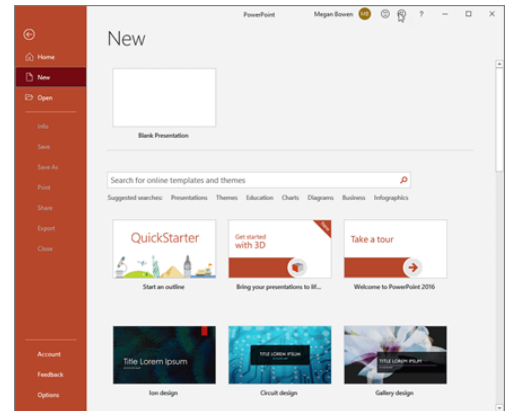## Get Started in PowerPoint

### Create a presentation in PowerPoint

Create a presentation

1. Open PowerPoint.
2. Select an option:
   - Select **Blank Presentation** to create a presentation from scratch.
   - Select one of the templates.
   - Select **Take a Tour**, and then select **Create**, to see tips for using PowerPoint.

Add a slide

1. Select the slide you want your new slide to follow.
2. Select **Home** > **New Slide**.
3. Select **Layout** and the you type want from the drop-down.
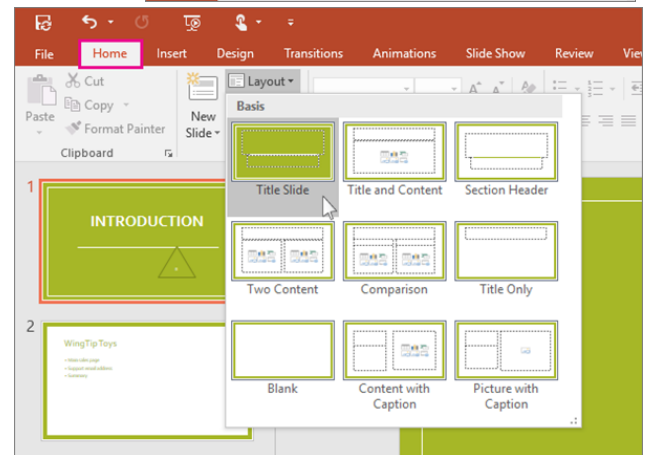
Add and format text

1. Place the cursor where you want, and type.
2. Select the text, and then select an option on the **Home** tab: **Font**, **Font size**, **Bold**, **Italic**, **Underline**, ...
3. To create bulleted or numbered lists, select the text, and then select **Bullets** or **Numbering**.
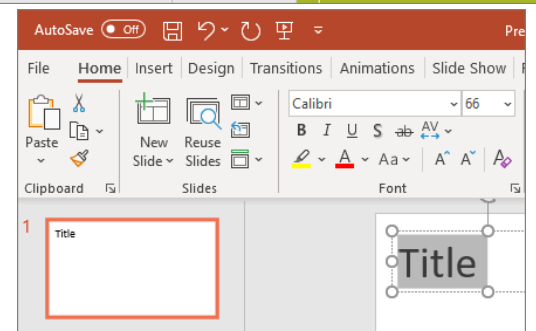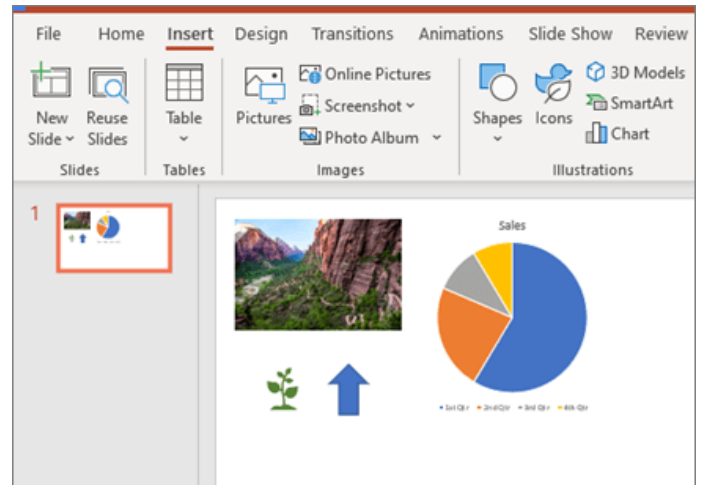
Get Started in PowerPoint

Add a picture, shape, or chart

1. Select **Insert**.
2. To add a picture:
   - Select **Picture**.
   - Browse for the picture you want and select **Insert**.
3. To add a shape, art, or chart:
   - Select **Shapes**, **Icons**, **SmartArt**, or **Chart**.
   - Select the one you want.

