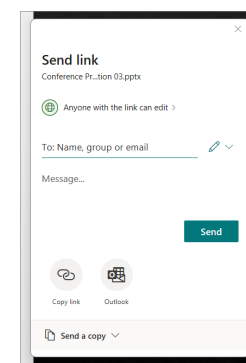
## Stay connected

Need to work on the go and across different devices? Select **File > Account** to sign in and access your recently used files anywhere, on any device, through seamless integration between Office, OneDrive, and SharePoint.



## Share your work with others

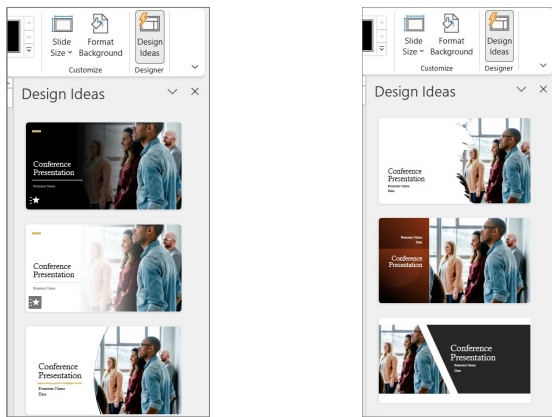
To invite others to view or edit your presentations in the cloud, select the **Share** button in the top right corner of the app window. In the **Share** pane that opens, you can get a sharing link or send invitations to the people you select.



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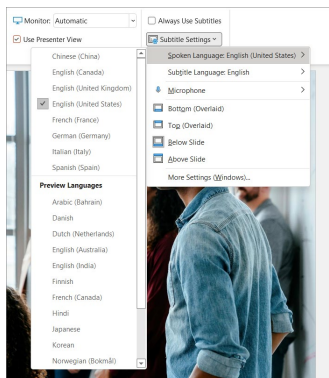
## Your personal designer

If you're a Microsoft 365 subscriber, let PowerPoint create great-looking slides for you based on the content you've added. Select **Design > Design Ideas** and then select your preferred layout in the **Design Ideas** task pane. Designer detects pictures, charts, or tables on a slide and gives you several suggestions to pick.



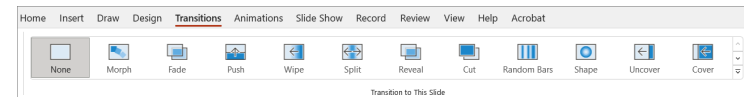
## Add captions or subtitles

Transcribe your words as you present and display them on-screen as captions in the same language you are speaking, or as subtitles translated to another language. On the **Slide Show** ribbon tab, select **Subtitle Settings** to see languages you can use.



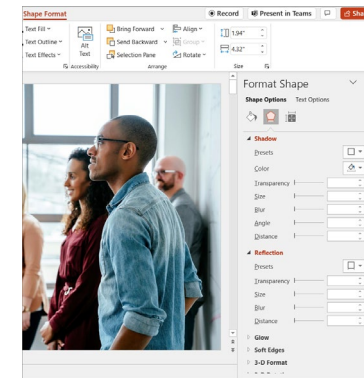
## Add visual effects

Animation and transitions can help make a PowerPoint presentation more dynamic. Select the **Transitions** tab and select a type. On the **Animations** tab, select an effect from the gallery. Select the **More** arrow to see more options. To see what they look like when completed, select **Preview**. If you want to customize the effect, select the **Effect Options** button on the tab.



## Format shapes with precision

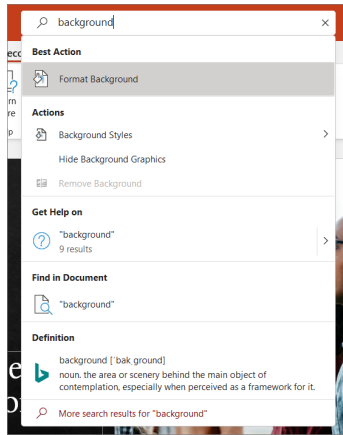
Precisely format a selected picture, shape, icon, or object with the comprehensive tools available in the **Format Shape** task pane. To display it, right-click the picture, shape, or object, and select **Format Shape**.



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## Find whatever you need

Type a keyword or phrase into the **Search** box on the ribbon to quickly find the PowerPoint features and commands you're looking for, to discover **Help** content, or to get more information online.



## Get other Quick Start Guides

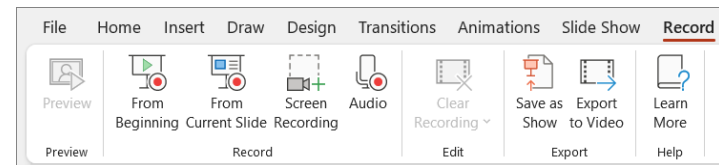
To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.



## Record videos with ease

Record your PowerPoint presentation, or just a single slide. Capture voice, ink gestures, and your video presence straight from within PowerPoint. Just select the **Record** button to start.

You can play it for your audience in Slide Show or you can export it as a video file.



## Next steps with PowerPoint

### See what's new in Office

Explore the new and improved features in PowerPoint and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

### Get free training, tutorials, and videos for Office

Ready to dig deeper into the capabilities that PowerPoint has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871123> to explore our free training options.

### Send us your feedback

Love PowerPoint? Got an idea for improvement to share with us? On the **File** menu, select **Feedback** and then follow the prompts to send your suggestions directly to the PowerPoint product team. Thank you!