

# PowerPoint

## Quick Start Guide

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

### Quick Access Toolbar

Keep favorite commands permanently visible.

### Explore the ribbon

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

### Discover contextual commands

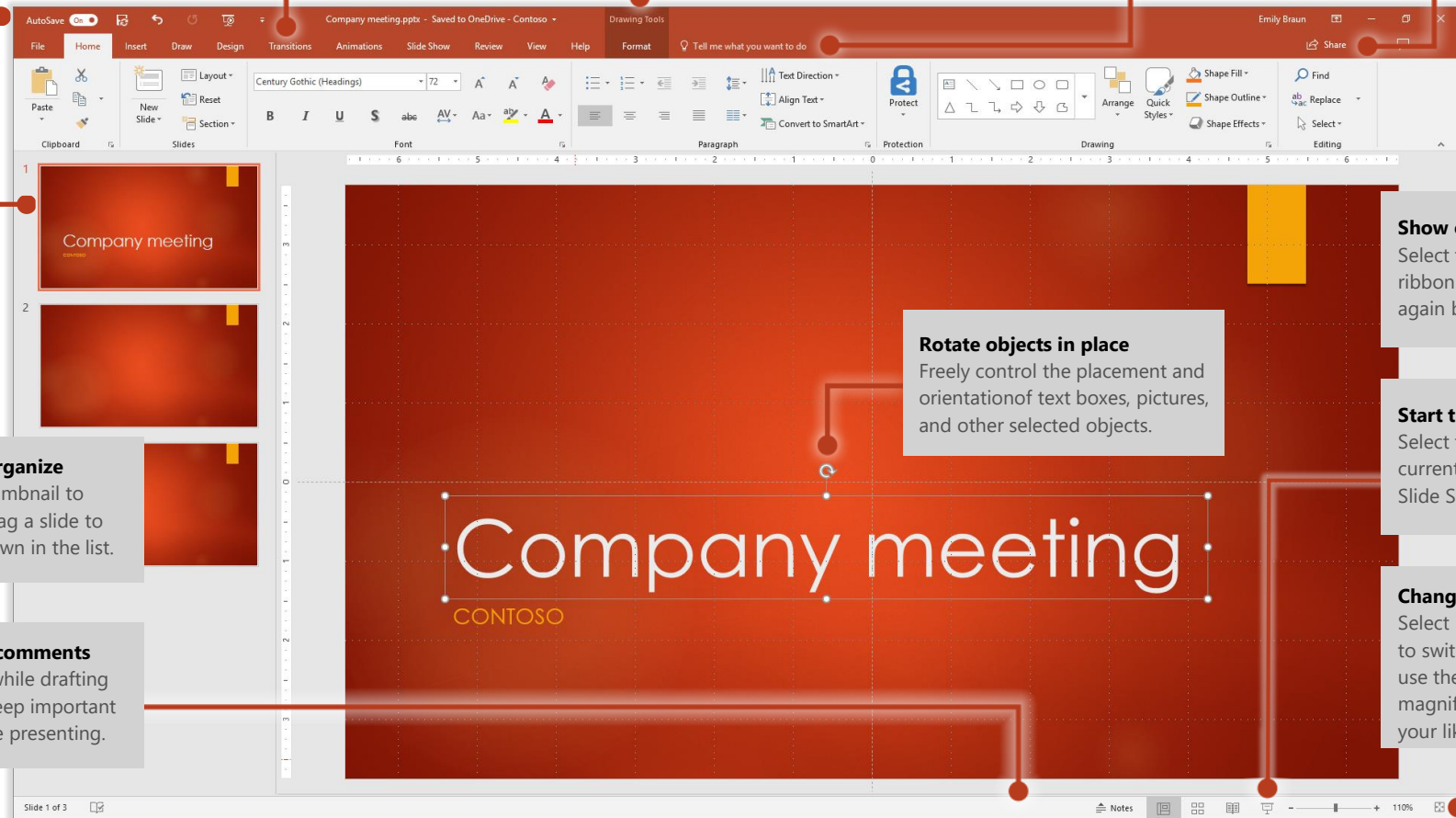
Select text, pictures, or other objects in a presentation to reveal additional tabs.

### 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.



### Navigate and organize

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

### Add notes and comments

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

### Rotate objects in place

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

### 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.

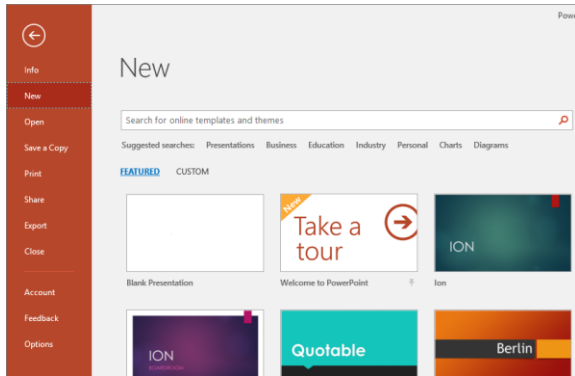
### Change your view

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

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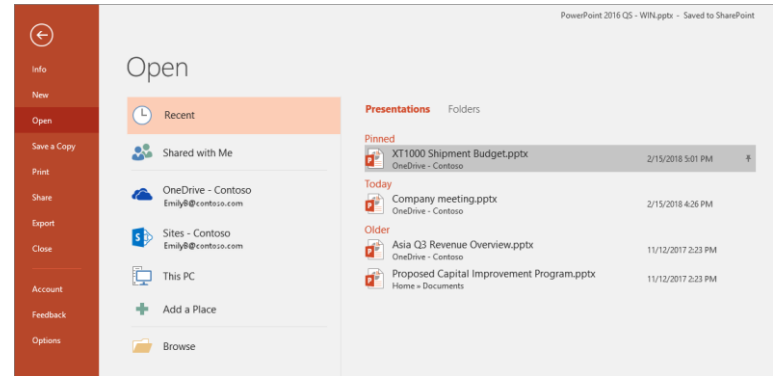
## Create something

