





## Switching to Slides from Microsoft PowerPoint

# Differences at a glance

In the past, you might've used the consumer (such as Microsoft® Office® 2013) version of Microsoft PowerPoint® outside of work. Now that you're using G Suite, you'll find many similar features—and several additional benefits—when you use Google Slides.



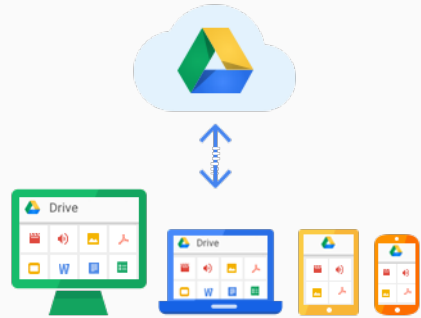

Feature	 <b>In PowerPoint</b> <i>Based on Office 2013</i>	 <b>In Slides</b>
<b>Real-time collaboration</b>	<ul style="list-style-type: none"> <li>• Add collaborators*</li> <li>• See changes as they occur*</li> <li>• Add and reply to comments*</li> <li>• Chat within the presentation in real-time*</li> </ul> <p><i>*PowerPoint Online only, requires Microsoft account</i></p>	<ul style="list-style-type: none"> <li>• Add collaborators</li> <li>• See changes as they occur</li> <li>• Add and reply to comments</li> <li>• Chat within the presentation in real-time</li> </ul>
<b>Share your presentation</b>	<ul style="list-style-type: none"> <li>• Email a copy as an attachment</li> <li>• Share a link in an email or chat window*</li> <li>• Publish on the web*</li> </ul> <p><i>*PowerPoint Online only, requires Microsoft account</i></p>	<ul style="list-style-type: none"> <li>• Email a copy as an attachment</li> <li>• Share a link in an email or chat window</li> <li>• Publish on the web</li> <li>• Share directly in Slides</li> <li>• Insert your Slides file in an email</li> <li>• Embed in Google Sites</li> </ul>
<b>Set sharing access</b>	<p><b>2 sharing access levels</b></p> <ul style="list-style-type: none"> <li>• Recipients can only view ( <i>view-only access</i>)*</li> <li>• Recipients can edit ( <i>full edit access</i>)*</li> </ul> <p><i>*PowerPoint Online only, requires Microsoft account</i></p>	<p><b>4 sharing access levels</b></p> <ul style="list-style-type: none"> <li>• Can view ( <i>view-only access</i> )</li> <li>• Can edit ( <i>full edit access</i> )</li> <li>• Can comment</li> <li>• Is owner ( <i>transfer ownership</i> )</li> </ul>
<b>Control sharing visibility</b>	<p><b>3 ways to control visibility*</b></p> <ul style="list-style-type: none"> <li>• Specific people</li> <li>• Anyone with the link</li> <li>• Public on the web ( <i>searchable on the web</i> )</li> </ul> <p><i>*PowerPoint Online only, requires Microsoft account</i></p>	<p><b>5 ways to control visibility</b></p> <ul style="list-style-type: none"> <li>• Specific people or Google Groups</li> <li>• Anyone with the link</li> <li>• Public on the web ( <i>searchable on the web</i> )</li> <li>• Anyone in your domain with the link</li> <li>• Your domain ( <i>searchable in your domain</i> )</li> </ul>
<b>Version control</b>	<ul style="list-style-type: none"> <li>• Access detailed versions of your presentation</li> <li>• Revert to an earlier version</li> <li>• See who made which changes*</li> </ul> <p><i>*PowerPoint Online only, requires Microsoft account</i></p>	<ul style="list-style-type: none"> <li>• Access detailed versions of your presentation</li> <li>• Revert to an earlier version</li> <li>• See who made which changes</li> </ul>



## Switching to Slides from Microsoft PowerPoint

# Access your presentations

You can reach Slides on any computer, smartphone, or tablet. When you change or delete a Slides presentation from one device, the same change immediately appears on every device so you're always accessing the most up-to-date version.

