

Quick Start Guide

New to PowerPoint 2016? Use this guide to learn the basics.

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

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

Discover contextual commands

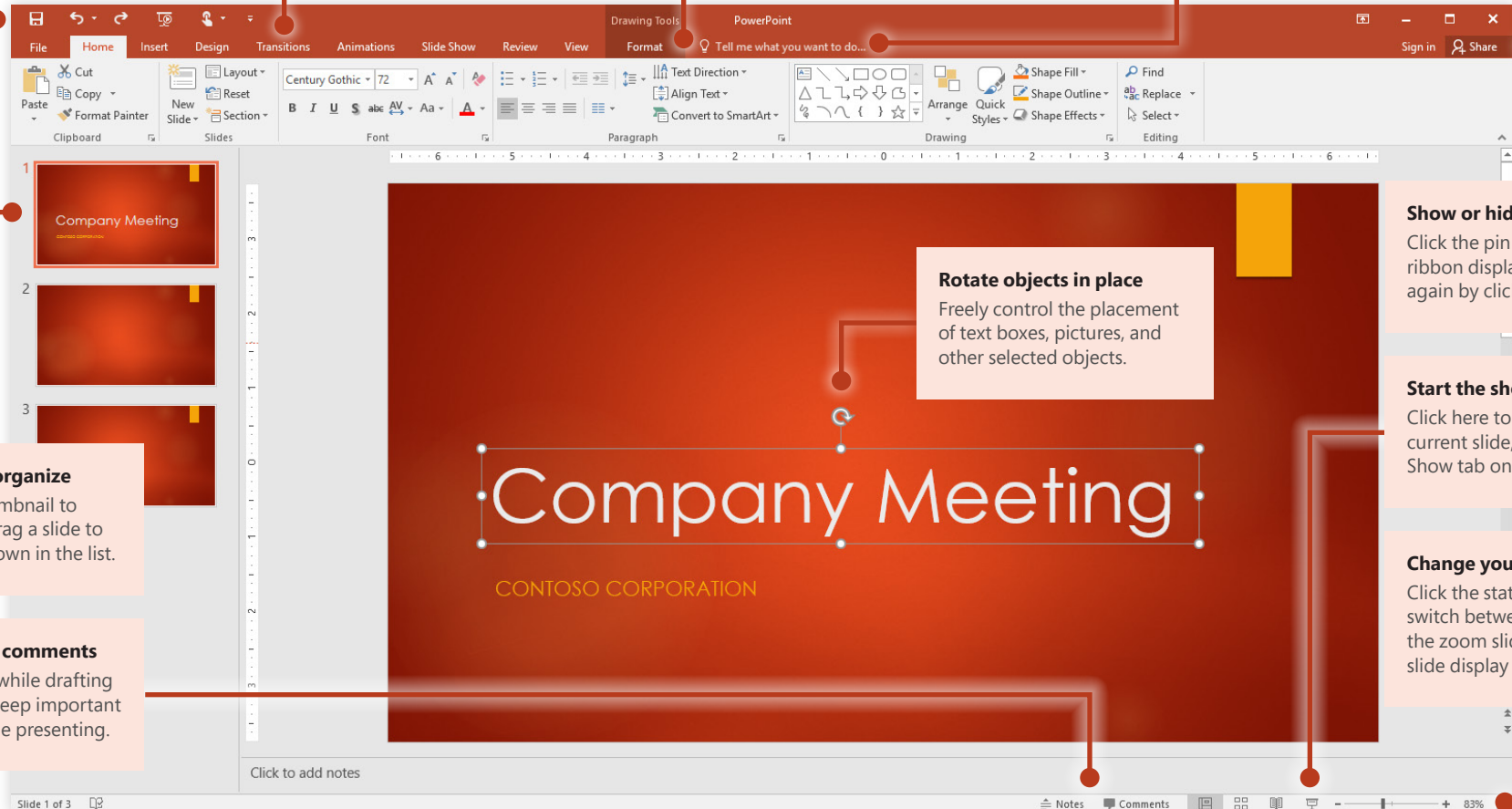
Select text, pictures, or other objects in a presentation to reveal additional tabs.

