



# Helpful Tips for Using Microsoft PowerPoint

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# MS PowerPoint

## Get Started

[Create a Presentation](#)

[Save](#)

[Design](#)

[Share and Collaborate](#)

[Give a Presentation](#)

## Collaborate and Share

[Save PowerPoint presentations as PDF files](#)

[Share your PowerPoint presentation with others](#)

[Remove hidden data and personal information by inspecting presentations](#)

[YouTube: Learn how to share and co-author with Microsoft Creators \(English only\)](#)

[Work together on PowerPoint presentations on your PC](#)

[Share and co-author a presentation by using PowerPoint for the web](#)

[YouTube: Learn how to share and co-author with Microsoft Creators \(English only\)](#)

[Add, change, hide, or delete comments in a presentation](#)

[Track changes in your presentation](#)

[Add or remove a digital signature in Office files](#)

[Digital signatures and certificates](#)

## Templates

[Apply a template to your presentation](#)

[Create and save a PowerPoint template](#)

[What is a slide master?](#)

[Where are my custom templates?](#)

[Create or customize a slide master](#)

[Copy and paste a slide master from one presentation to another](#)

## Backgrounds and Themes

[Format the background color of slides](#)

[Create your own theme in PowerPoint](#)

[Add color and design to my slides with themes](#)

[Combining colors in PowerPoint – Mistakes to avoid](#)

[Save a slide design \(theme\) as a template](#)

[Use multiple themes in one presentation](#)

[Slide design with PowerPoint Designer](#)

[YouTube: Learn slide design with Microsoft Creators \(English only\)](#)

## Watermark

[Add a text 'DRAFT' watermark to the background of slides](#)

[Add a background picture \(or watermark\) to slides](#)

[Add a watermark to a photo with PowerPoint](#)

## Headers and Footers

[Edit page numbering, footers, and headers for Handouts](#)

[Edit page numbering, footers, and headers for Notes](#)

[Insert or change the slide numbers, date, or footer on Slides](#)

[Change the fonts in a footer on a slide](#)

[Why can't I select and change the text in the footer?](#)

[\(PowerPoint for Mac\) Add a logo, company name, or header or footer text to handouts](#)

## Animate Slides

[Animate text or objects](#)

[Apply multiple animation effects to one object](#)

[Change, remove, or turn off animation effects](#)

[Make words appear one line at a time](#)

[Add a motion path animation effect](#)

[Change the playing order of your animation effects](#)

[Animate a picture on your slide](#)

[Animate a set of objects as a group](#)

[Add an animated GIF to a slide](#)

[YouTube: Learn animation with Microsoft Creators \(English\)](#)

## Transitions

[Add, change, or remove transitions between slides](#)

[Set the speed and timing of transitions](#)

[Using the Morph transition in PowerPoint](#)

[Use Zoom for PowerPoint to bring your presentation to life](#)

[YouTube: Learn animation with Microsoft Creators \(English only\)](#)

## Audio & Video

[Add audio to your PowerPoint presentation](#)

[Add and play a video in a presentation](#)

[Video and audio file formats supported in PowerPoint](#)

[Play music for the duration of your slide show](#)

[Add an animated GIF to a slide](#)

[Why can't I embed a video in PowerPoint?](#)

[Record a slide show with narration and slide timings](#)

[Play music or other sounds automatically when a slide appears](#)

[Insert or link to a video on YouTube](#)

[YouTube: Learn about video and audio with Microsoft Creators \(English only\)](#)

## Pictures & Charts

[Add clip art to your file](#)

[Insert a picture from your computer](#)

[Crop a picture](#)

[Rotate a picture or other object](#)

[Draw a picture by combining and merging shapes](#)

[Insert a screenshot](#)

[Where is Picture Manager?](#)

[Create an organization chart](#)

[Create an organization chart in PowerPoint using a template](#)

[Use charts and graphs in your presentation](#)

[Insert a linked Excel chart in PowerPoint](#)

[Create a timeline](#)

[YouTube: Learn about pictures, graphics, and charts with Microsoft Creators \(English only\)](#)

[YouTube: Learn how to make infographics with Microsoft Creators \(English only\)](#)

## Tables

[Add a table to a slide](#)

[I want to animate individual cells, rows, or columns in my table](#)

[Change the look of a table](#)

[Add or delete table rows and columns](#)

[Add a border to a table](#)

[Move or resize a table](#)

[YouTube: Learn text and tables with Microsoft Creators \(English only\)](#)

## Present and Print

[Print slides with or without speaker notes](#)

[Print your PowerPoint slides or handouts](#)

[Workaround for printing slides without white edges](#)

[Create a self-running presentation](#)

[View your speaker notes privately, while delivering a presentation on multiple monitors](#)

[Start the presentation and see your notes in Presenter view](#)

[Turn your mouse into a laser pointer](#)

[Add speaker notes to your slides](#)

[Print speaker notes](#)

[Rehearse and time the delivery of a presentation](#)

[YouTube: Learn how to present slideshows with Microsoft Creators \(English only\)](#)

[YouTube: Learn how to plan your presentation with Microsoft Creators \(English only\)](#)

## Slides

[Add, rearrange, and delete slides](#)

[Change the size of your slides](#)

[Change the page orientation of your PowerPoint presentation](#)

[Can I use portrait and landscape slide orientation in the same presentation?](#)

[Reuse \(import\) slides from another presentation](#)

[Organize your slides into sections](#)

[Select individual objects on a slide](#)

[YouTube: Learn slide design with Microsoft Creators \(English only\)](#)

## Text

[Wrap text around a circle or other shape](#)

[Add a hyperlink to a slide](#)

[Format text as superscript or subscript](#)

[Clear all text formatting](#)

[Change the color of hyperlink text](#)

[Highlight your text](#)

[Change the color of text on a slide](#)

[YouTube: Learn text and tables with Microsoft Creators \(English only\)](#)

[YouTube: Learn slide design with Microsoft Creators \(English only\)](#)