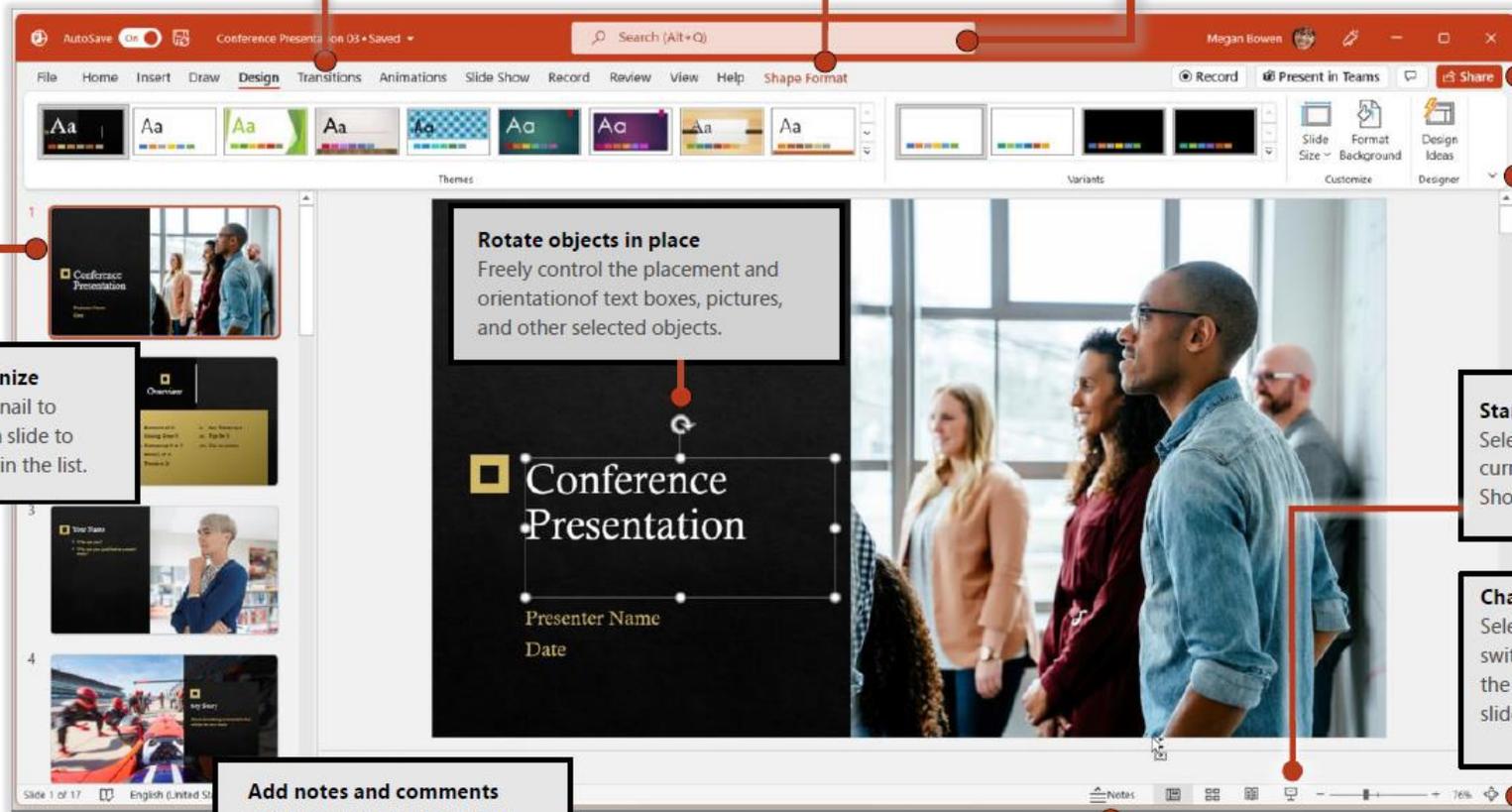# PowerPoint

SMB-SLIDES

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.

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.

