PowerPoint 2010 to Office 365 for business

Office

Make the switch

Microsoft PowerPoint 2013 looks different from previous versions, so here's a brief overview of new features and important changes.

Find what you need
Choose any tab on the ribbon to display its buttons and commands.

Use contextual tabs
Some ribbon tabs appear only when you need them. For example, when you insert or select a picture, the **Picture Tools Format** tab appears.

See more options
Choose this arrow to expand and see additional options.

Manage your presentations
Choose the **File** tab to open, save, print, and manage your presentations.

Show the content you want
Switch views or show or hide notes and comments.

Get help
Choose **?** or press **F1** for more help.
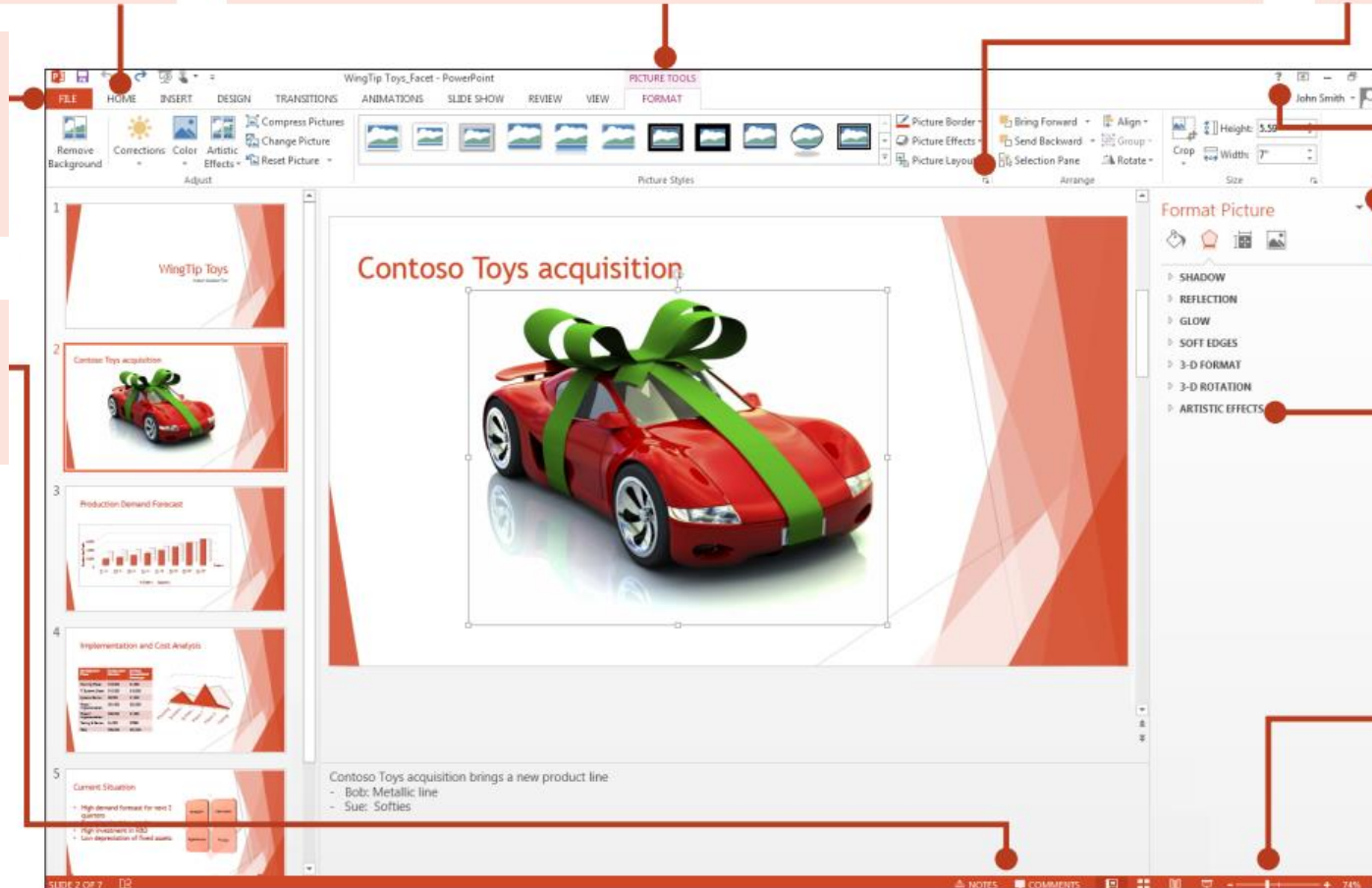
Need more space?
Choose the chevron or press **CTRL+F1** to hide or show the ribbon.

