

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.

Start the show
Select the green Start button to start 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.

Reposition objects in place
Easily control the placement and orientation of text boxes, pictures, and other selected objects.

Navigate and organize
Select 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

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.

Microsoft Powerpoint 20quick Guide

Marcel A. Müller



Microsoft Powerpoint 20quick Guide:

Reviewing **Microsoft Powerpoint 20quick Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Microsoft Powerpoint 20quick Guide**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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