Click to watch the "What is Powerpoint" video.

Get Started in PowerPoint

Save

Save your presentation to OneDrive

When you save your files to the cloud, you can share and collaborate with others, and get to your files from anywhere - on your computer, tablet, or phone.
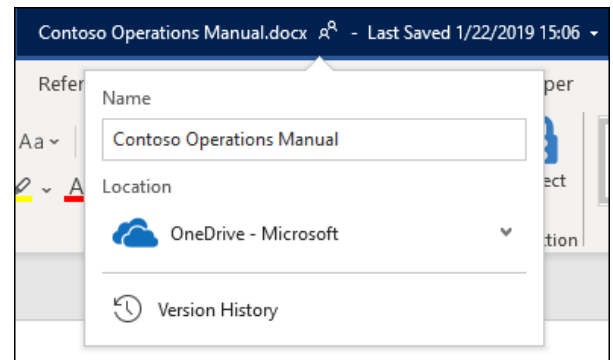
1. Select **File > Save As**.
2. Select **OneDrive**.

Save personal files to **OneDrive - Personal**, and work files to your company OneDrive. You can also save to another location, like your device.
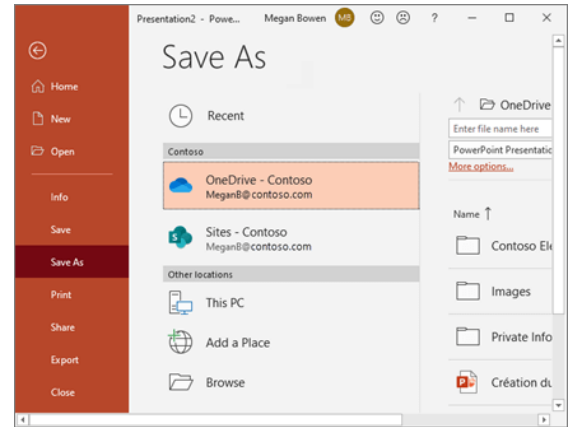
Rename a presentation

1. Select the file name on the title bar.
2. In the menu that appears you can rename the file, select a new location to move it to, or see the version history for the file.

Offline

When you're online, AutoSave is always on and saves your changes as you work. If at any time you lose your Internet connection or turn it off, any pending changes will sync as soon as you're back online.
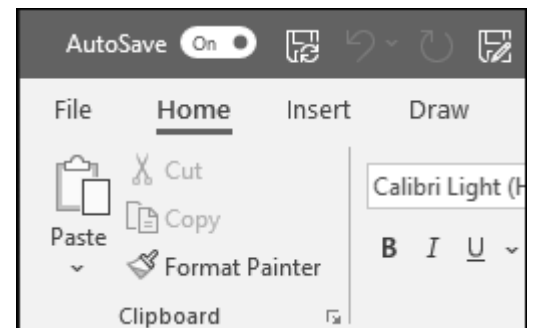
Get Started in PowerPoint
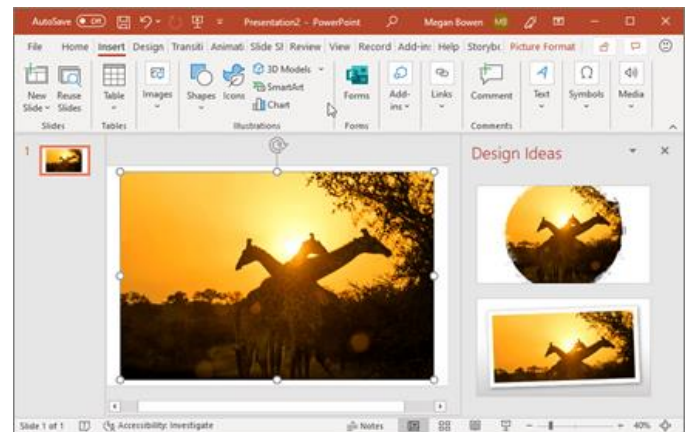
Design

Themes

1. Select the **Design** tab.
2. Select one of the **Themes**.
3. Select one of the **Variants**.

Use PowerPoint Designer

1. Insert one or more pictures, a list of items, or a list of dates.
2. The **Designer** panel will open. Select the design you want.

