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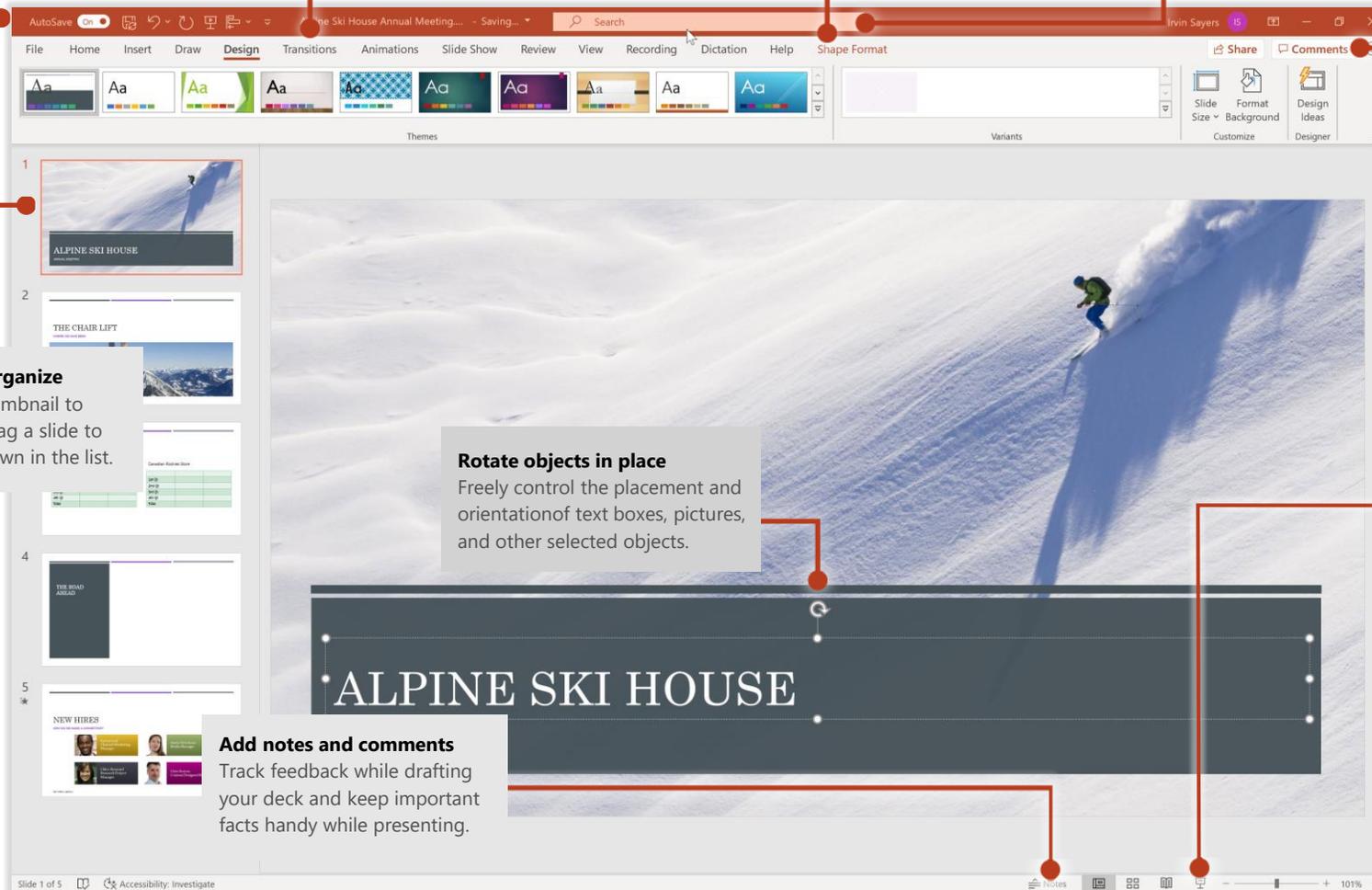
Discover contextual commands
Select text, pictures, or other objects in a presentation to reveal additional tabs.

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.

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 orientationof 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.

PowerPoint

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.
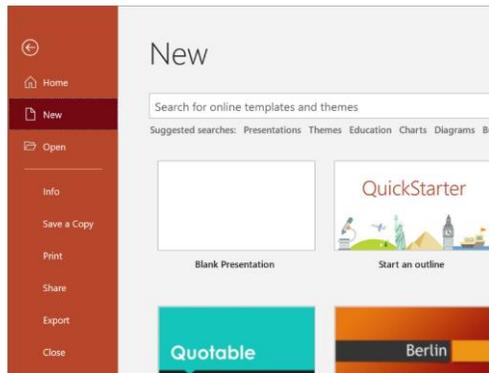

Find recent files

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.
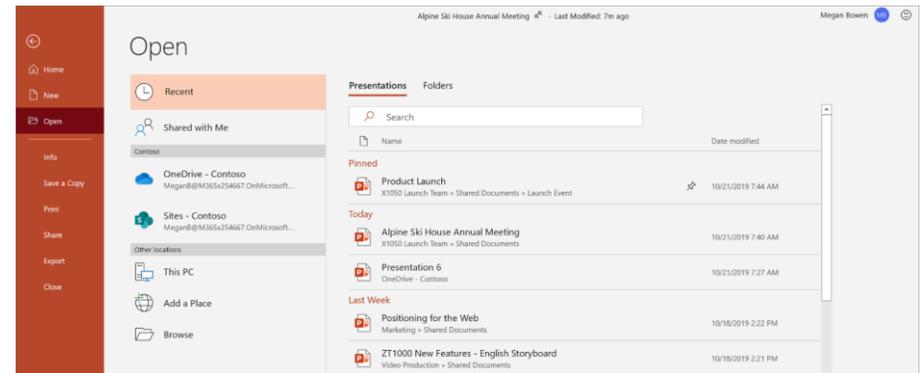

