

PowerPoint 2016

Office

THE **one**
POINT

Quick Start Guide

New to PowerPoint 2016 or upgrading from a previous version? Use this guide to learn the basics.

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

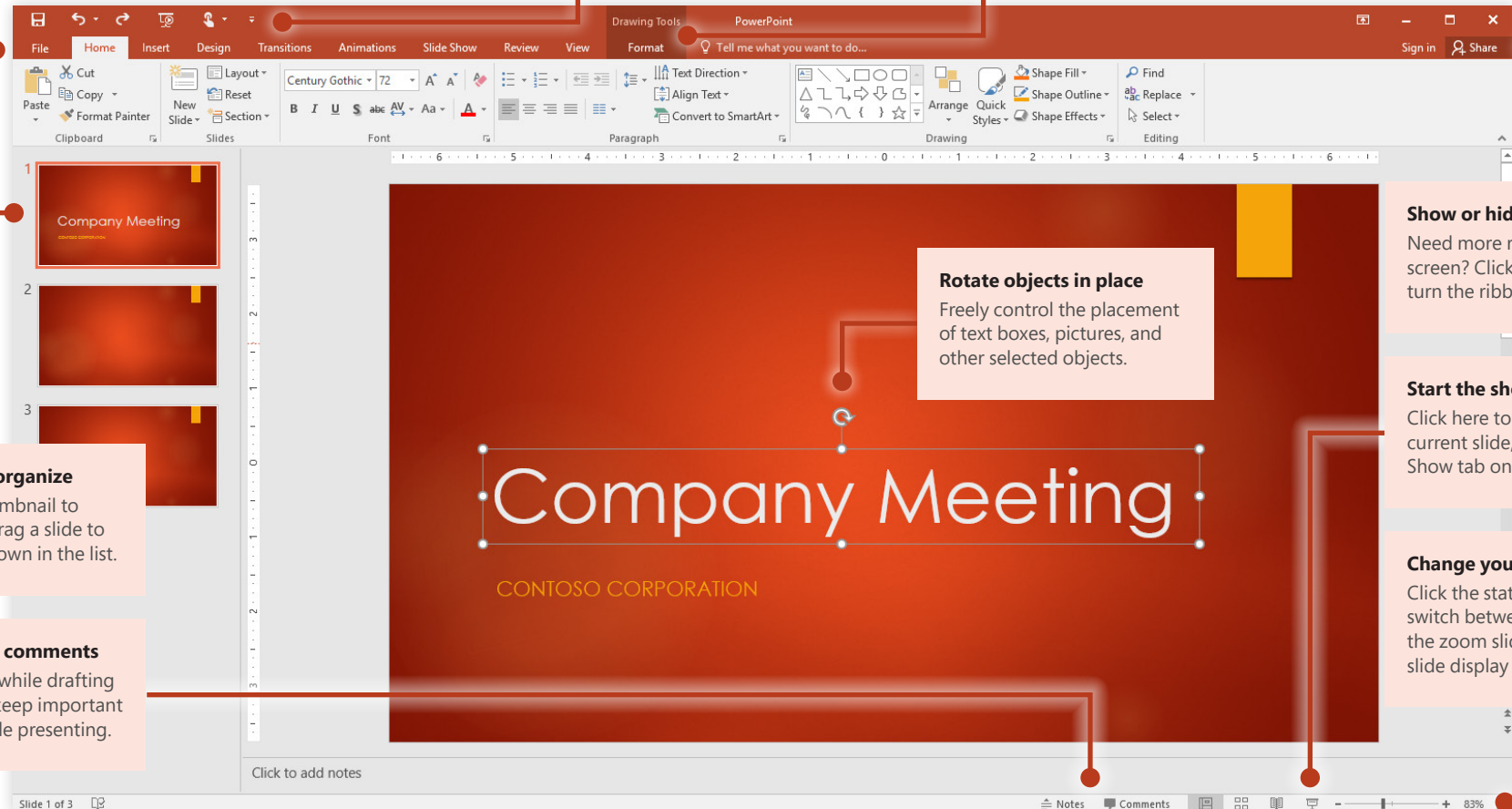
See what PowerPoint 2016 can do by clicking the ribbon tabs and exploring new and familiar tools.