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

Click 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.

Show or hide the ribbon

Click the pin icon to keep the ribbon displayed, or hide it again by clicking the arrow.

Start the show

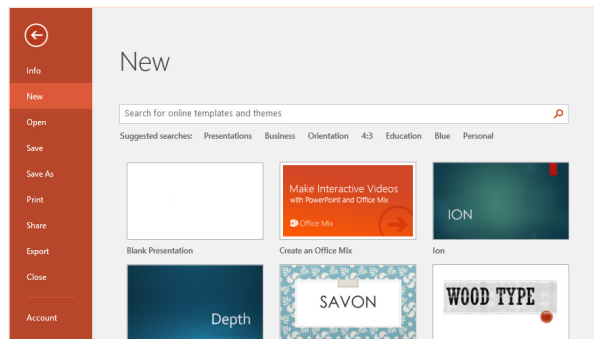
Click here to present from the current slide, or click the Slide Show tab on the ribbon.

Change your view

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

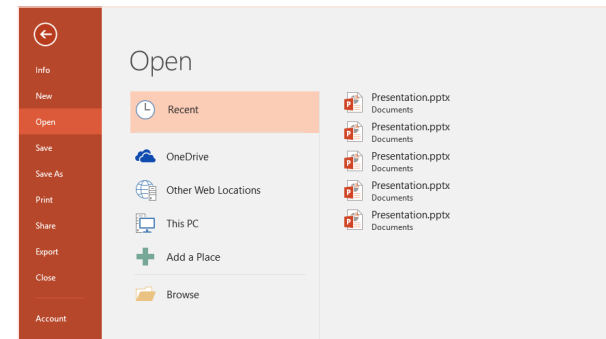
Create something

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



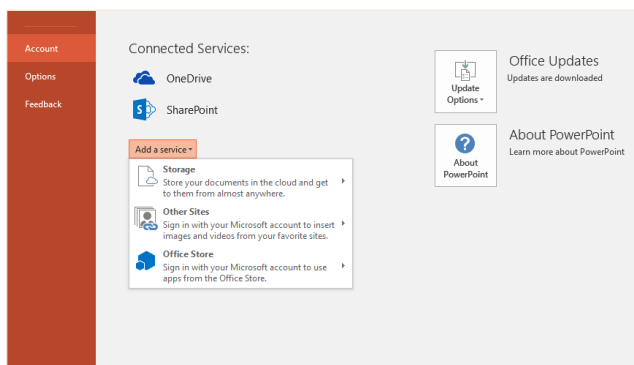
Find recent files

Whether you only work with files stored on your PC's local hard drive or you roam across various cloud services, clicking **File > Open** takes you to your recently used presentations and any files that you may have pinned to your list.



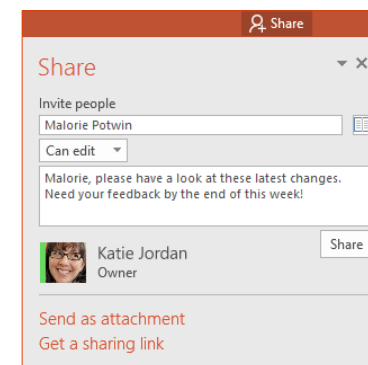
Stay connected

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, click 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.



Get inspired while you work

Pressed for time or feeling uninspired? Let PowerPoint create great-looking slides for you based on the content you've added. Insert or paste an image on your current slide and then click your preferred layout in the **Design Ideas** task pane.

