PowerPoint Learning

Legend

1. Get started
2. Get productive

Select a lesson to open

Get started

1. What is PowerPoint?
2. Change views

Create presentations

1. Build presentations from templates
2. Create presentations from scratch

   Add and delete slides

   Select and apply slide layouts

Add and format text

1. Add text to slides

   Format text on slides
2. Format lists on slides

   Check spelling in your presentation

   Add math to slides

   Import a Word outline into PowerPoint

   Add hyperlinks to slides

   Add SmartArt to a slide

   Add WordArt to a slide

Add and format images

1. Add images to slides
2. Add screenshots to slides

   Format images on slides

Design presentations

2. Apply themes to presentations

   Create, merge, and group objects on a slide

   Align and arrange objects on slides

   Layer objects on slides

   Change slide masters

   Organize slides into sections

   Add footers to slides

   Add transitions between slides

   Get design ideas for slides

Present slideshows

1. Use Slide Show and Presenter View
2. Add speaker notes

   Practice and time your presentation

   Print presentations

   Record presentations

Add audio and video

1. Add and record video
2. Add and record audio

   Add and format video

Add animations to slides

2. Add animations to slides

Add tables

2. Add Excel tables to slides

Store and share presentations

2. Save presentations as videos

Remove sensitive information

2. Remove sensitive information from your presentation

Collaborate with others

2. Add and review comments in your presentation

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