You can also bring up Designer by selecting a picture, and then selecting **Design** > **Design Ideas**.

Transitions

To add a special effect, to transition from one slide to another:

1. Select the slide you want to add a transition to.
2. On the **Transitions** tab, select the effect you want.
3. Select **Effect Options** to change how the transition happens: **From Right**, **From Left**, ...
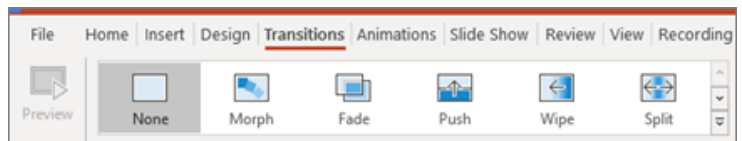
To undo a transition, select **None**.

Animations

To animate text or objects on a slide:

1. Select the text or object you want to animate.
2. On the **Animations** tab, select **Add Animation**, and select the animation you want from the drop-down.

To animate one line of text at a time, select one line of text, select an animation, select the next line of text, select an animation, ...

3. For **Start**, select **When Clicked**, **With Previous**, or **After Previous**.

You can also select the **Duration** or **Delay**.
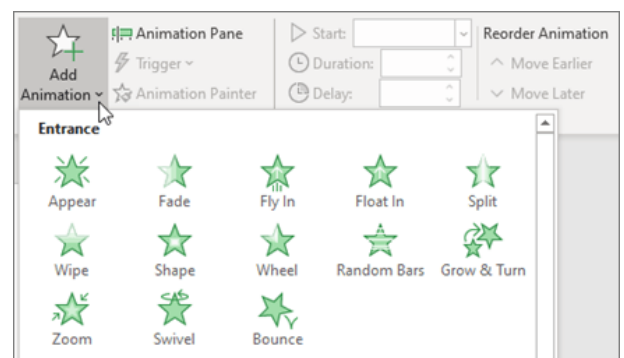
Get Started in PowerPoint

Share and collaborate

Share your presentation

1. Select **Share** on the ribbon.
2. Enter the names or email addresses of the people you want to share with.

Or select the drop-down to change permissions. **Allow editing** is checked by default. To change permission to view only, uncheck this box and select **Apply**.

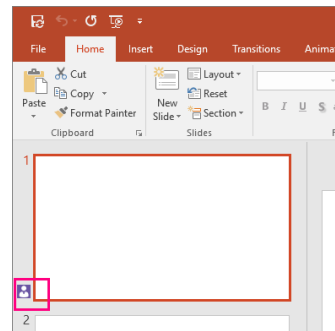3. Include a message if you'd like and select **Send**.

You can also select **Get a link** to create a link that you can copy into an email.
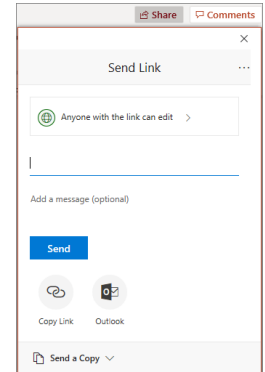
Co-author a presentation

After you share your file, you can work together at the same time.

- Under **Share**, see who is also working in the file.
- Colored flags show where each person is editing.

Comments in presentations

1. Select **Review** > **New Comment**. Or select **New** if the **Comments** pane is open.
2. In the **Comments** pane, type your message in the box and press Enter.
3. Select **Reply** and type your response.
4. Select the **Next** or **Back** buttons to go between comments and slides.
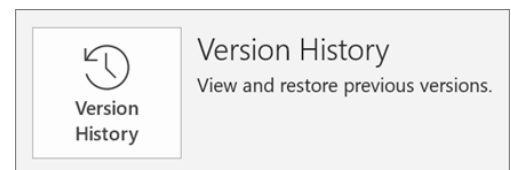5. Select the **X** in the upper corner of the comment.
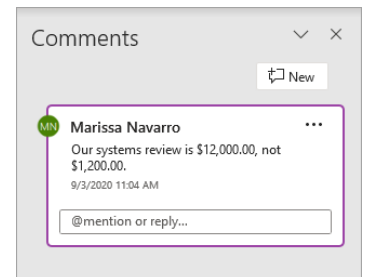
Chat while editing

