



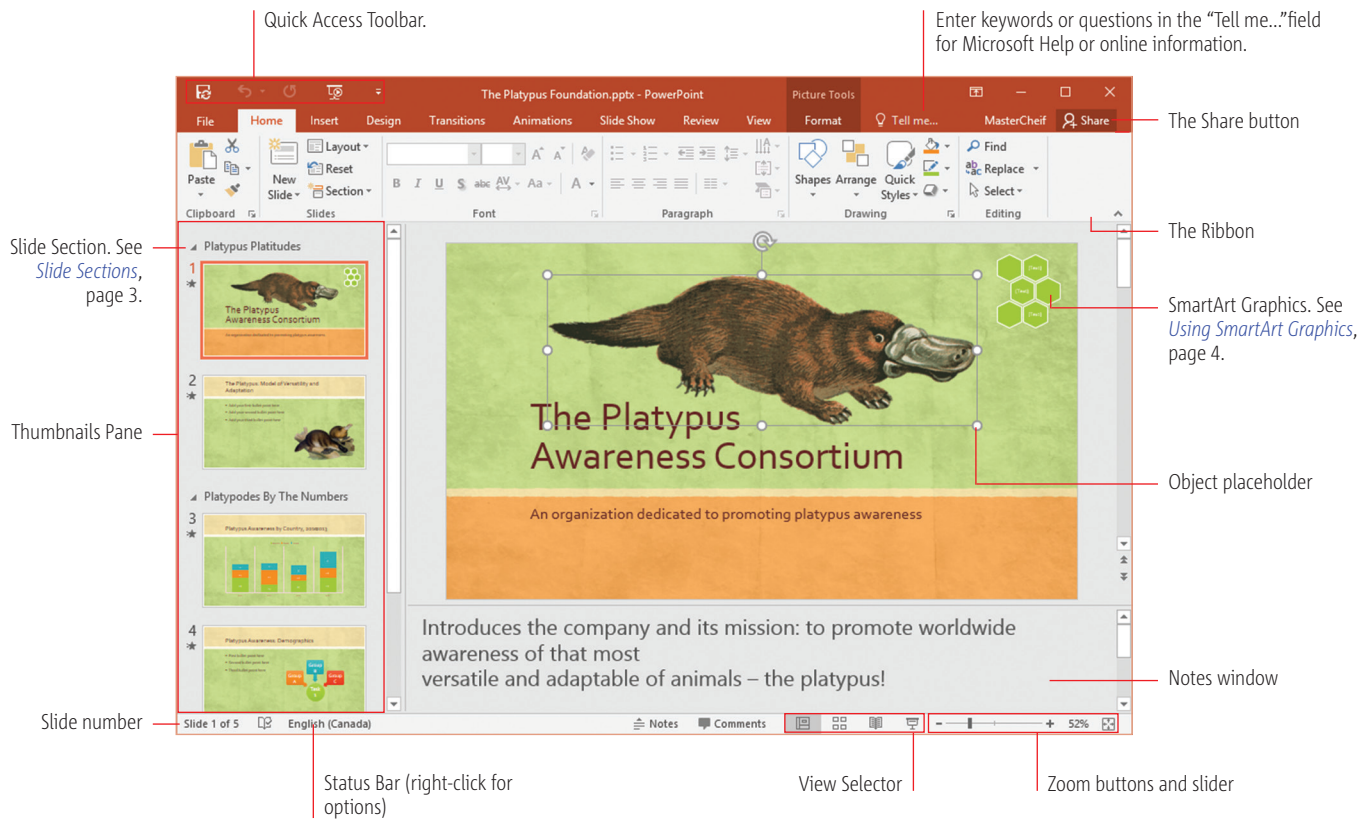
Microsoft®

PowerPoint 2016



Microsoft PowerPoint is a suite of creative tools for designing, displaying and sharing slideshow presentations. PowerPoint's powerful design and visualization capabilities include Theme variations, Smart Guides, a streamlined Presenter View, and an Eyedropper for color matching across slide

elements. Adding to PowerPoint 2013's collaborative power, PowerPoint 2016 now includes collaborative conflict resolution: if your colleagues' changes to your presentation conflict with your own, a side-by-side comparison of slides lets you choose between your edits and your colleagues'.



★ Browsing and Sharing Files Made Easier

PowerPoint 2016 organizes your files in more detail, and allows you to share your files while setting access permissions for your colleagues.

Click **File** ► **Open** to see a history of your opened files. PowerPoint 2016 time-stamps your files with the last time they were opened, and organizes your local files in a convenient Windows-style directory structure.

To share your document: click **Share**. In the **Share** panel, enter email addresses or click **Outlook** to browse your Outlook Address Book. Set viewing or editing privileges, add a message as necessary, and click **Share**. Alternatively, to produce a link to send to anyone, click **Get a sharing link** and follow the prompts.

★ “Tell Me...” and Smart Lookup

Click the **Tell Me...** field and type a keyword or natural-language question (e.g., “How do I use SmartArt?”). As you type, relevant options will populate a drop-down menu. Select one to access the associated Office 2016 Help topic, or click **Smart Lookup** to bring up the **Insights** panel with a listing of related web-based answers or information (powered by Microsoft Bing). Click **Define** for helpful definitions of terms or concepts.

Tip: Select a word, phrase, or chart content in a document, right-click, and select **Smart Lookup** to research individual elements in your presentation.

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