Stay connected

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.
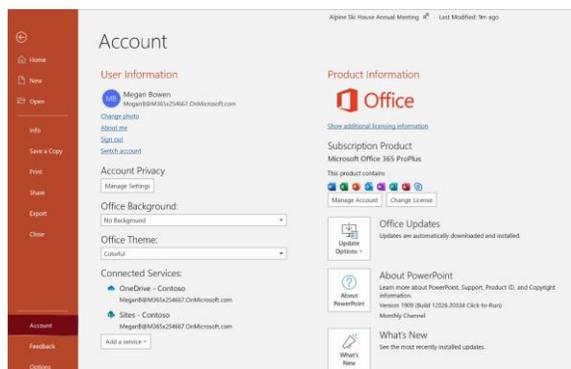

Share your work with others

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.
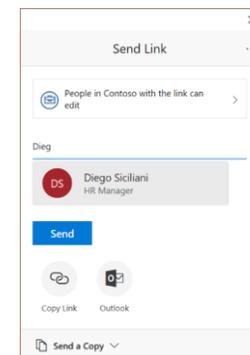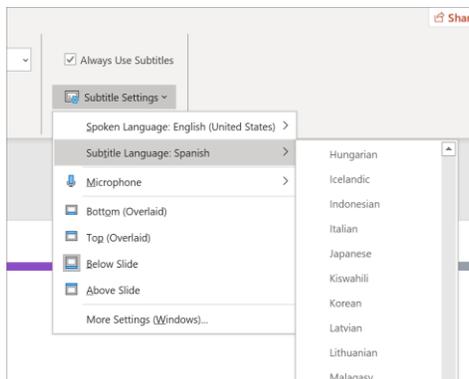
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Your personal designer

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.
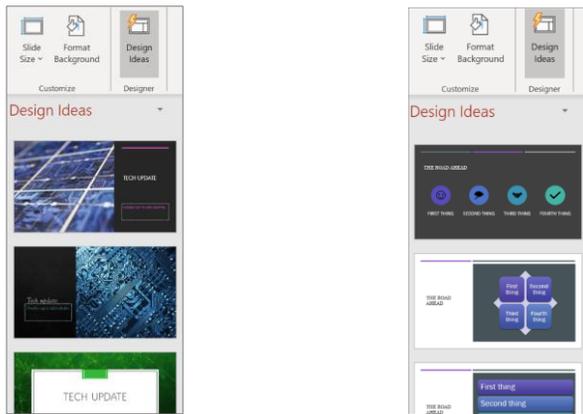

Add captions or subtitles

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 then select a type. On the **Animations** tab, select an effect from the gallery. Click 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.
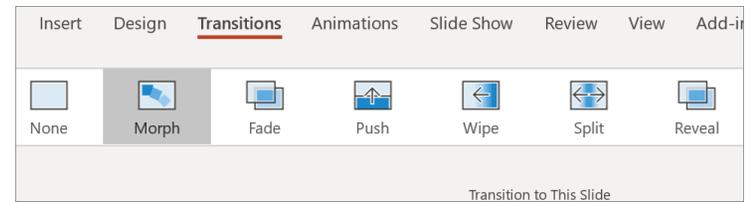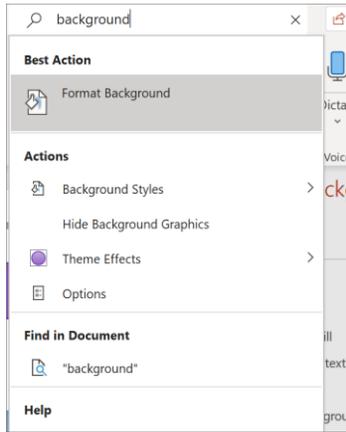

Format shapes with precision

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**.
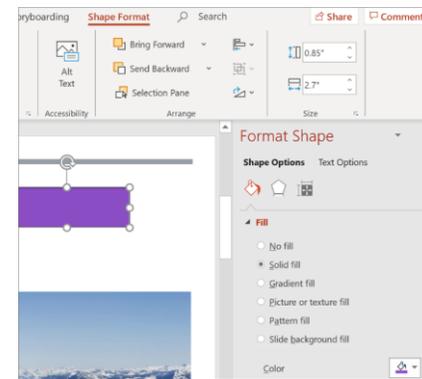
PowerPoint

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.

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.

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**.
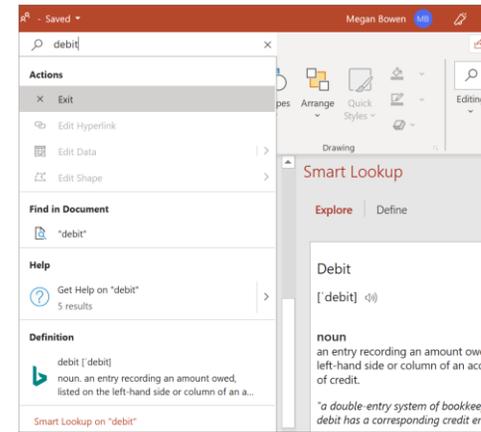
Next steps with PowerPoint

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!