# What is PowerPoint?

PowerPoint is an application that allows users to create, edit, format and present slideshows. It is available in two modes: an online version available through www.office.com, which allows you to collaborate with others in real-time and complete basic slideshow functionalities in a web browser; and the PowerPoint 2016 and PowerPoint 365 desktop versions, which provide a wider selection of features. PowerPoint files saved on SharePoint Online or OneDrive can also be used to collaborate with others in real-time through the PowerPoint 365 desktop application.

# How to access PowerPoint Online?

Via the official Microsoft 365 website

Visit office.com, select the "App launcher" waffle in the top left-hand corner, and select the PowerPoint icon.

You may be required to sign in using your ESDC credentials if this is your first-time accessing Microsoft 365.

# How do I access PowerPoint via Microsoft Teams?

Open Teams Desktop Application

Open the Microsoft Teams application by selecting the Teams icon on your desktop.

Alternative: Select the Start / Windows icon located at the bottom left of your screen. &gt; Scroll to the "M" section and select "Microsoft Teams."

# How do I open Teams in a Web Browser?

Visit www.office.com

Select the Teams icon on the left side pane.

Files:

Select the "Files" icon found at the bottom of the left side pane.

Select and open the PowerPoint file that you want from the available lists.

Once the PowerPoint file has opened in Teams, select the ellipses (three dots) at the top right of the window

From the dropdown menu, select Open in Browser.

# How do I Open PowerPoint 2016 (Desktop) or PowerPoint 365 (Desktop) from PowerPoint Online?

From PowerPoint Online, navigate to the Editing drop-down menu located at the top center of the window.

From the drop-down menu, select Open in Desktop App.

# How do I Open PowerPoint 2016 (Desktop) or PowerPoint 365 (Desktop)?

To open PowerPoint 2016:

Select the Microsoft Windows icon visible on the bottom left corner of the desktop toolbar.

Apps will be arranged alphabetically in a scroll bar menu. Scroll down to the "M" section and select the &lsquo;Microsoft Office 2016&rsquo; folder.

Then select the &lsquo;PowerPoint 2016&rsquo; application from the folder.

To open PowerPoint 365:

Select the Microsoft Windows icon visible on the bottom left corner of the desktop toolbar.

Apps will be arranged alphabetically in a scroll bar menu. Scroll down to the &ldquo;P&rdquo; section and select the PowerPoint application to open PowerPoint 365.

# What are Restrictions for PowerPoint?

You can only access PowerPoint Online and M365 in the following ways:

On a managed government furnished laptop or tablet

On a managed government furnished mobile phone that can access work email

On a personal laptop connected to AppGate

On a personal laptop connected to the Secure Access Virtual Environment-Desktop (SAVE-D)

Visit the Restricted Devices page for more information.

Use the Right Version for the Job: Differences between PowerPoint Online, PowerPoint 2016 and PowerPoint 365

The key differences between PowerPoint Online, PowerPoint 2016 and PowerPoint 365 include:

# What Differences can I expect from PowerPoint Online?

PowerPoint Online is best suited when only basic slideshow functionalities are required, and network connectivity is not preferred or available.

For more advanced features, use PowerPoint Online's Open in Desktop App option.

PowerPoint Online does not have the full features available to the PowerPoint desktop application, and some functions work differently between the two versions.

# What is PowerPoint Online Features?

Collaborating live on a document (e.g., simple edits).

Adding or viewing comments quickly.

Mentioning a colleague in a comment to get their attention or to assign them a task.

Catching up on changes made to a document.

Save your work in real-time to the cloud.

Communicate with Chat or Comments.

Supported File formats: PowerPoint Presentation (.pptx), PowerPoint Show (.ppsx), OpenDocument Presentation (.odp), and Password files.

PowerPoint 2016 (Desktop)

What Differences can I expect from PowerPoint 2016 (Desktop)?

PowerPoint 2016 is a standalone desktop application and can be used to create initial drafts of your slideshow presentation. However, PowerPoint 2016 is outdated and not receiving mainstream support, as such, ESDC will be decommissioning it.

What are Features of PowerPoint 2016 (Desktop)?

The Desktop version offers the full advanced capabilities of Microsoft PowerPoint.

Viewing and editing shapes, images, tables, or complex formatting.

Utilize add-ons for additional functionality.

Notifications when you open a changed file.

Tracking changes: Revisions by others are highlighted.

See previous versions of the file.

File formats that are supported in PowerPoint

PowerPoint 365 (Desktop)

What Differences can I expect from PowerPoint 365 (Desktop)?

PowerPoint 365 is a standalone desktop application that provides the latest accessibility and presentation features to elevate your work. It also enables peer collaboration when users interact with files saved on OneDrive or SharePoint Online. Additionally, PowerPoint 365 is part of the Microsoft 365 Apps for Enterprise (MAFE) desktop suite, which is subscription-based, making it a Software as a Service (SaaS), providing regular feature updates.

# What are Features of PowerPoint 365 (Desktop)?

Present in Teams

Design Ideas

Morph Transition, Animated GIF Creator &amp; Video Creator

Summary Zoom

Icons/3D Models/Media Content

Real-time collaboration

# What are New Features in PowerPoint Online?

A list of current features available to PowerPoint Online can be found on PowerPoint for the web.

