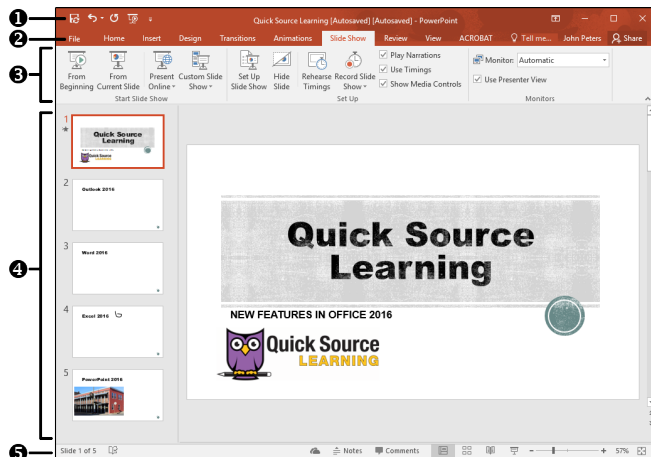


Getting Started



The PowerPoint Window

- 1 **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- 2 **Tab Bar** – contains tabs that display tools and commands in the ribbon.
- 3 **Ribbon** – contains groups of tools.
- 4 **Navigation Pane** – displays slide thumbnails or slide outlines.
- 5 **Status Bar** – contains slide show information and shortcuts.

NEW! Signing into OneDrive

OneDrive is Microsoft's free online cloud storage system associated with your Microsoft account. You can save different types of files and folders in OneDrive and access them from any computer or device with an Internet connection by simply signing in. To add additional accounts:

1. Click on the **File** tab.
2. Select **Account** in the left pane.
3. Click **Add a service** in the **Connected Services** section.
4. Select **Storage** from the drop-down menu.
5. Click **OneDrive**.

Note: In order for some features in PowerPoint 2016 to work, you will need to have the presentation you wish to work with saved on your OneDrive.

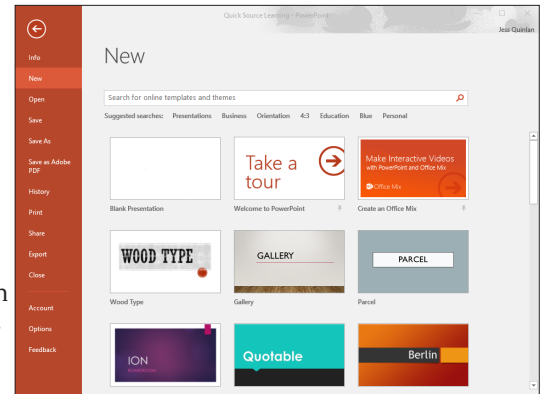
Using the Backstage View

The **Backstage** view replaces and expands on the **File** menu. The **Backstage** view allows you to quickly manage PowerPoint settings, such as **History**, **Sharing**, **Account**, and **Options**. It also allows you to save a file, open a file, or print the current file. To access the **Backstage** view, click on the **File** tab on the **Tab Bar**. Navigate by clicking shortcuts in the **Left pane**. Click the **Back** button to exit.

Creating a Presentation

You can create your own presentation from the ground up or select and customize an available template.

1. Click on the **File** tab.
2. Select **New** in the left pane.
3. From here, you can do one of the



following from the **Available Templates** pane:

- To select a blank presentation, select **Blank Presentation**.
- To use a default template, scroll down through the listed templates.
- To look through commonly searched templates, click the options in the **Suggested searches** space. Select **Presentations**, **Business**, **Orientation**, **4:3**, **Education**, **Blue**, or **Personal**.
- To search the web for a template, click in the **Search for online templates and themes** bar. Enter your search query and click the **Search** button.

Opening a Presentation

1. Click on the **File** tab.
2. Select **Open** in the left pane.
3. Select the location you would like to open from.
 - **Recent**: choose from a list of recently opened files organized by the date of access.
 - **OneDrive**: choose from a folder stored in the cloud.
 - **This PC**: choose from likely folders or click the **Navigate up** button to select another location on your computer.
 - **Add a Place**: select an additional location, such as an **Office 365** account or another **OneDrive** account.
4. *Optional*: If you aren't sure where your document is located, click the **Browse** button to search your folders.
5. Click the **Open** button.

Saving a Presentation

1. Click on the **File** tab.
2. Do one of the following:
 - To save the presentation, select **Save** from the left pane.
 - To save the presentation as another file format, select **Save As** in the left pane. Select the location where you would like to save your file, such as your **OneDrive** account. Click the arrow on the **Save as type** box and select a format from the resulting menu.
3. Enter a file name in the **File name** box.
4. Click the **Save** button.

*Note: To quickly save after the initial save, click the **Save** button on the **Quick Access** toolbar.*