Use the Format pane
Use this handy pane to apply advanced formatting to pictures, video, SmartArt, shapes, and other objects.

Zoom in and out
Slide this bar to the left or right to zoom in or out on slide details.

Microsoft

What is Office 365 for business?

Just as Office 2010 was a suite of desktop apps, your Office 365 for business subscription gives you a suite of powerful online services—including the latest version of Office desktop apps. Office 365 lets you:

- Install Office desktop apps on as many as five computers.
- Create, view and edit documents from anywhere using Office Online.
- Work offline and your changes automatically sync when you're back online.
- Use mobile Office apps on your Windows Phone, Android, iPad, or iPhone.

How do I use PowerPoint in Office 365?

You can use the PowerPoint 2013 desktop app, PowerPoint Online, or device-specific PowerPoint apps. So how do you decide which to use? If you're using a computer, PowerPoint 2013 has the most features. On a device, the PowerPoint mobile app has the most features. However, for many tasks, the web-based PowerPoint Online may meet your needs.

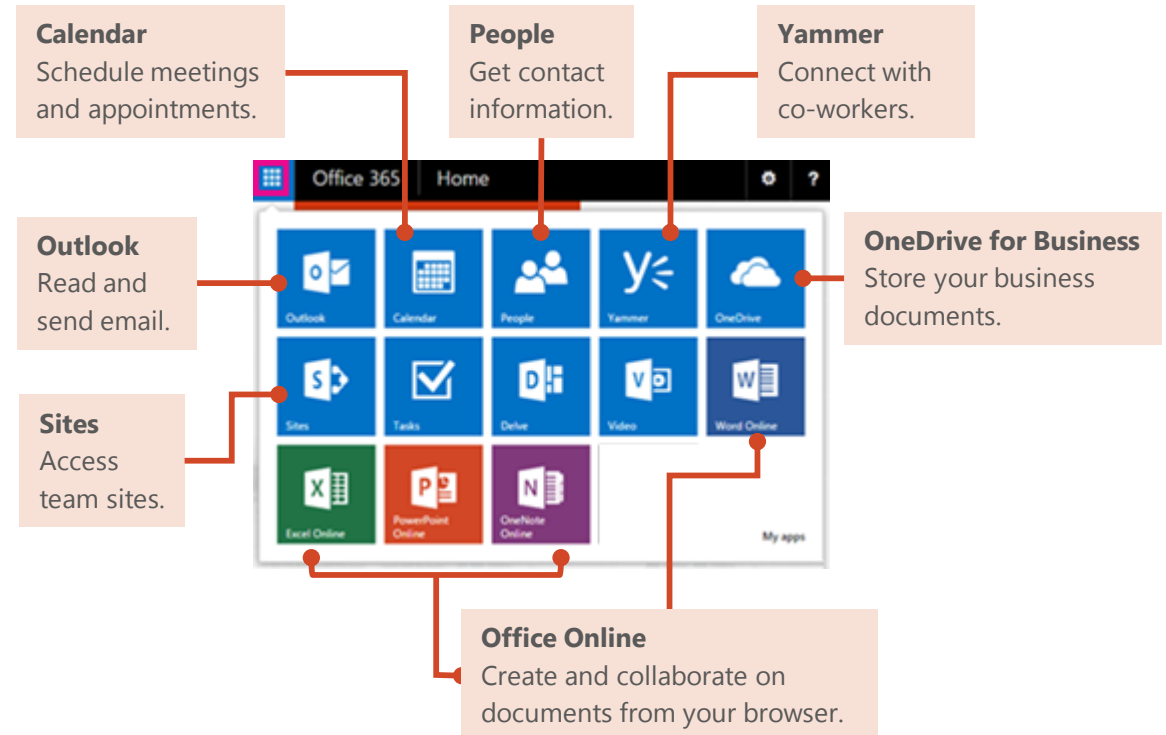|	PowerPoint 2013*	PowerPoint Online	PowerPoint mobile app
Use it if	• Your Office 365 plan includes it. • You want offline access.	You need a quick way to read and make simple edits.	You want the most editing features available on your device.
Runs on	Laptop and desktop computers	Your browser	Specific devices
How to get it	Comes with some, but not all Office 365 plans (*Word 2011 for Mac)	Browse from OneDrive or Sites	Windows Phone iPad iPhone Android phone and tablet

How do I sign in to Office 365?