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

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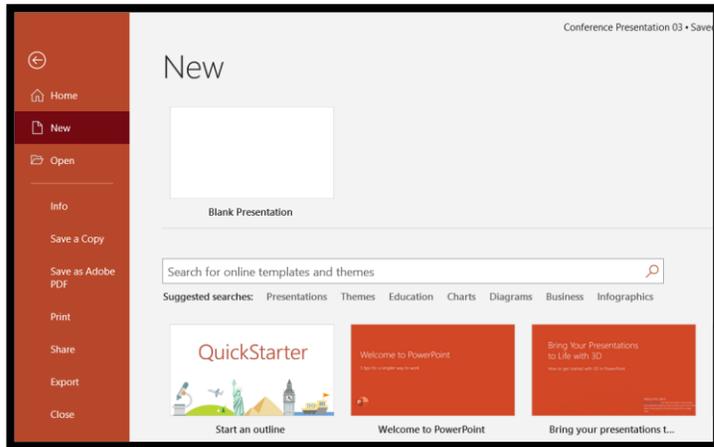Select the status bar buttons to switch between views, or use the zoom slider to magnify the slide display to your liking.

Add notes and comments
Track feedback while drafting your deck and keep important facts handy while presenting.
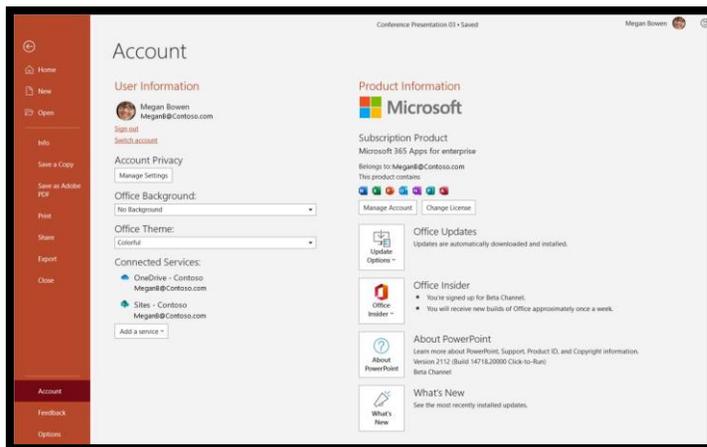
Create Something

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.
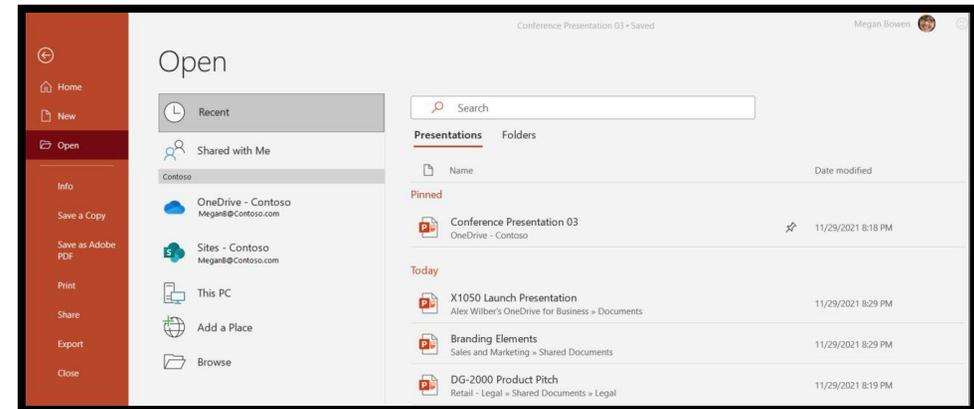

Stay Connected

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.
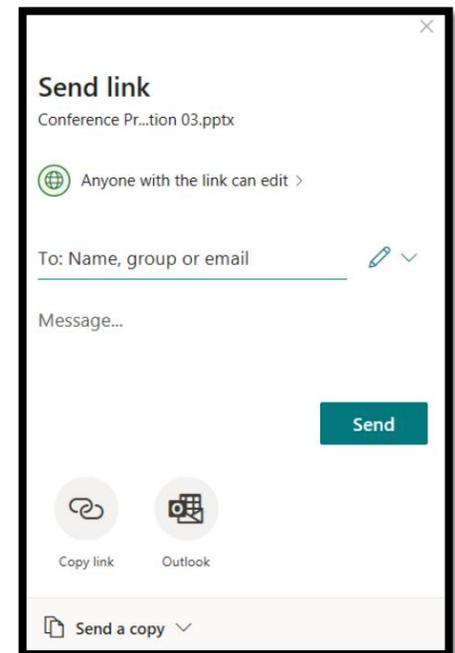

Find Recent Files

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.
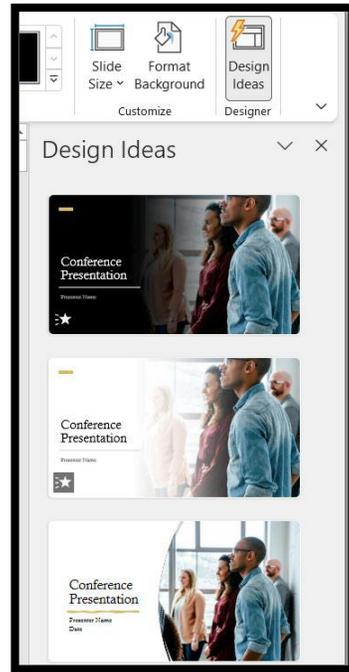

