

# PowerPoint Preview



## Quick Start Guide

We've created a touch version of PowerPoint for your Windows 10 tablet. Use this guide to learn the basics.

**Explore the PowerPoint toolbox**  
Look through the ribbon to see what this version of PowerPoint can do. Tap or click the tabs — it's up to you.

**Name or rename your presentations**  
PowerPoint creates and saves files automatically, so you can focus on your work. Press and hold the name of a presentation to change it.

**Get instant access to favorite commands**  
Search help, start a slide show, send feedback, invite others to collaborate, and undo or redo your edits.

**Navigate and organize**  
Tap a thumbnail to switch to a specific slide. Press and hold a slide to move it up or down.

**Change your layout**  
Save time by selecting any of the available slide formats in the Layout gallery.

**Start the show**  
Tap here to present from the current slide. Go to the Slide Show tab for more options.

**Add slide notes**  
Display the Notes pane to keep important facts and figures at your fingertips.

**Add or review comments**  
Still drafting the perfect team presentation? Discuss your ideas in the Comments pane.

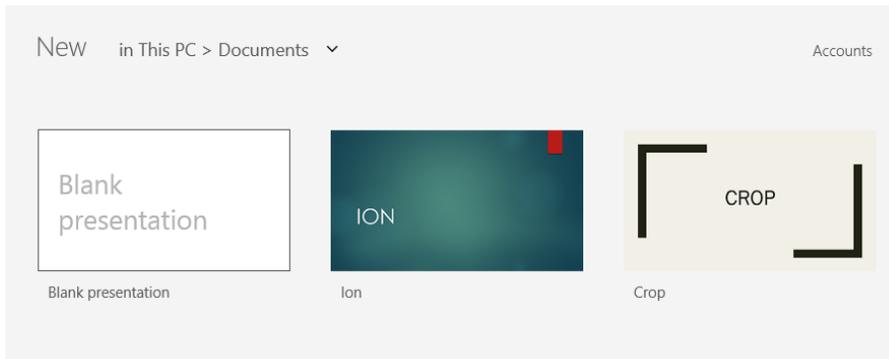
The screenshot shows the PowerPoint interface with a red ribbon at the top containing tabs for File, Home, Insert, Transitions, Slide Show, Review, and View. The Home tab is active, showing options for New Slide and Layout, along with text formatting tools (B, I, U, abc, A) and a Shapes gallery. The main slide area contains a title box with the text "Double tap to add title" and a subtitle box with "Double tap to add subtitle". A slide thumbnail labeled "1" is visible on the left. At the bottom right, there are icons for Notes and Comments. Red lines connect callout boxes to specific UI elements: the ribbon tabs, the presentation name "Presentation", the search and navigation icons, the slide thumbnails, the Layout gallery, the title and subtitle boxes, the Slide Show icon, the Notes icon, and the Comments icon.

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## Create something

Start with a **Blank Presentation** to get right to work. Or save yourself a bunch of time by selecting a template that closely resembles what you need, and then customizing it to your liking.



## Save your work automatically

PowerPoint automatically saves all of your changes as you work — so you never have to. Even when you close the app or your tablet goes to sleep, your work is always saved, so you can continue right where you left off.

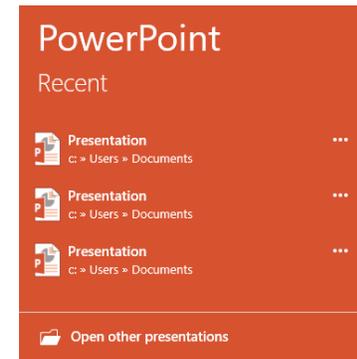
To name or rename your current presentation, press and hold the center of the title bar, and then type the name you want. PowerPoint will continue saving with the new file name.



Whenever you need to manually save your presentation for emailing or uploading, tap **File > Save As** to create a copy of the file.

## Find your recent files

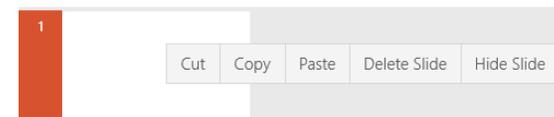
Whenever you start PowerPoint, the **Recent** files list shows you what you've been working on. Tap the name of the presentation you want to view or edit, or tap **Open other presentations** at the bottom of the list to browse for more files.



## Right-click with your finger

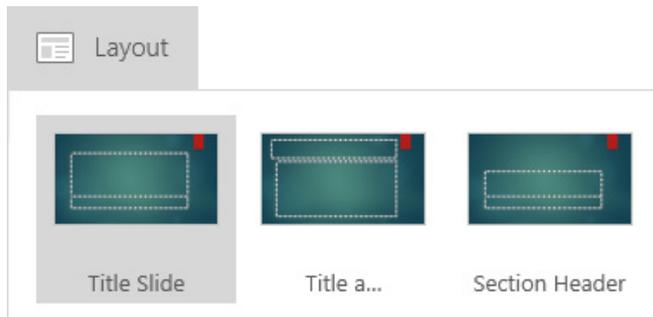
Like all Office touch apps for Windows 10, PowerPoint gives you the option to work in tablet mode on the go, or in laptop mode when you have a mouse and keyboard attached. Haven't used the PowerPoint app on a tablet before? Don't be afraid to experiment!