1. From your web browser, go to https://portal.office.com.
2. Enter your work or school account and password, and then choose **Sign in**. For example:
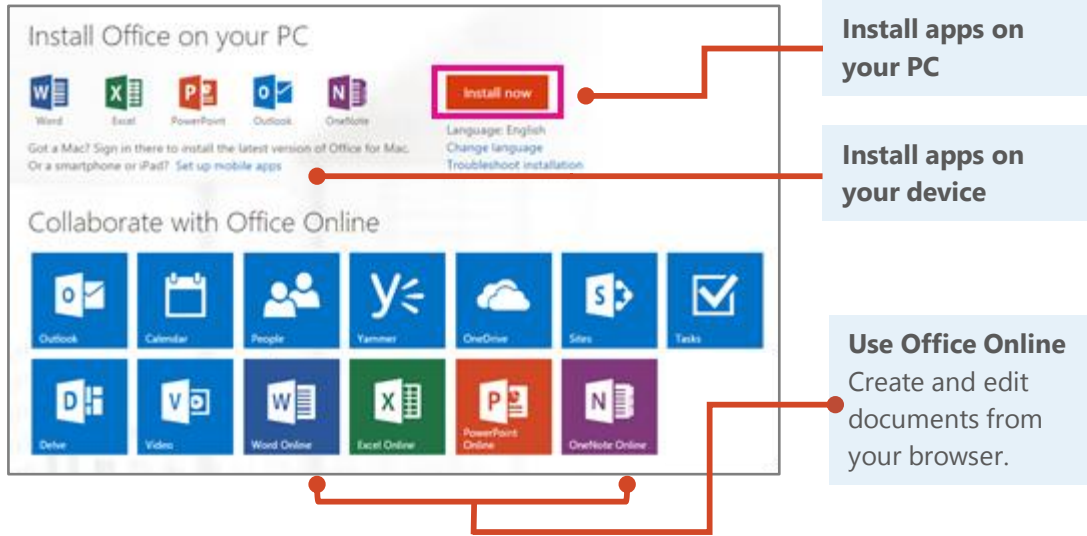   j.doe@contoso.com   or   j.doe@contoso.onmicrosoft.com

Find your way around

From anywhere in Office 365, click the app launcher ⊞ for quick access to all services, including all the Office Online apps:

Calendar
Schedule meetings and appointments.

People
Get contact information.

Yammer
Connect with co-workers.

Outlook
Read and send email.

OneDrive for Business
Store your business documents.

Sites
Access team sites.

Office Online
Create and collaborate on documents from your browser.

Install Office 2013 desktop apps

If Office is not already on your computer, you can install it from Office 365.

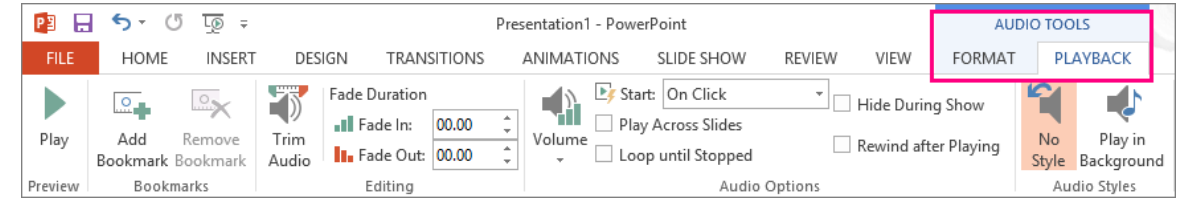1. Sign in to Office 365, and then choose **Install now**.

Install apps on your PC

Install apps on your device

Use Office Online
Create and edit documents from your browser.

2. Choose **Run**, and then follow the rest of the installation instructions.

For more information, see Install Office using Office 365 for business (http://go.microsoft.com/fwlink/p/?LinkId=272460).

What's new on the PowerPoint 2013 ribbon?

Some tabs are contextual and appear only when you need them. For example, when you insert or select an audio file, you'll see the **Audio Tools Format** and **Playback** tabs. You now have specific options for audio files. Other contextual tabs appear when working with video, charts, and pictures.