Share Your Work With Others

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.
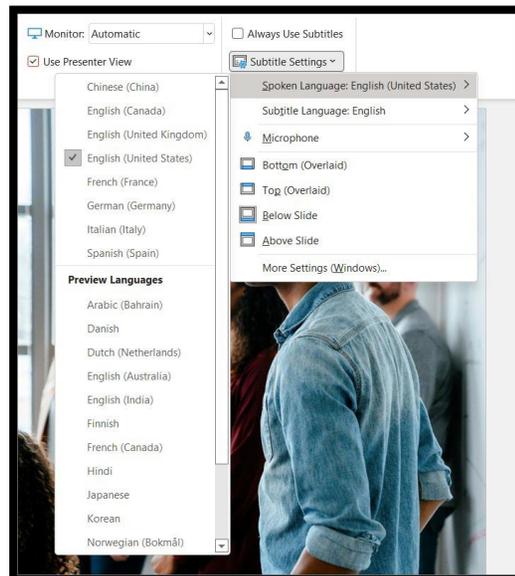
Your Personal Designer

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 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.
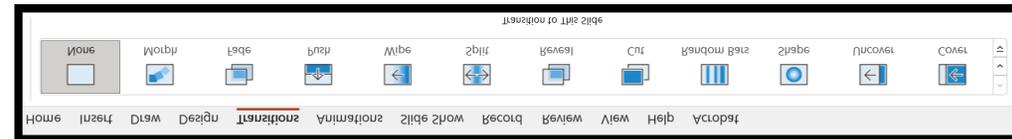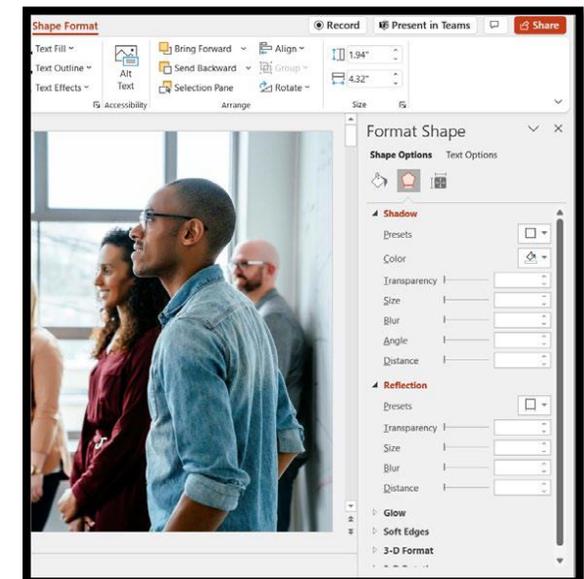
Add Captions or Subtitles

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.
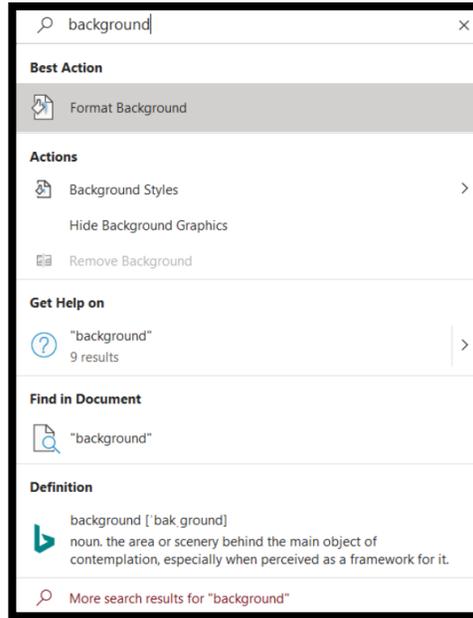
Format Shapes with Precision

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**.

PowerPoint

SMB-SLIDES

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, discover **Help content**, or get more information online.

Designer Helps Get Your Point Across

PowerPoint Designer suggests professional designs for your presentation, based on the content in your slides.

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.

Smooth Animations with Morph

Morph makes smooth animations and object movements in your presentation. You use two similar slides to perform the animation, but it looks to your audience like the action happens on one slide.

Play the video below to see a quick example.

Close Encounters: Early Solar System Explorations