1. If there's another person editing your file, select their image or initials in the upper right corner to open a chat window.
2. Type some text and press Enter.
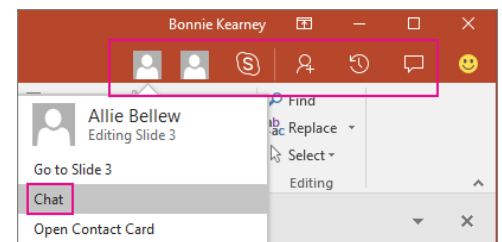
Version history

1. Select **File** > **Info** > **Version history**.
2. In the Version history pane, select a version to open and view it in a separate window.

Get Started in PowerPoint

Give a presentation

Start a presentation

- On the **Slide Show** tab select **From Beginning**. Now, if you are working with PowerPoint on a single monitor and you want to display Presenter view, in **Slide Show** view, on the control bar at the bottom left select the three dots, and then **Show Presenter View**.
- To move to the previous or next slide, select **Previous** or **Next**.
- To view all the slides in your presentation, select **See all slides**.
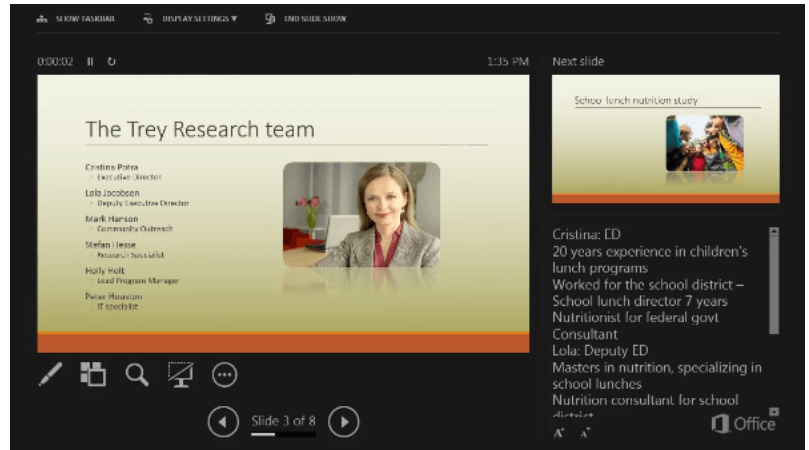
Notes

During your presentation, the speaker notes are visible on your monitor, but aren't visible to the audience.

- The Notes pane is a box that appears below each slide. Tap it to add notes.
- If you don't see the Notes pane or it is completely minimized, click **Notes** on the task bar across the bottom of the PowerPoint window
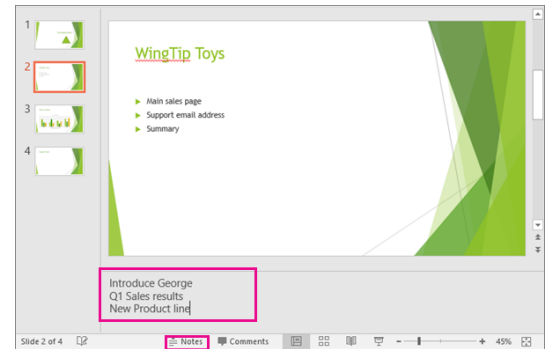
Subtitles

You can choose which language the caption/subtitle text should be shown to your audience. This feature requires Windows 10 and an up-to-date version of PowerPoint.

1. Select **Slide Show** > **Subtitle Settings**.
2. Set your **Spoken Language**.
3. Select **Subtitle Language** to see which languages PowerPoint can display on-screen as captions or subtitles, and select the one you want.
4. In the **Subtitle Settings** menu, set the desired position of the captions or subtitles.
5. More appearance settings are available by selecting **Subtitle Settings** > **More Settings (Windows)**

For more information, please refer to the Microsoft training resource page HERE