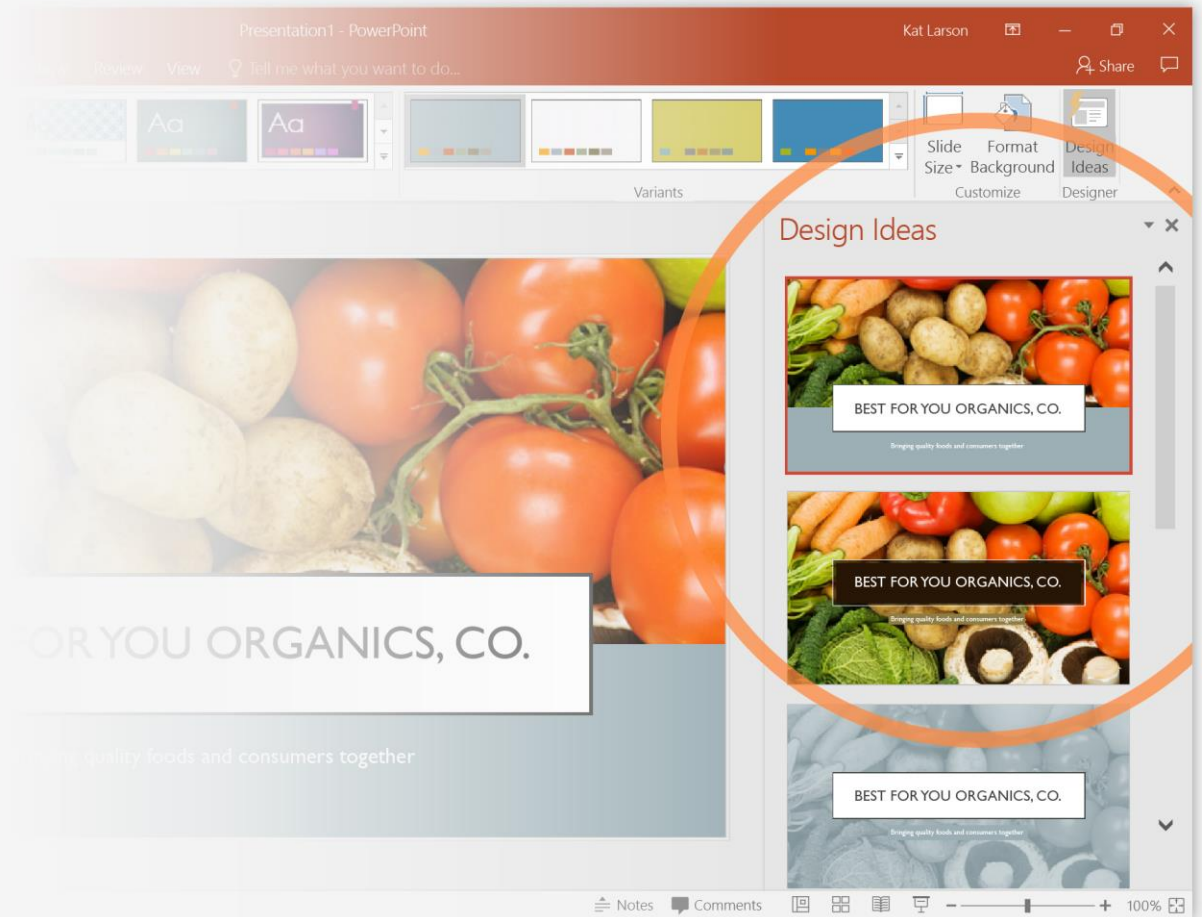# Welcome to PowerPoint

5 tips for a simpler way to work

Designer helps you get your point across

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.
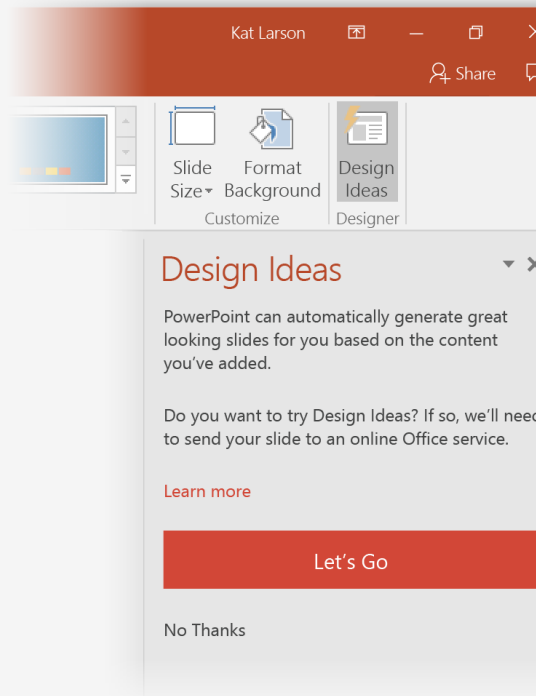