Tap in your blank presentation or within a line of text to activate the cursor. Double-tap text to begin a selection, and then use the handles to extend it as needed. To right-click without a mouse, press and hold text or objects to open contextual menus with additional options and commands.



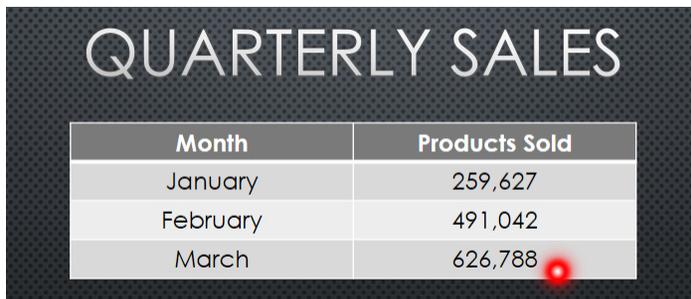
## Change your layout

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, tap **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.



## Point out what's important

Use the built-in laser pointer to draw attention to specific parts of the information you're sharing with your audience. On the **Slide Show** tab, start your presentation by tapping **From Beginning** or **From Current Slide**, and then drag your finger over your touchscreen to make the laser pointer appear.



Month	Products Sold
January	259,627
February	491,042
March	626,788

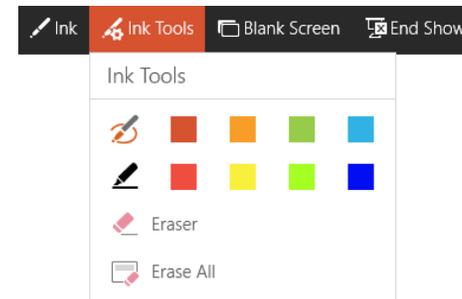
## Keep your slide notes handy

The cornerstone of any good factual presentation is the data that backs up your points. Don't overwhelm your audience by front-loading every detail in your deck, but instead keep important facts and figures in the **Notes** pane for easy lookup — either while you rehearse, or in the heat of the moment.



## Sketch out an idea

Got a great idea in the middle of your presentation? Take advantage of spontaneous brainstorming by sketching out a great idea. While presenting, tap near the top of the screen and then tap **Ink** to start drawing or writing. Tap **Ink Tools** next to it to change pens, colors, or to erase ink.

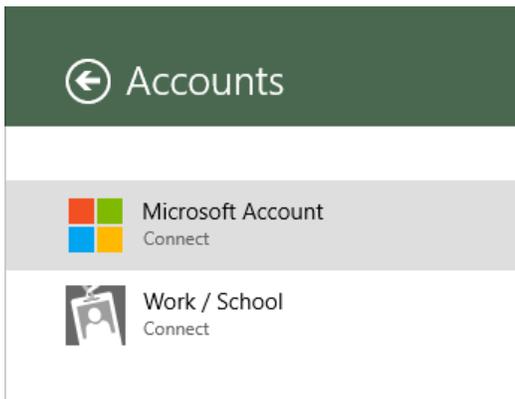


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## Share work with others

PowerPoint lets you work privately on your own, but you can just as easily work with other people by storing your presentations in an online location, such as a free OneDrive account. Tap **File > Settings > Accounts**, and then sign in.



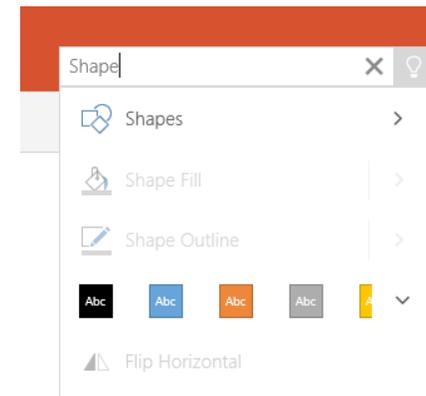
## Try the other Office touch apps

PowerPoint is just one of the new Office apps optimized for your tablet and other touch devices running Windows 10. To download the other apps, visit the **Windows Store** or go to [www.office.com](http://www.office.com).



## Get help with PowerPoint

Not sure where to find a command or setting? Tap the lightbulb icon in the upper right, and then type what you're looking for. In the search results, tap a command to use it immediately — there's no need to look for it on the ribbon.



## Send us your feedback

Love this new version of PowerPoint? Got suggestions for improvement? We want to hear from you! Tap the smiley icon in the upper right and then follow the steps to submit your thoughts about the app directly to the product team. Thank you!

