

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 the green Start Show button to start 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.

Reposition objects in place
Easily control the placement and orientation of text boxes, pictures, and other selected objects.

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.

PowerPoint

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.



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Microsoft Powerpoint User Guide

S Ben Porath



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