Discover contextual commands

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

Share your work with others

Sign in with your cloud account if you want to share your work with other people.



Show or hide the ribbon

Need more room on your screen? Click the arrow to turn the ribbon on or off.

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.

Rotate objects in place

Freely control the placement of text boxes, pictures, and other selected objects.

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

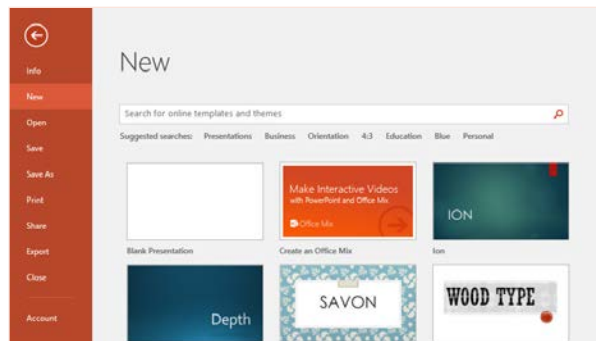
Track feedback while drafting your deck and keep important facts handy while presenting.

PowerPoint 2016



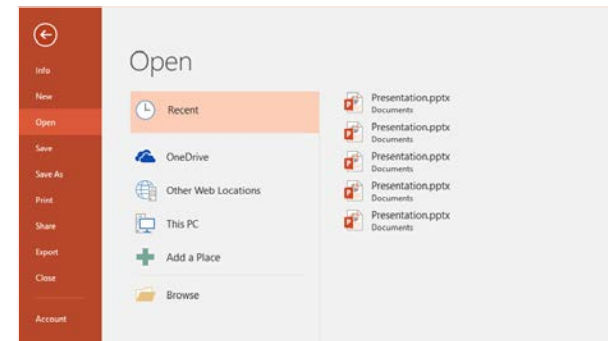
Create something

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.



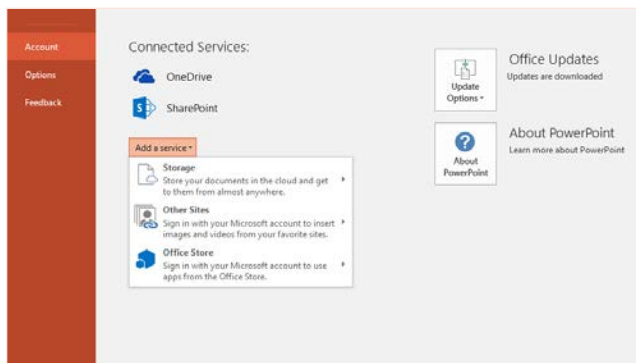
Find recent files

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.



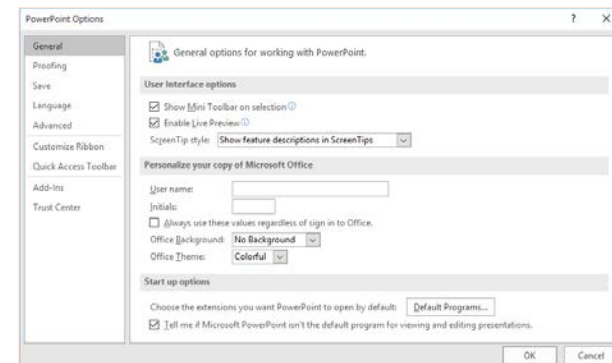
Stay connected

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.



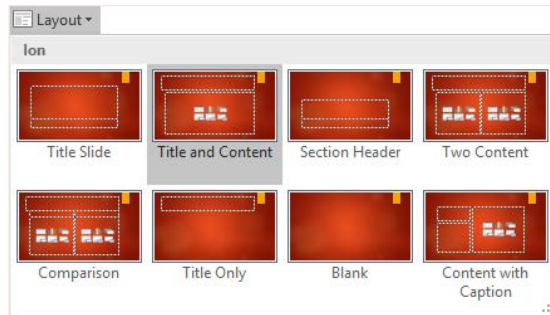
Set your preferences

Something not working quite as expected? It's easy to change and customize options at any time. Click **File > Options**, and then set up PowerPoint 2016 the way you want.



