

# Welcome to PowerPoint

5 tips for a simpler way to work



## Working together in real time

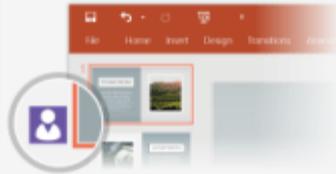
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When you share your presentation with others, you'll see them working with you at the same time.

How it works:



- 1 Select **Share** from above the ribbon to invite people to work with you (You can save to the cloud at this point.)



- 2 When other people are in the presentation, a marker shows who is on which slide...



- 3 ...and the part of the slide they're editing.

## Designer helps you get your point across

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PowerPoint Designer suggests professional designs for your presentation, based on the content in your slides.

Designer is a subscription-only feature. If you have an Office 365 subscription, the next slide shows you how it works in a new presentation.

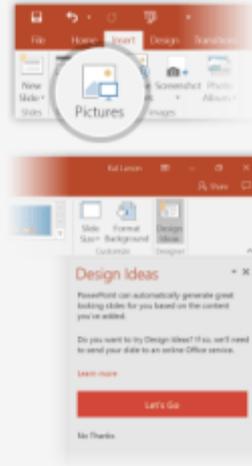


## How to use PowerPoint Designer

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How it works:

- 1 Start a new presentation by going to **File > New > Blank Presentation**.
- 2 On the very first slide, add a picture: Go to **Insert > Pictures** or **Insert > Online Pictures** and choose the picture.  
**Hint:** You need to be online when you add the picture.
- 3 When PowerPoint asks your permission to get design ideas, select **Let's Go**.
- 4 Choose a design you like from the **Design Ideas** task pane.

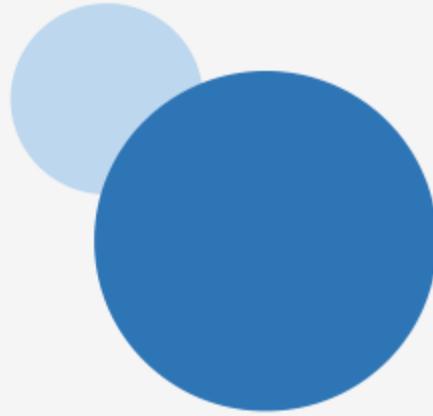


## Morph

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Morph is a transition effect for making smooth animations, transitions, and object movements across your slides.

Morph is a subscription-only feature. If you have an Office 365 subscription, you can try it yourself with the steps on the next slide.

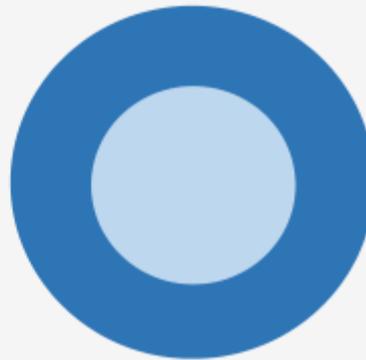
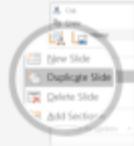


## Setting up Morph

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Try it:

- 1 Duplicate this slide: Right-click the slide thumbnail and select **Duplicate Slide**.
- 2 In the second of these two identical slides, change the shapes on the right in some way (resize, change color), then go to **Transitions > Morph**.
- 3 Return to the first of the two slides and press **Slide Show** button and then select **Play** to see your circle morph!



**Hint:** Effect Options gives you even more options for Morph.

## You're an expert with Tell Me

The Tell Me box finds the right command when you need it, so you can save time and focus on your work.

Try it:

1 Select the Robot picture on the right.

2 Type *animation* in the **Tell Me** box, and then choose **Add Animation**.

3 Choose an animation effect, like **Zoom**, and watch what happens.



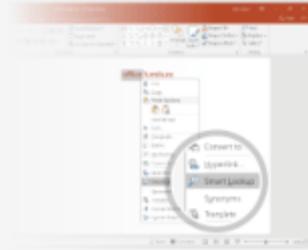
SELECT ME



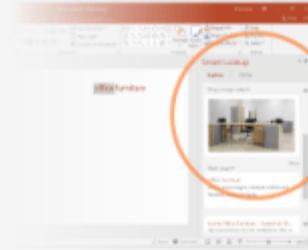
## Explore without leaving your slides

Smart Lookup brings research directly in to PowerPoint.

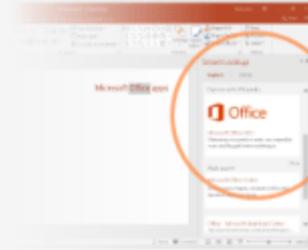
Try it:



- 1 Right-click in the word **office** in the following phrase: **office furniture**



- 2 Choose **Smart Lookup**, and notice that results are contextual for that phrase, not Microsoft Office apps.



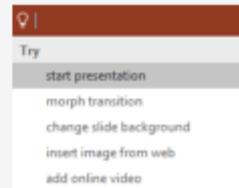
- 3 Just for fun, try Smart Lookup again by right-clicking in the word **Office** in Step 2.

## More questions about PowerPoint?

Select the **Tell Me**  button and type what you want to know.

Visit the PowerPoint team blog. 

Go to free PowerPoint training. 



SELECT THE ARROW WHEN IN SLIDE SHOW MODE

In Slide Show mode, select the arrows to visit links.