	 <b>In PowerPoint</b> <i>Based on Office 2013</i>	 <b>In Slides</b>
<b>On the web</b>	<p>View presentations saved in Microsoft OneDrive™ or Dropbox™ in PowerPoint Online, a scaled-down web version of PowerPoint, at <a href="http://office.live.com">office.live.com</a>.*</p> <p><i>*Requires Microsoft account</i></p>	<p>View your Slides from any device with an internet browser, anytime.</p> <ul style="list-style-type: none"> <li>To see just your Slides, go to <a href="http://slides.google.com">slides.google.com</a>.</li> <li>To see all your stored files (including Docs, Sheets, and Slides), go to at <a href="http://drive.google.com">drive.google.com</a>.</li> </ul> <p>If you don't have Internet access, you can still <a href="#">access Slides offline</a>.</p> 
<b>On your computer</b>	<p>Open PowerPoint presentations from where they're saved on your computer.</p>	<p>If you've <a href="#">installed Google Drive for Mac/PC</a>, go to the Drive folder on your computer to open your Slides.</p> 



## Switching to Slides from Microsoft PowerPoint

 **In PowerPoint**  
*Based on Office 2013*

 **In Slides**

**On your mobile devices**

Install the PowerPoint app, then open, edit, or share a PowerPoint presentation stored in Microsoft OneDrive or Dropbox.

Install the Slides app, then open, edit, or share any file.



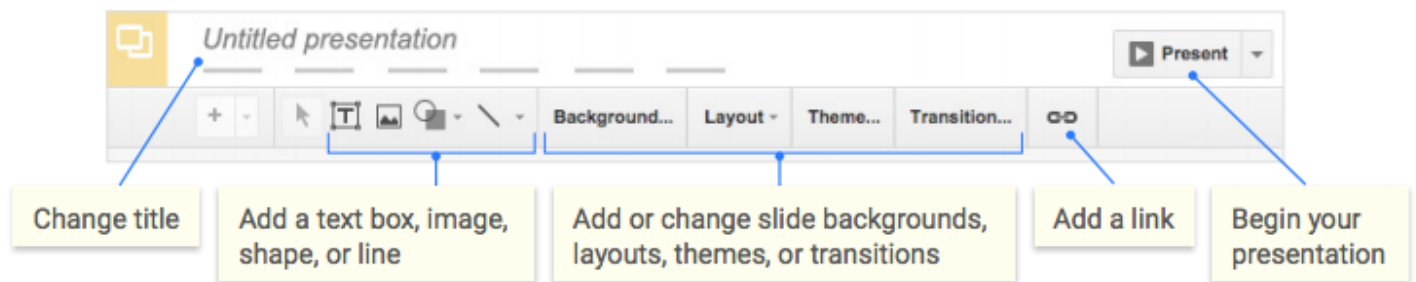


## Switching to Slides from Microsoft PowerPoint



# Work with slides

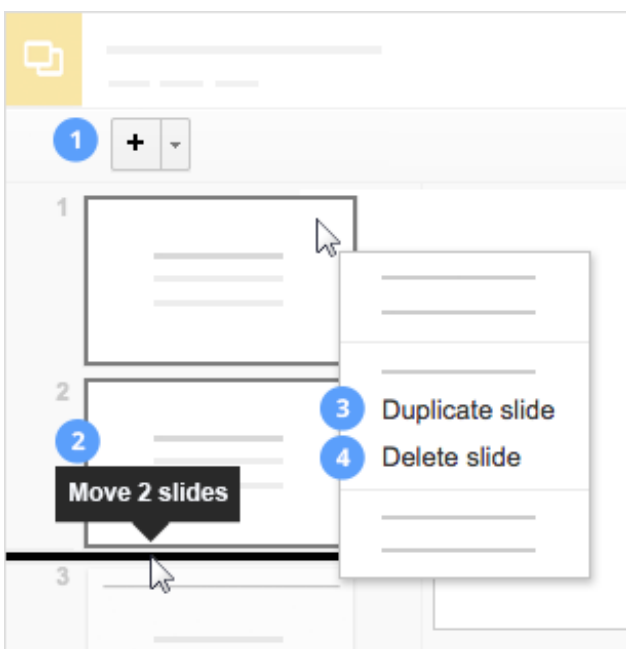
Your most important PowerPoint features exist in Slides, too.