You can apply and see changes to the theme of your entire presentation with the **Design** tab. And you have more control of the color scheme with the **Variants** group.
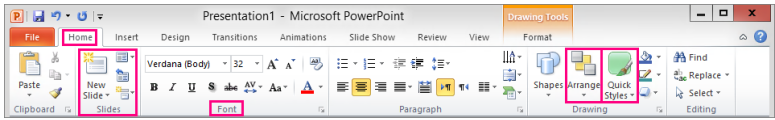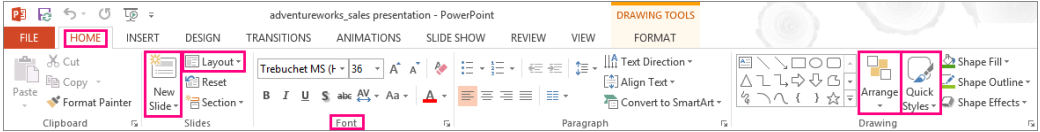

Variants
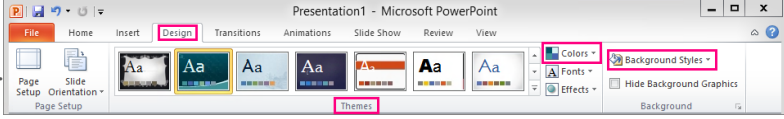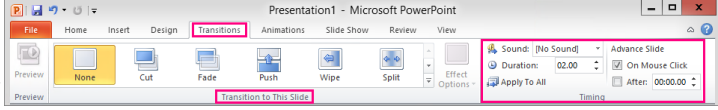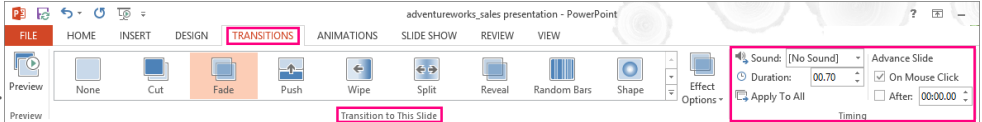Change theme colors.

Widescreen
The new default slide size.

It's a whole new perspective with PowerPoint as your presentations now use the new widescreen size by default. If you need to display on an older projector or monitor, you can change the size.
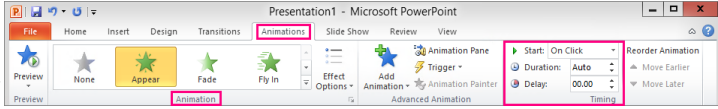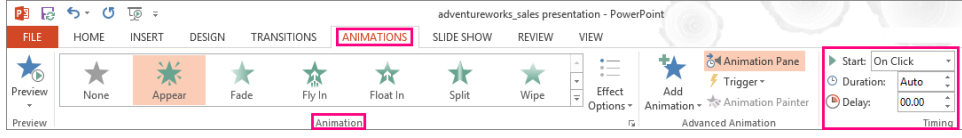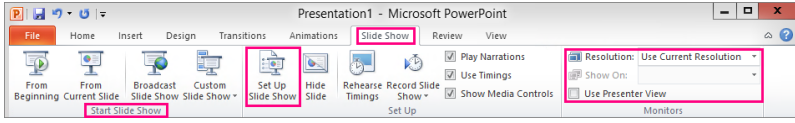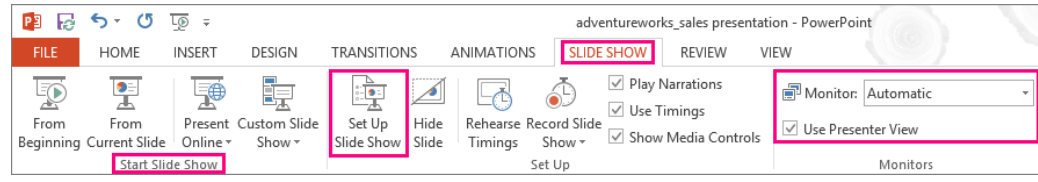
Microsoft

Things you might be looking for in PowerPoint 2013

Use the list below to find some of the more common tools and commands in PowerPoint 2013.