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



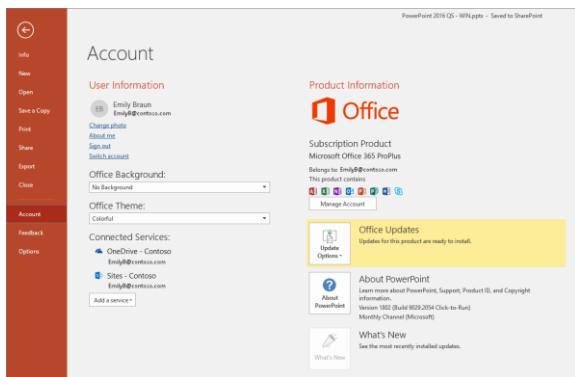
## Find recent files

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.



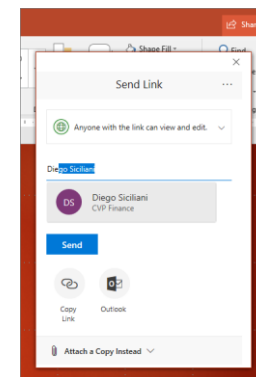
## Stay connected

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



## Share your work with others

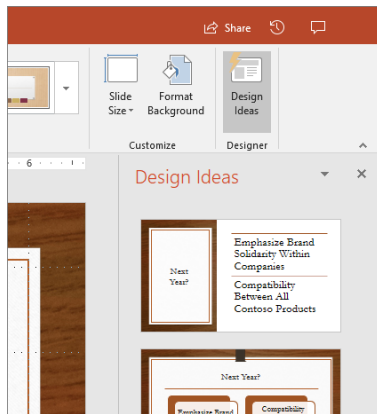
To invite others to view or edit your presentations in the cloud, select the **Share** button in the top right corner of the app window. In the **Share** pane that opens, you can get a sharing link or send invitations to the people you select.



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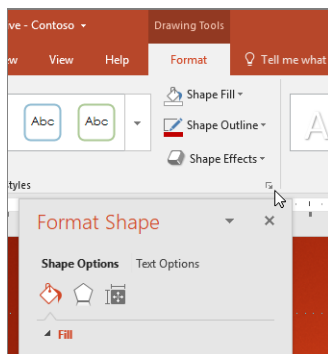
## Get inspired while you work

Pressed for time or feeling uninspired? If you're an Office 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.



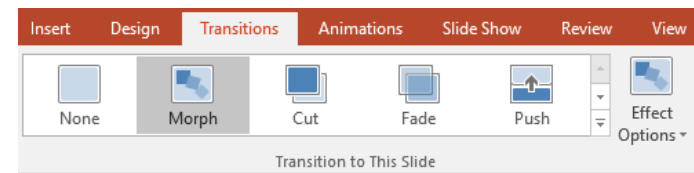
## Format shapes with precision

Precisely format a selected picture, shape, 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**.



## Morph images and objects

PowerPoint 2016 introduces **Morph**, a new cinematic effect for Office 365 subscribers that creates smooth, animated transitions by tracking and moving images and other objects across multiple slides in your presentation.



Create a new slide and then add any text and pictures or objects that you want. This first slide indicates the placement of objects at the beginning of the transition.

Next, right-click the slide thumbnail and select **Duplicate Slide**.

On the copied slide, move and resize any of the text, pictures, or objects as needed. For example, you can make an item stand out by increasing its size, or you can line things up and add descriptions. This second slide indicates the placement of objects at the end of the transition.



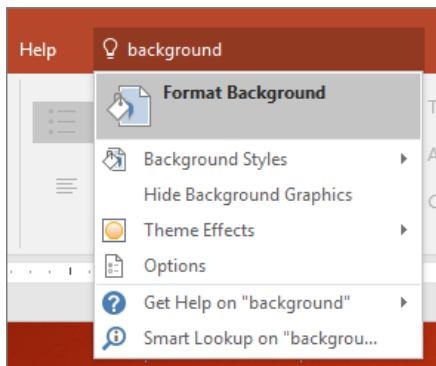
To apply the effect, select the second slide thumbnail, select the **Transitions** tab, and then select **Morph**. PowerPoint tracks the objects found on both slides and then animates their size and position when the effect is viewed.

To preview the effect, select **Preview** on the **Transitions** tab. If you want to customize the effect, select the **Effect Options** button on the **Transitions** tab.

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## Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** 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.



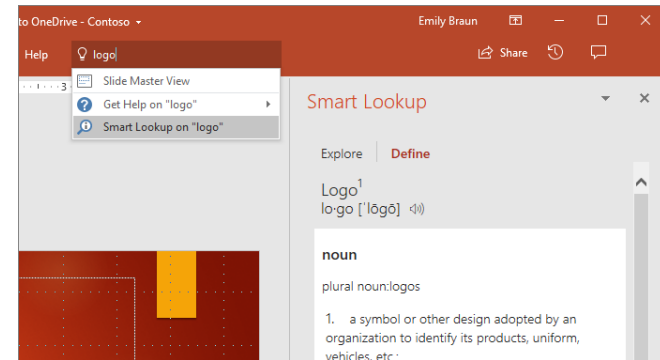
## Get other Quick Start Guides

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



## Look up relevant information

With **Smart Lookup**, PowerPoint searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context for the ideas you're sharing in your presentations.



## 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!