



Niagara
College
Canada
APPLIED DREAMS

Mobile: PowerPoint

Microsoft Quick Start

ITS (2017)

Quick Start Guide

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

Explore commands on the ribbon

Browse the ribbon to see what PowerPoint Mobile can do. Tap or click the tabs — it's up to you.

Name or rename your presentations

PowerPoint Mobile saves files automatically, so you can focus on your work. To change the name of a presentation, tap the title bar.

Get instant access to favorite commands

Find a command, get help, start a slide show, invite others to collaborate, and undo or redo recent 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.

Use visuals to make your pitch

Choose from dozens of shapes that help to tell your story visually — from basic shapes to flowcharts, arrows, and callouts.

Add slide notes

Display the Notes pane to keep important facts and figures at your fingertips.

Start the show

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

Add or review comments

Still drafting the perfect team presentation? Discuss your ideas in the Comments pane.

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.

Don't worry about saving

PowerPoint Mobile 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 saved, so you can continue right where you left off. To name or rename a presentation, tap its current name in the center of the title bar, and then type the name you want. PowerPoint Mobile will continue auto-saving with the new file name you entered.

Find your recent files

Whenever you start PowerPoint Mobile, the **Recent** list shows you presentations you've recently opened. To return to this list at any time, tap **File > Open** and then tap the presentation you want — or tap **Browse** to look for files not in the list.

Touch or click where you want

PowerPoint Mobile gives you the option to work in tablet mode on the go, or in laptop mode when you have a mouse and keyboard attached.

To add new text to a slide, tap **Insert > Text Box**, double-tap the box, and then start typing text. To edit existing text on a slide, double-tap its text box and type (or tap to select the text box, and then tap **Edit Text** on the menu that appears).

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.

Point out what's important

Use the built-in laser pointer to draw the attention of your audience to important parts of the presentation. On the **Slide Show** tab, tap **From Beginning** or **From Current Slide**, and then drag your finger over your touchscreen while presenting.

Keep your slide notes handy

The cornerstone of any good, factual presentation are the data that back up your points. Don't overwhelm your audience by front-loading every detail in your deck; instead, keep important facts and figures in the **Notes** pane for easy lookup.

Sketch out an idea

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 on the current slide, or tap **Ink Tools** next to it to change pens and colors.

Share work with others

PowerPoint Mobile lets you work privately on your own, but you can just as easily share your work with others. To give someone permission to view or edit your current presentation, tap **File > Share**, and then set the options you want.

Get other Quick Start Guides

PowerPoint Mobile is just one of the new mobile Office apps for your Windows 10 tablet or device. Visit <http://aka.ms/office-mobile-guides> to download our free Quick Start Guides for the mobile versions of Word, Excel, and OneNote.

Find a command or get help

Not sure where to find a command or setting? Tap the lightbulb icon in the upper right corner, 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 PowerPoint Mobile? Got suggestions for improvement? We want to hear from you! Tap **File > Feedback** and then follow the steps to submit your thoughts about the app directly to the product team. Thank you!

<https://support.office.com/en-us/article/Office-Mobile-Quick-Start-Guides-c957c048-00fa-4793-8b40-4f564f9d58c6>