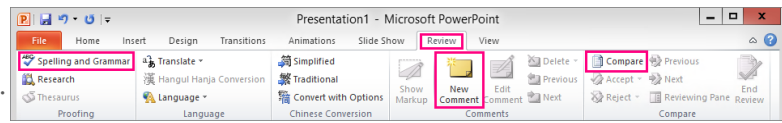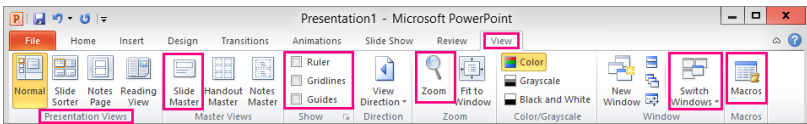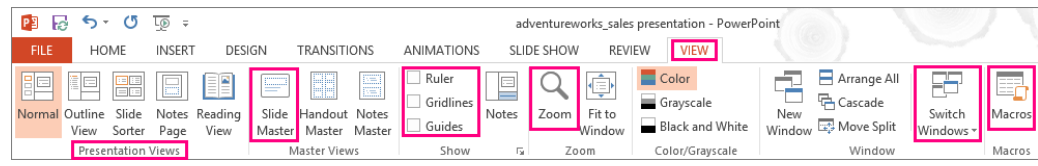| Task	In PowerPoint 2010	In PowerPoint 2013
Create, open, save, print, export, convert, or protect presentations	Click **File** and then the option.	Choose **File** and then the option.
Add slides, apply a layout, change fonts, align shapes, or apply Quick Styles	Click **Home**.	Choose **Home**.
Insert tables, pictures, shapes, SmartArt, charts, comments, header and footer, WordArt, video, and audio	Click **Insert**.	Choose **Insert**.
Apply a theme, change the color of a theme, change the slide size, or change the background of a slide	Click **Design**.	Choose **Design**.
Apply or adjust the timing of a transition	Click **Animations**.	Choose **Transitions**.

Things you might be looking for in PowerPoint 2013 *(continued)*

Use the list below to find some of the more common tools and commands in PowerPoint 2013.

Task	In PowerPoint 2010	In PowerPoint 2013
Apply or adjust the timing of an animation	Click **Animations**.	Choose **Animations**.
Start a slide show, set up a slide show, specify monitors for use with Presenter view	Click **Slide Show**.	Choose **Slide Show**.
Check spelling, enter and review comments, or compare presentations	Click **Review**.	Choose **Review**.
Change views, edit a master view, show grids, guides, and rulers, zoom in, switch between PowerPoint windows, and use macros	Click **View**.	Choose **View**.

Creating and saving presentations

No matter if you start from your PowerPoint desktop app or from Office 365, you can create a presentation and then store it in your OneDrive for Business or SharePoint document library.

Create a presentation using PowerPoint 2013

PowerPoint 2013 provides templates you can use to create new presentations or you can start with a blank presentation. You can also learn more from the [PowerPoint 2013 Quick Start Guide](http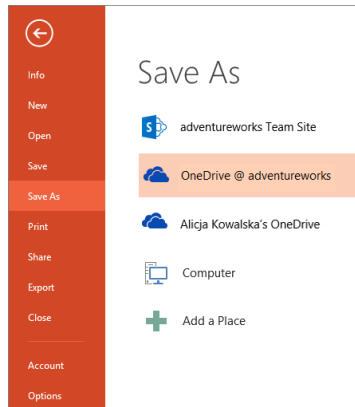://go.microsoft.com/fwlink/p/?LinkId=272047) (http://go.microsoft.com/fwlink/p/?LinkId=272047).
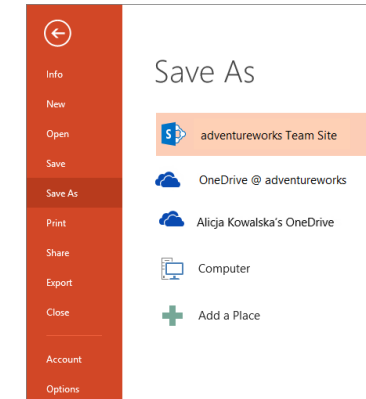

Save to OneDrive for Business

OneDrive for Business is your online file storage. Presentations saved here are private unless you share them with others. Plus, you can access them from almost anywhere on almost any device.

Save to a SharePoint document library

By default, SharePoint sites include a document library. You can save your presentation here. Anyone with access to that site can see and work with you on presentations and other Office documents.