### 1 Add and edit content in your slides.



### 2 Add and organize slides.

- 1 New slide** Click New slide  in the toolbar. Click the Down arrow  to choose a layout for the new slide.
- 2 Move slide** Drag the slide to a different position in the presentation. To move several slides at once, **Ctrl+click** multiple slides before dragging them.
- 3 Duplicate slide** Right-click the slide in the sidebar and select **Duplicate slide**.
- 4 Delete slide** Right-click the slide and select **Delete slide**.





## Switching to Slides from Microsoft PowerPoint

### 3 Work with different copies and versions of your presentation.

**Make a copy** Create a duplicate of your presentation. This is a great way to create templates.

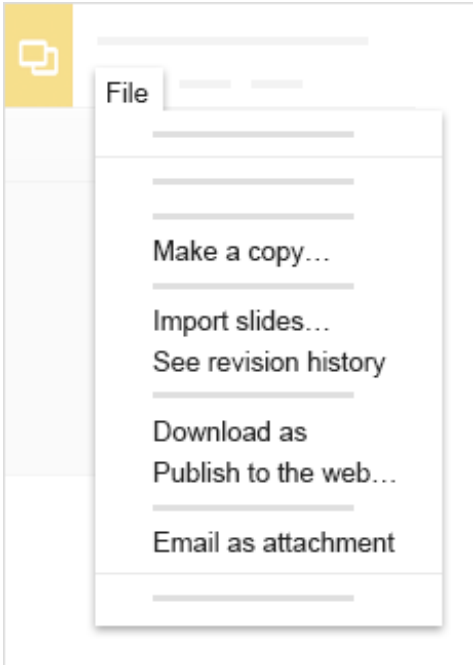
**Import slides** Add slides from another presentation to your current slide deck.

**See revision history** See all the changes you and others have made to the presentation, or revert to earlier versions.

**Download as** Download your presentation in other formats such as Microsoft® PowerPoint® or PDF.

**Publish to the web** Publish a copy of your presentation as a webpage, or embed your presentation in a website.

**Email as attachment** Email a copy of your presentation.



4 Click **Share** to share your presentation, then choose what collaborators can do. They'll also receive an email notification.

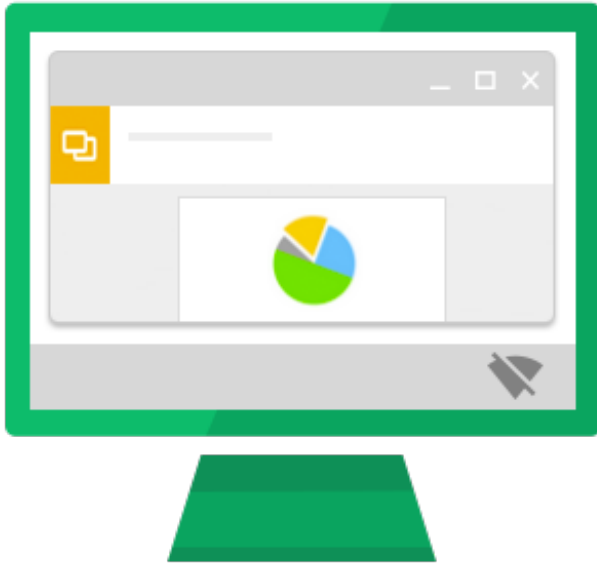
	Share or unshare	Edit content directly	Add comments
Can edit	✓	✓	✓
Can comment	—	—	✓
Can view	—	—	—



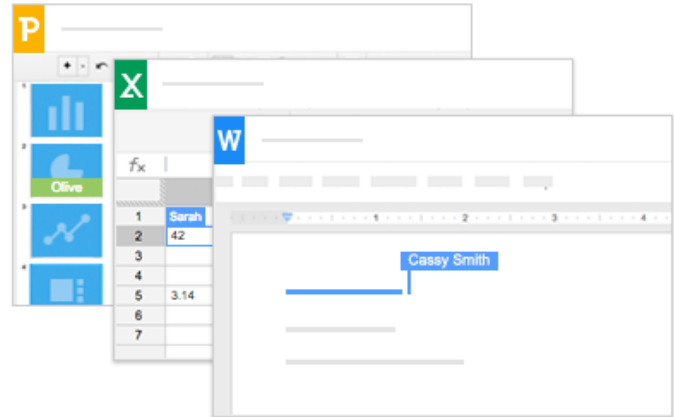
## Switching to Slides from Microsoft PowerPoint

