# PowerPoint



## Quick Start Guide
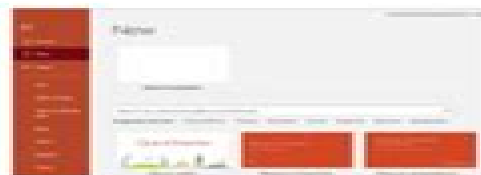
New to PowerPoint? Use this guide to learn the basics.

**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.

**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.

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# 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.

## 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.
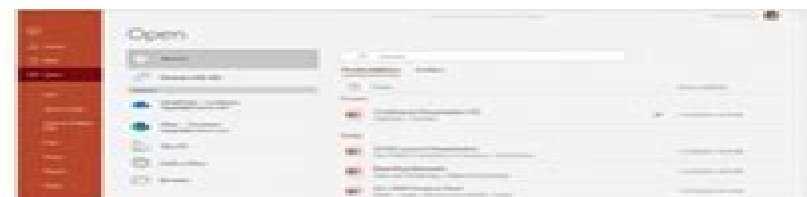
## Stay connected

Need to work on the go and across different devices? Select **File** > **Account** to sign in and access your recently used files anywhere, on any device, through seamless integration between Office, OneDrive, 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.

# [Microsoft Powerpoint Custom Guide](#)

**Faithe Wempen**

**Microsoft Powerpoint Custom Guide:**

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