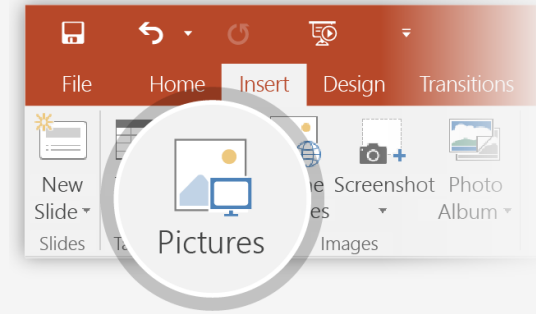
How to use PowerPoint Designer

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**.

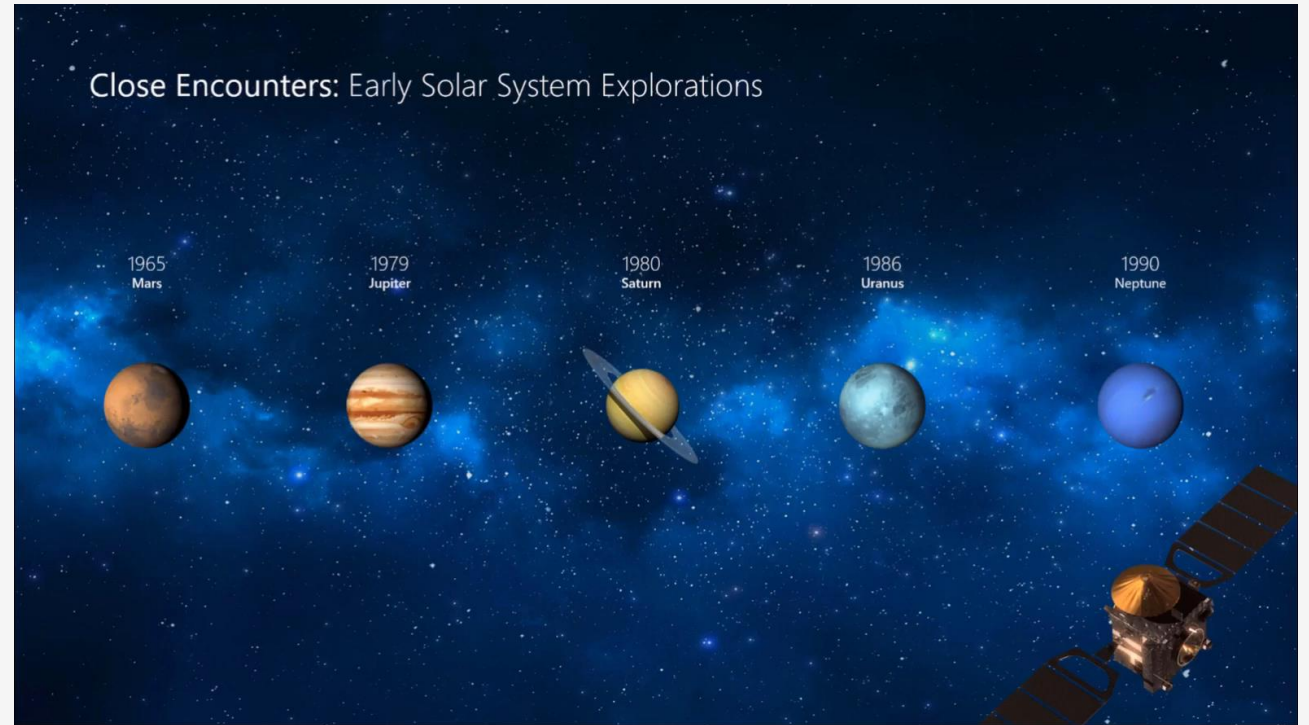**4** Choose a design you like from the **Design Ideas** task pane.