## Do more with Slides

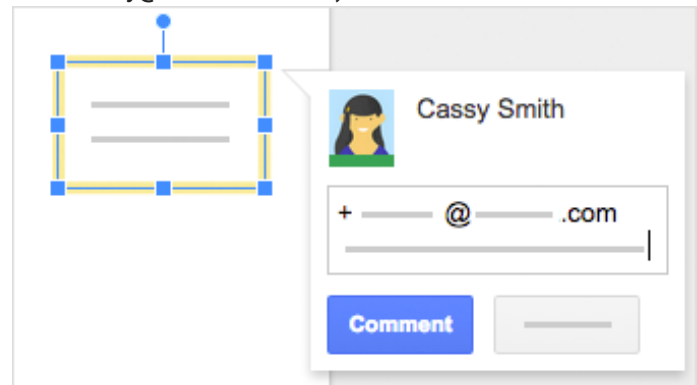
- 1 Work on your presentation when you're offline. [Learn more](#)



- 2 Edit Microsoft Office® files on any device, without installing Office. [Learn more](#)



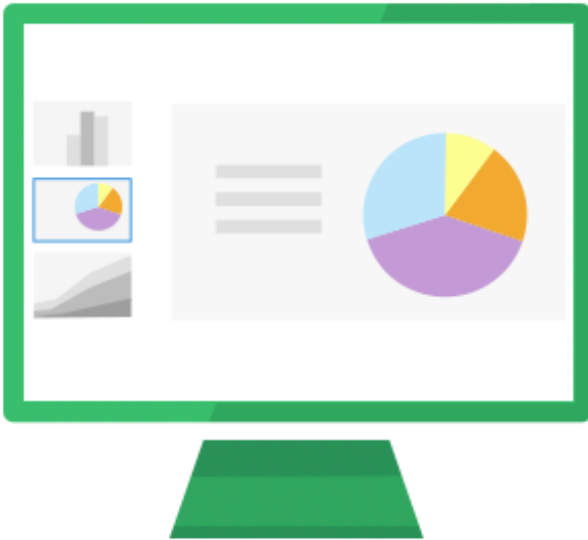
- 3 Get targeted feedback on a section of your presentation and send an email notification. In the comment text, type the plus (+) sign and an email address (such as "+cassy@solarmora.com"). [Learn more](#)



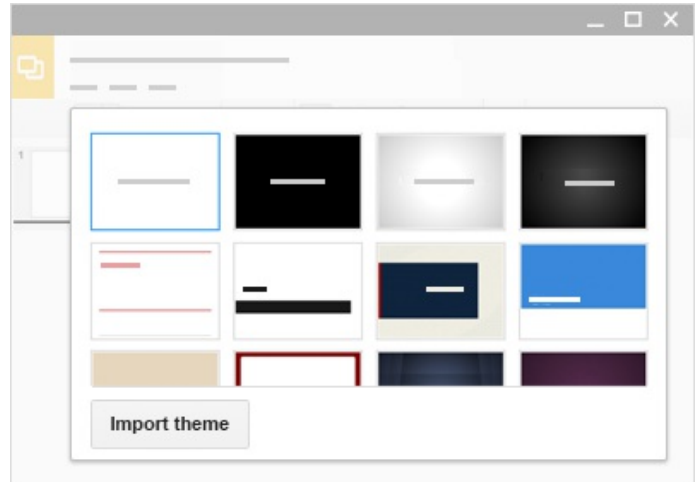


## Switching to Slides from Microsoft PowerPoint

- 4 Make difficult concepts easy by adding flowcharts and diagrams. [Learn more](#)



- 5 Copy themes and styles you like from other presentations. [Learn more](#)



- 6 Get content ideas using the Explore tool's Google-powered search. [Learn more](#)