ESDC PowerPoint Online Training Video Resources

Office Online Training Series

Office Online Training - Episode 4: PowerPoint Online

# Where can I find PowerPoint 2016 - Frequently Asked Questions?

For guidance, frequently asked questions, as well as tips and tricks, visit the PowerPoint 2016 page.

# Where can I find PowerPoint Training?

Disclaimer: The guidance and resources below are hosted by Microsoft and will include additional learning paths or hyperlinks. Once you have reviewed the guidance offered below, return to this page to ensure you consult approved ESDC learning resources.

For short video tutorials on key features in PowerPoint Online, visit Microsoft's Get to know PowerPoint for the web video training page. You will find tutorials on everything in PowerPoint, including the basics, designing presentations, adding images and presenting.

Below you will find a reading list to help you get started using PowerPoint Online and PowerPoint 365 (Desktop).

Basics

Create and open a presentation in PowerPoint for the web

PowerPoint for the web

Get to know PowerPoint for the web

Introduction to PowerPoint Web App

Create a presentation in PowerPoint for the web

Get started with PowerPoint for the web

Basic tasks in PowerPoint for the web

Share and collaborate with PowerPoint for the web

Work together on PowerPoint presentations

Feature Availability across Office for the web plans

What's new in Office for the Web

Switch between Online and Desktop apps

Work seamlessly between Office for the web and Office

desktop applications page

Design a presentation with PowerPoint for the web

Share and collaborate with PowerPoint for the web

Save a copy of your presentation with PowerPoint for the web

Save PowerPoint presentations as PDF files

File formats that are supported in PowerPoint

How certain features behave in web-based PowerPoint

Compare PowerPoint features on different platforms

Where are the menus and toolbars?

Customize the Quick Access Toolbar

Slides and Layouts

Designing slides

Using templates in PowerPoint for the web

Add, rearrange, duplicate, and delete slides in PowerPoint

Apply a slide layout

Design a presentation with PowerPoint for the web

Add and format in PowerPoint for the web

Change the page orientation in PowerPoint between landscape and portrait

Organize your PowerPoint slides into sections

Add, change, or remove transitions between slides

Change the background of your slides in PowerPoint for the web

Edit page numbering, footers, and headers for Handouts in PowerPoint

What is a slide master?

Customize a slide master

Text and Tables

Add a hyperlink to a slide

Add, change, hide, or delete comments in a presentation

Check spelling and grammar in PowerPoint for the web

Add a table to a slide

Copy and paste in PowerPoint for the web

Add slide numbers, page numbers, or the date and time

Create and format a table

Insert a linked Excel chart in PowerPoint

Import a Word outline into PowerPoint

Split a table over two slides

Pictures Animation, Video, Audio, and Graphics

Insert a picture in PowerPoint

Insert WordArt

Insert pictures, shapes, and more

Animations and transitions

Animate text or objects

Use the Morph transition in PowerPoint

Animation effects available in PowerPoint for the web

Insert a video from YouTube or another site

Insert icons

Add or delete audio in your PowerPoint presentation

Record your screen in PowerPoint

Put a background picture on your slides

Use charts and graphs in your presentation

Apply an artistic effect to a picture

Add SmartArt to a slide

Presenting

Present your slide show

Use Presenter View in PowerPoint

Create a presentation with others

When you're ready to present

Create a self-running presentation

Rehearse and time the delivery of a presentation

Record a slide show with narration and slide timings

Give a presentation in PowerPoint for the web

Add speaker notes to your slides

Print your PowerPoint slides, handouts, or notes

Record a slide show with narration and slide timings

PowerPoint 365 (Desktop)

Present from PowerPoint in Microsoft Teams

Create professional slide layouts with Designer

Use the Morph transition in PowerPoint

Use zoom for PowerPoint to bring your presentation to life

Insert images, icons, and more in Microsoft 365

# Where can I find Departmental Templates for PowerPoint?

Official ESDC PowerPoint Templates

Please visit the Templates Intranet page for a list of official department Presentation, and Letterhead templates.

# What are Information Management Best Practices for PowerPoint?

For advice and guidance on managing information, please reference the Information Management page.

# What Information Classification does PowerPoint fall under?

ESDC received Protected B certification for select M365 applications.

Before using an M365 application for Protected B information, refer to the interim guidance.

# Where can I access Technical Support for PowerPoint?

All requests for Microsoft 365 technical support should be submitted to the National Service Desk (NSD).

This includes, but is not limited to issues related to:

Login or access

Applications not working properly

File syncing

Audio and video

# Where can I access Non-Technical Support for PowerPoint?

The Microsoft 365 Community of Practice is a group of more than 500 employees at ESDC. It includes a sub-community of volunteer Super Users that can help you and your colleagues learn to use PowerPoint and other applications.

This includes, but is not limited to:

Training and learning

Applications not working properly

Demonstrations

Non-technical assistance with M365 features

Connect with them by asking a question about PowerPoint in the Microsoft 365 Help team.