Create a new presentation from Office 365

You don't need the PowerPoint desktop app to create a new presentation. If you've got OneDrive for Business or a SharePoint document library, you can create a new presentation from there. PowerPoint Online provides the basic tasks and automatically saves your presentation to that location.

1. Choose the app launcher ⊞, and then choose **OneDrive** or **Sites**.

2. Choose **New**.

3. Choose **PowerPoint presentation**.

Microsoft

Opening and deleting presentations

You'll notice differences when you first open PowerPoint 2013. You can choose from the list of available templates, your **Recent** presentations with their location, or **Open Other Presentations** to get to your OneDrive for Business and team site document libraries.

Open a presentation from PowerPoint 2013

Choose the location of your presentation, and then open it.
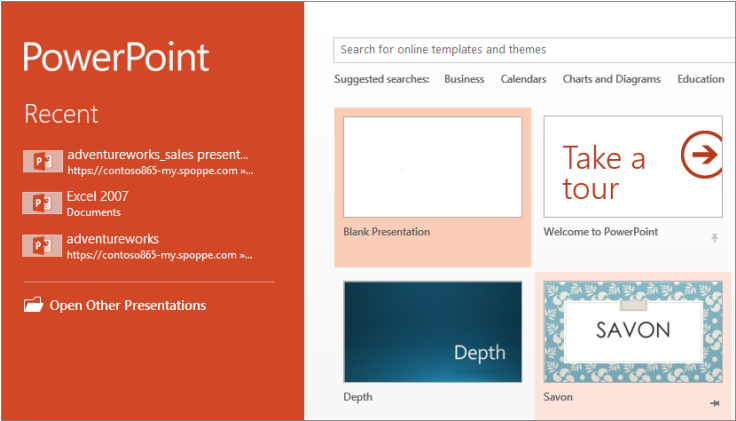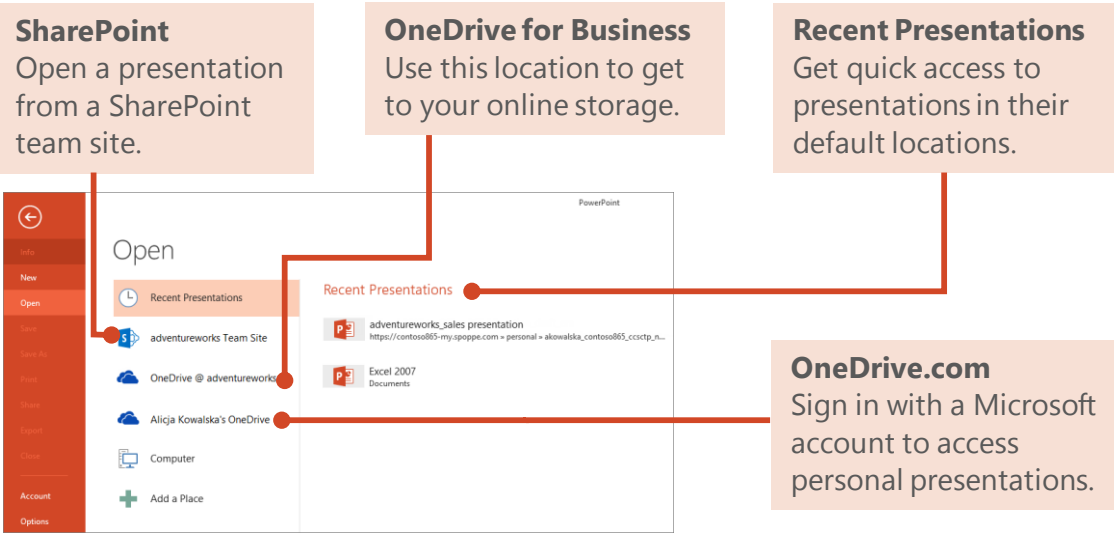
SharePoint
Open a presentation from a SharePoint team site.

OneDrive for Business
Use this location to get to your online storage.

Recent Presentations
Get quick access to presentations in their default locations.

OneDrive.com
Sign in with a Microsoft account to access personal presentations.

Open a presentation from Office 365

Quickly open a presentation from OneDrive for Business or a SharePoint team site.

PowerPoint 2013
Select a presentation and then choose **Edit** to open in PowerPoint 2013.

PowerPoint Online
Choose the presentation name to automatically open it for basic editing in PowerPoint Online.

Delete a presentation from Office 365

Deleting presentations from OneDrive for Business or a SharePoint is just as simple.

