Basic tasks in PowerPoint Online

Applies To: PowerPoint Online

With PowerPoint Online, you create presentations right in your Internet browser. They live in your OneDrive, and you can edit and share them online. Let's walk through the steps for creating a basic presentation:

Pick a theme

PowerPoint comes with "themes"—sets of professionally designed colors and layouts. Just pick a theme, and all your slides will follow that look.

1. On the **Design** tab, pick a theme.

2. Every theme has variations, so you can choose from a variety of color schemes in the **Variants** group.

Pick a layout for your slides

Each slide layout has placeholders for text, pictures, charts, shapes, and more. Pick the layout that works best with the content you plan to present.

1. On the **Home** tab, click **Layout** in the **Slides** group.
2. Pick the slide layout you want, and then click **Change layout**.
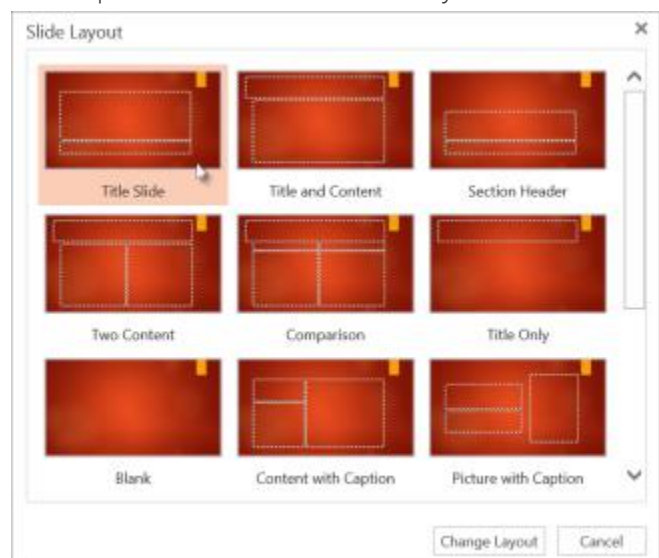
Add text

To add text to your slide, click inside a text placeholder and start typing.

For text bullets, place your cursor in the line of text, and on the **Home** tab, pick a bullet style in the **Paragraph** group.
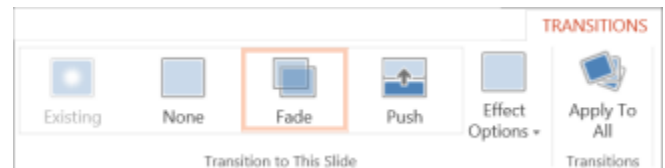
Add a picture

1. On the **Insert** tab, click **Picture**.
2. In the **Choose File to Upload** box, find a picture, and click **Open**.

Add transitions between slides

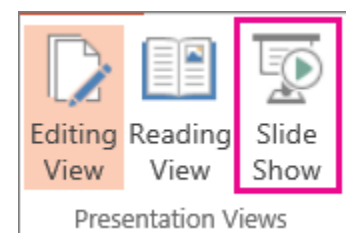For smooth, animated shifts between slides, add transitions.

1. On the **Transitions** tab, pick a transition.
2. To apply the transition to all the slides in your presentation, click **Apply To All**.

Present your slide show

You can run your PowerPoint Online presentation with an Internet connection and a web browser.

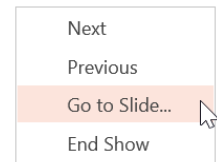To start your slide show, on the **View** tab, click **Slide Show**.

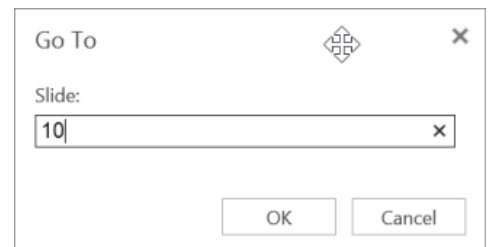To manage your slide show, go to the controls in the bottom, left corner and do the following:

- Click **Back** to go to the previous slide
- Click **Next** to go to the next slide
- Click **Exit** to get out of Slide Show View.

To go to any slide in the presentation, right-click the slide, and click **Go to Slide**.

Enter the slide number in the **Slide** box and click **OK**.

Share your presentation online

As you work on your presentation in OneDrive, you might want to share it so other people can see it or work on it with you.

1. In PowerPoint Online, click the **Share** ![SHARE] tab.
2. Under **Invite People**, type the names and email addresses of the people you want to view the presentation, and type a message.
3. To set the read and write permissions:
   - To give others read-only access to your presentation, click the down arrow and choose **Can view**.

   - To give others read and write access to your presentation, click the down arrow and choose **Can edit**.
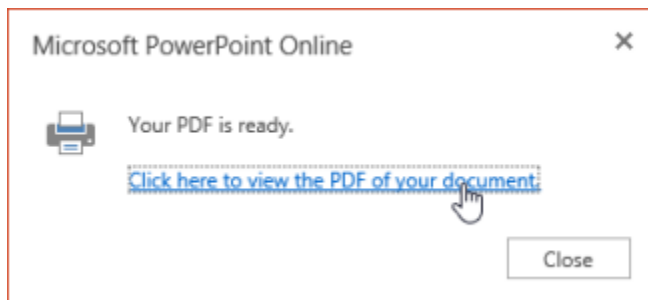4. Click **Share**.
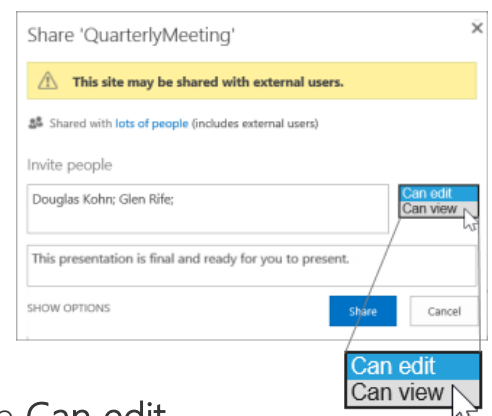
Print your slides

You can print your slides and use them as handouts, or you can add your speaker notes to them and use them as a visual aid when you present.

1. On the **File** tab, > **Print**, > **Print to PDF**.

2. To see the presentation when it's been converted to PDF, click **Click here to view the PDF of your document**.

3. Use your printer's options and settings to choose the print layout options you want and print your presentation.

Tip: The PDF file opens in a new window. You can close it when you are finished printing.