Morph

Morph makes smooth animations and object movements in your presentation. You use two similar slides to perform the animation, but it looks to your audience like the action happens on one slide.
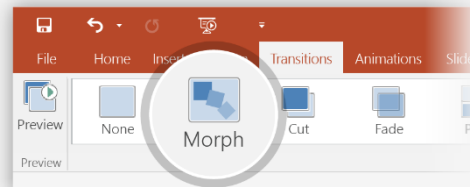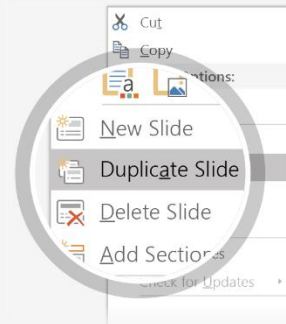
Play the video on the right to see a quick example.

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.
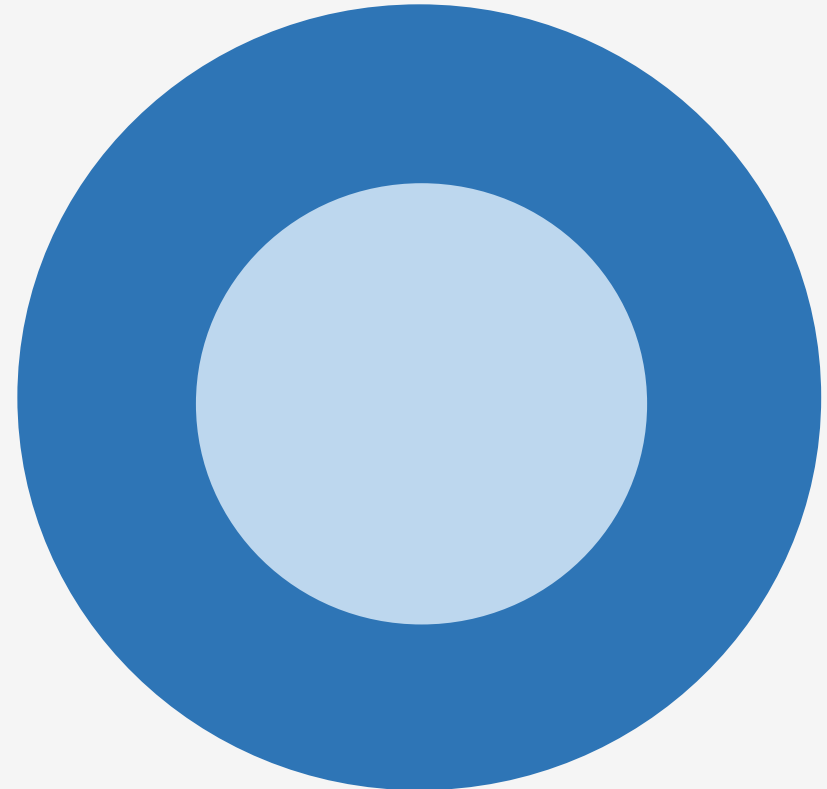

Close Encounters: Early Solar System Explorations

1965 Mars   1979 Jupiter   1980 Saturn   1986 Uranus   1990 Neptune

Setting up Morph

Try it yourself with these two simple "planets":