1. Select the presentation you want to delete.

2. Choose **Manage.**

3. Choose **Delete**.

Microsoft

Working offline with PowerPoint

Need to work somewhere without an Internet connection? You can sync documents or entire folders to your computer before you go. When you're back online, your changes will automatically sync.
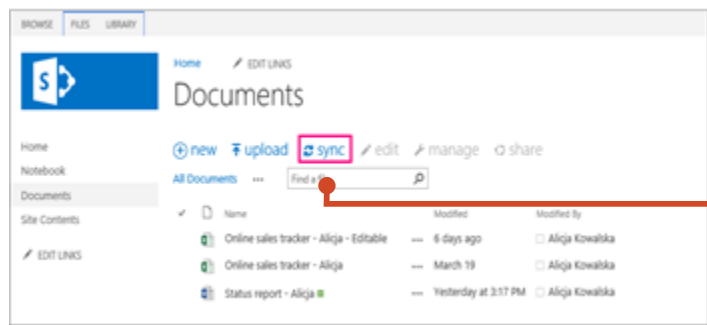
Sync a library

You can sync the entire library of your OneDrive for Business and SharePoint team site.

1. Choose the app launcher ⊞, and then choose **OneDrive** or **Sites**.

2. Choose **Sync**.

Sync a document or folder

You can sync only the presentations or folders you're working on.

1. Choose the app launcher ⊞, and then choose **OneDrive** or **Sites**.

2. Select a document or folder.

3. Choose **Sync**.

How does sync work?

The first time sync, it takes a little longer to download your documents on your desktop or other device. You can now work offline without losing your changes or juggling multiple copies.

Anytime you make a change, those changes are automatically uploaded.

After you sync OneDrive for Business or a team SharePoint site, you get an associated folder on your device Favorites with the documents you have synced.

OneDrive for Business
Lists the documents in your OneDrive for Business library.

Your desktop
Shows the location containing copies of the documents you synced from your OneDrive for Business library.

Microsoft

Working with others

Share presentations

Wherever your presentation is stored, you can share it with others—whether they're part of or outside of your organization. When you share, the people who need to review or edit get an email with a link to the presentation. With just a quick click, reviewers can open it from nearly anywhere and on practically any device.

1. Select a presentation.

2. Choose **Share**.

3. Enter reviewer's name or email address.

4. Choose **Share**.

OneDrive @ adventureworks
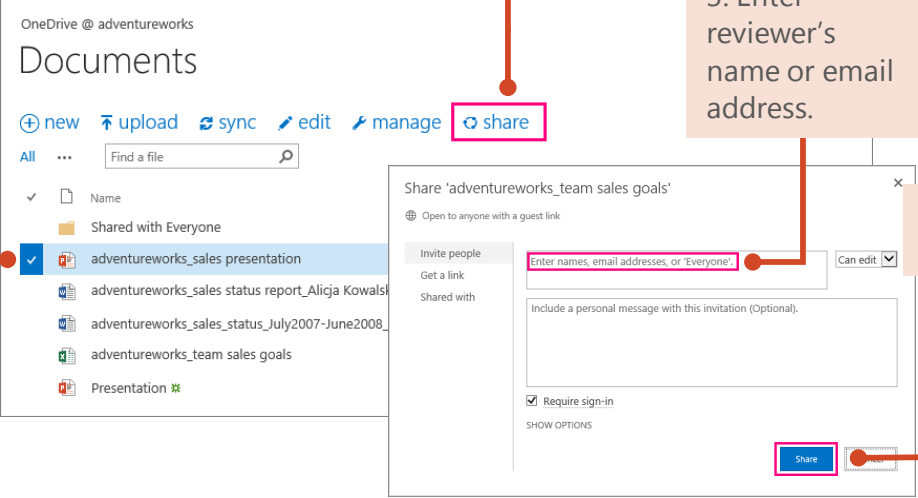
Documents

⊕ new ⬆ upload 🔄 sync ✏ edit 🔧 manage 🔄 share

All ⋯ Find a file

☑ Name
    📁 Shared with Everyone
✔ 📊 adventureworks_sales presentation
    📄 adventureworks_sales status report_Alicja Kowalsk
    📄 adventureworks_sales_status_July2007-June2008_
    📊 adventureworks_team sales goals
    📊 Presentation ❉

Share 'adventureworks_team sales goals'

⊕ Open to anyone with a guest link

Invite people
Get a link
Shared with

Enter names, email addresses, or 'Everyone'.   Can edit ▾

Include a personal message with this invitation (Optional).