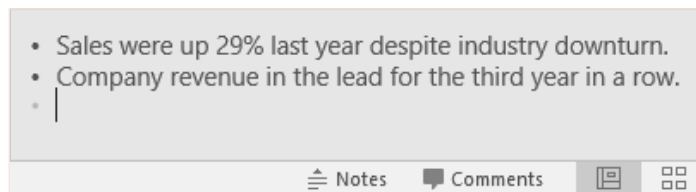
Change your layout

Good presentations adapt their structure to the points that are being presented. Switch things around on the fly to make them fit — literally or figuratively. On the **Home** tab, click **Layout**, and then browse through the available options. New slides will adopt your current choice, which you can just as easily replace with a new one.



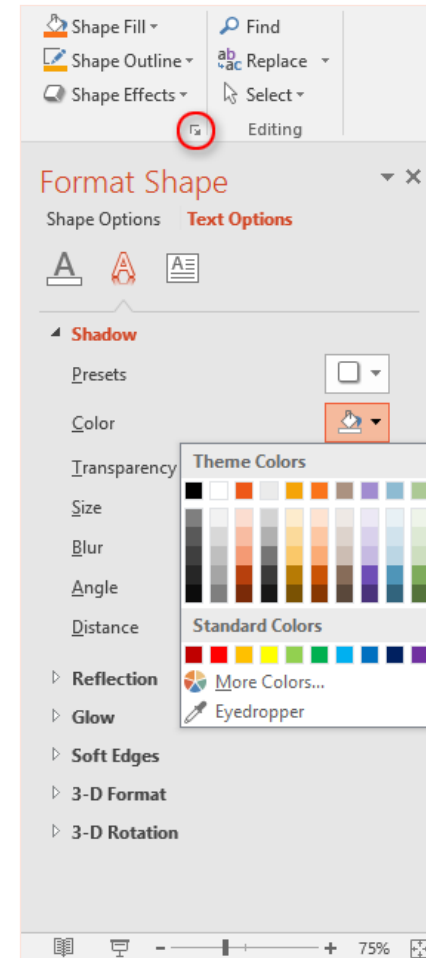
Keep slide notes handy

The cornerstone of any good factual presentation is the data that backs up your points. Avoid overwhelming your audience by front-loading every detail in your deck; instead, keep important facts and figures in the **Notes** pane for easy lookup — either while you rehearse, or in the heat of the moment.



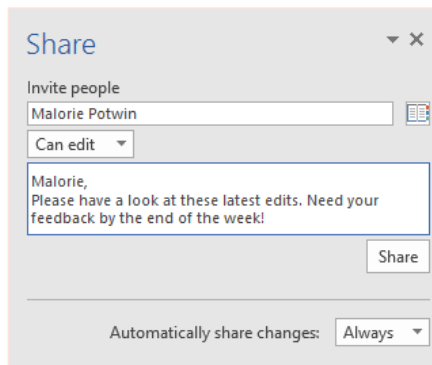
Format shapes with precision

Achieve precise picture, shape, and object formatting with the comprehensive formatting tools in PowerPoint. Start by making a selection on your current slide. On the **Home** tab, in the lower right corner of the **Drawing** ribbon group, click the **Format Shape** button to open the task bar.



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 other Quick Start Guides

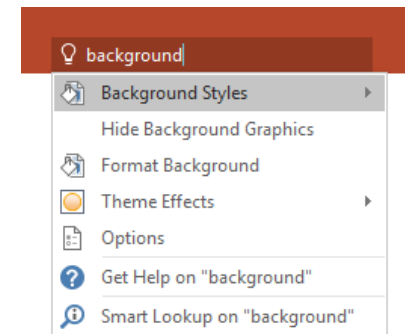
PowerPoint 2016 is just one of the newly designed apps in the new Office 2016. Visit <http://aka.ms/office-2016-guides> to download our free Quick Start Guides for the other new versions of your favorite Office apps.

If you have any feedback about our guides, please submit your comments at the bottom of the download page. Thank you!



Get help with PowerPoint

Type a keyword or phrase into the **Tell me what you want to do** box on the ribbon to find the PowerPoint features and commands that you're looking for, read our online **Help** content, or perform a **Smart Lookup** on the Web.



Send us your feedback

Love PowerPoint 2016? Got an idea for improvement? Click **File > Feedback** to open the Windows Feedback app, from where you can send kudos, gripes, and ideas directly to the PowerPoint development team.