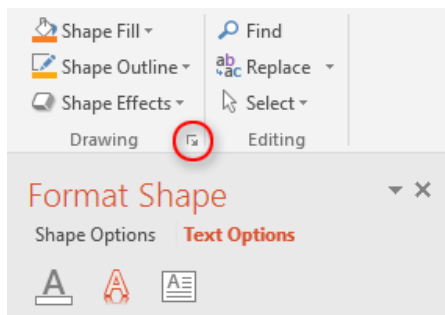


A brief introduction to the history of Wall Street



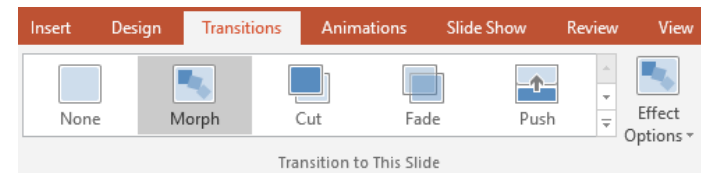
Format shapes with precision

Precisely format a selected picture, shape, or object with the comprehensive tools available in the **Format Shape** task pane. To display it, click the **Home** tab, and then click the small arrow in the lower right corner of the **Drawing** ribbon group.



Morph images and objects

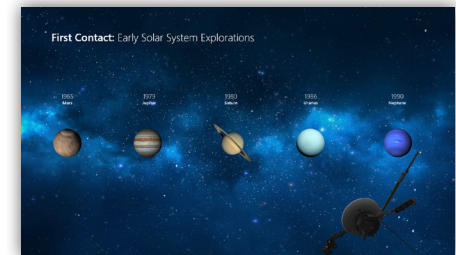
PowerPoint 2016 introduces **Morph**, a new cinematic effect that creates smooth, animated transitions by tracking and moving images and other objects across multiple slides in your presentation.



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 click **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.

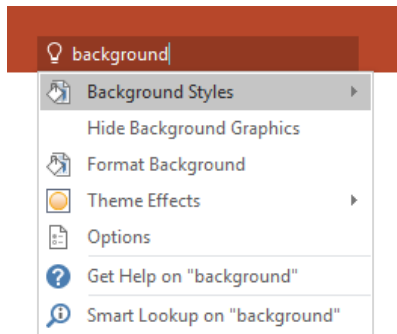


To apply the effect, select both slide thumbnails, click the **Transitions** ribbon tab, and then click **Morph**. PowerPoint tracks the objects found on both slides and then animates their size and position when the effect is viewed.

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

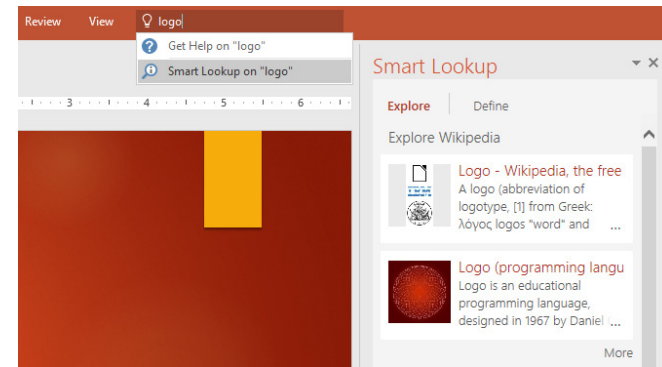
Find whatever you need

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.



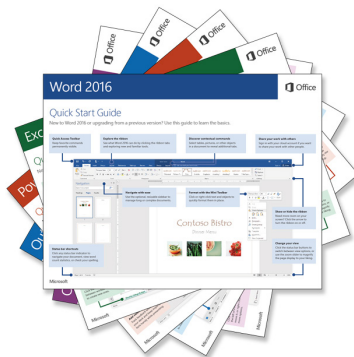
Look up relevant information

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

PowerPoint 2016 is just one of the newly designed apps in Office 2016. To download our free Quick Start Guides for any of the other new versions of your favorite apps, visit <http://aka.ms/office-2016-guides>.



Next steps with PowerPoint

See what's new in Office 2016

Explore the new and improved features in PowerPoint 2016 and the other apps in Office 2016. Visit <http://aka.ms/office-2016-whatsnew> for more information.

Get free training, tutorials, and videos for Office 2016

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Send us your feedback

Love PowerPoint 2016? Got an idea for improvement to share with us? On the **File** menu, click **Feedback** and then follow the prompts to send your suggestions directly to the PowerPoint product team. Thank you!