☑ Require sign-in
SHOW OPTIONS

Share

PowerPoint Online

Does a coworker not have PowerPoint on their computer? Or do they use a Mac? Not a problem! With PowerPoint Online, you can do basic co-edits in the same presentation at the same time.
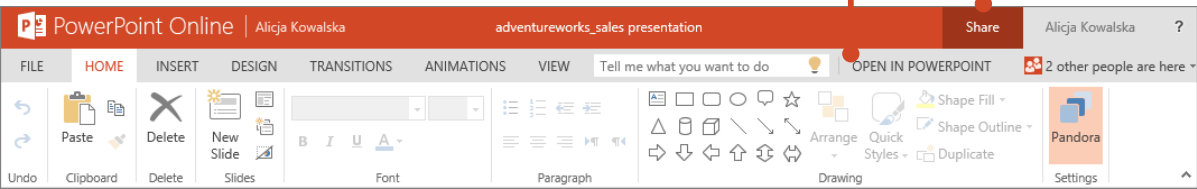
No Save button?
Don't worry, PowerPoint Online automatically saves your presentation.
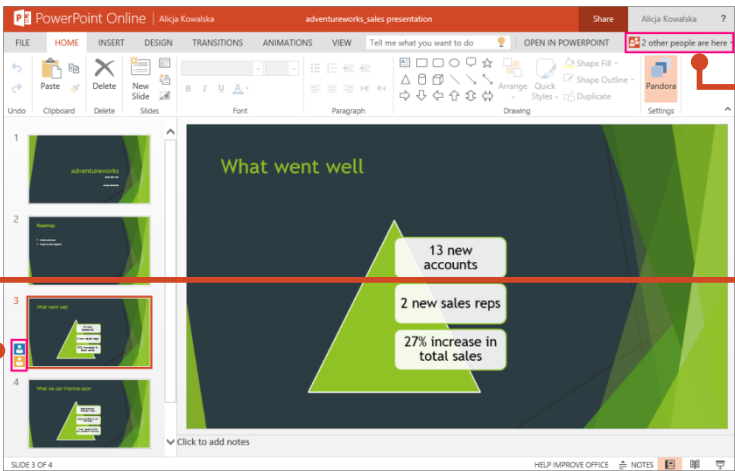
Need more options?
Open in PowerPoint 2013 to get advanced options such as more transitions, more animations, and Presenter View.

Share
Work on the same presentation with others simultaneously.

PowerPoint Online | Alicja Kowalska   adventureworks_sales presentation   Share   Alicja Kowalska ?

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS VIEW   Tell me what you want to do   OPEN IN POWERPOINT   2 other people are here

Undo Clipboard Delete Slides Font Paragraph Drawing Settings

PowerPoint Online shows who is editing and what changes they have made.

What went well

13 new accounts

2 new sales reps

27% increase in total sales

Who's editing
See if others are editing the same presentation.

Changes
See what slides others are editing in your presentation.

Microsoft

Working from mobile devices

Whether you use a Windows Phone, Android device, iPhone, tablet, or iPad, you can view and edit Word documents stored on a SharePoint site or OneDrive for Business.

All you need is the Office Mobile app to get to your presentations. Now you can view and make last minute changes to a presentation right on your phone or tablet.

Set up your device

For mobile, it's all about the apps and adding the work or school account you use for Office 365 for business to your device. Find and install the right app for your device from your device's app store. For step-by-step instructions, see:

- Set up a mobile device using Office 365 for business (http://go.microsoft.com/fwlink/p/?LinkId=396709)

- Set up Office 365 for business on your:

    - Windows Phone (http://go.microsoft.com/fwlink/p/?LinkId=396654)

    - iPhone (http://go.microsoft.com/fwlink/p/?LinkId=396655)

    - iPad (http://go.microsoft.com/fwlink/p/?LinkId=524315)

    - Android phone and tablet (http://go.microsoft.com/fwlink/p/?LinkId=525632)

Need more info?

- Check out the Office 365 for business learning center (http://go.microsoft.com/fwlink/p/?LinkId=392570) for additional quick start guides and how-to videos.
- Find more tips for switching to Office 365 (http://go.microsoft.com/fwlink/p/?LinkId=398049).

Microsoft