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 (move, 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!
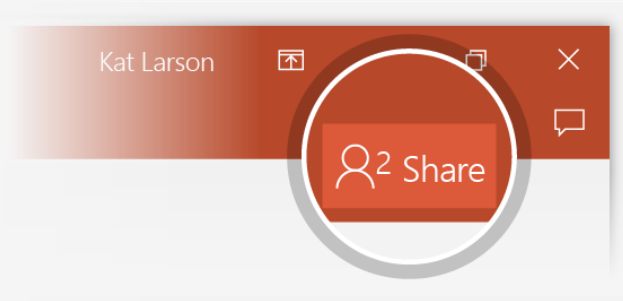
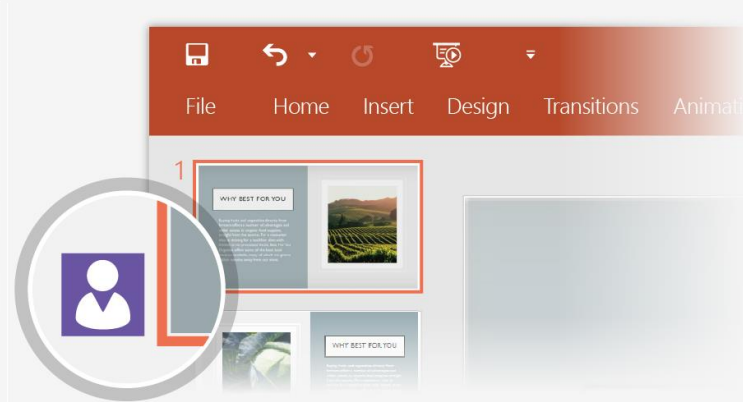**Hint: Effect Options** gives you even more options for **Morph**.

Working together in real time

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, or by using short-key Alt-ZS, 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...

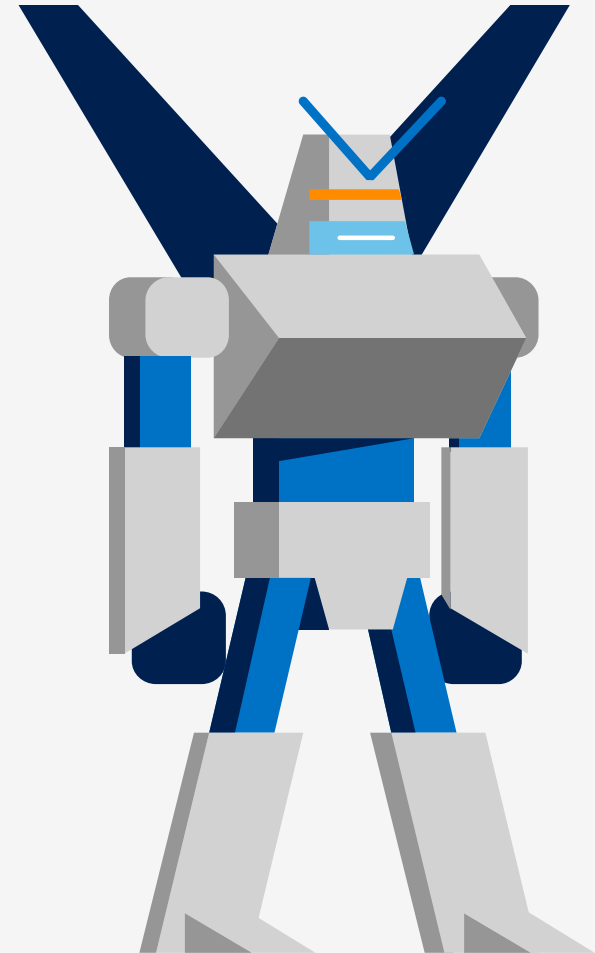**3** ...and the part of the slide they're editing.

You're an expert with Tell Me

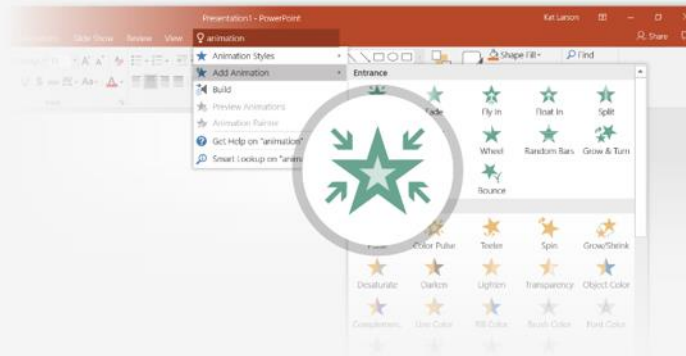The Tell Me box finds the right command when you need it, so you can save time and focus on your work.

Try it:

1 Select the Robot picture on the right.

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

> 💡 Tell me what you want to do...

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

SELECT ME
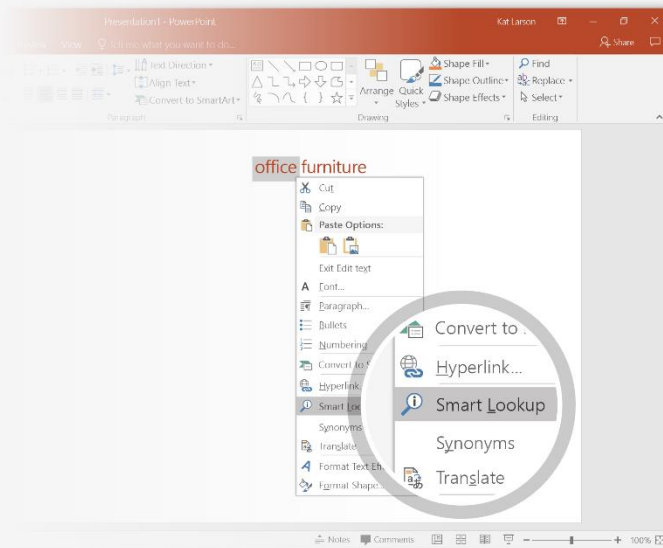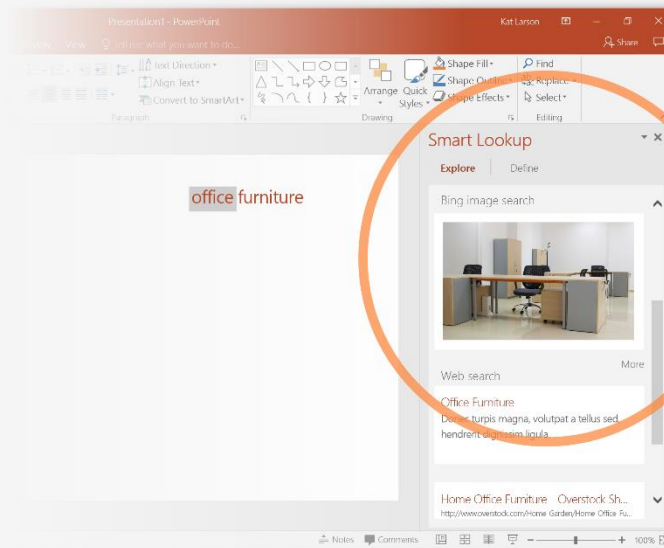
Explore without leaving your slides

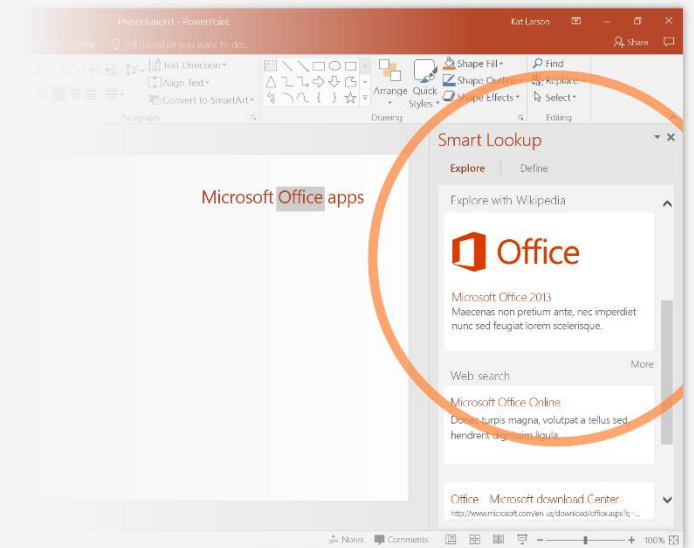Smart Lookup brings research directly in to PowerPoint.

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

Give feedback about this tour

SELECT THE ARROW WHEN IN SLIDE SHOW MODE

Try
start presentation
morph transition
change slide background
insert image from web
add online video