



## Switching to Slides from 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. You'll find many similar features, such as templates and speaker notes, and additional benefits when you use Google Slides.

Get Slides: [slides.google.com](https://slides.google.com) [Android app](#) | [iOS app](#)

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 access levels</b></p> <ul style="list-style-type: none"> <li>• View only</li> <li>• Edit access</li> </ul> <p><i>*PowerPoint Online only, requires Microsoft account</i></p>	<p><b>4 access levels</b></p> <ul style="list-style-type: none"> <li>• View only</li> <li>• Edit access</li> <li>• Comment only</li> <li>• 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>6 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>• Anyone in your domain with the link (<i>not searchable in Drive</i>)</li> <li>• Everyone in your domain (<i>searchable in Drive</i>)</li> <li>• Public on the web (<i>searchable on the web</i>)</li> <li>• Set sharing expiration dates</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>
<b>Work with PowerPoint files</b>	Open your presentation in PowerPoint	<p><b><a href="#">3 ways to work with PowerPoint files</a></b></p> <ul style="list-style-type: none"> <li>• Convert PowerPoint files to Slides files in Drive</li> <li>• Open PowerPoint files directly in Drive (without installing Office) and save them to Drive</li> <li>• Open PowerPoint files in Office and save them to Drive</li> </ul>

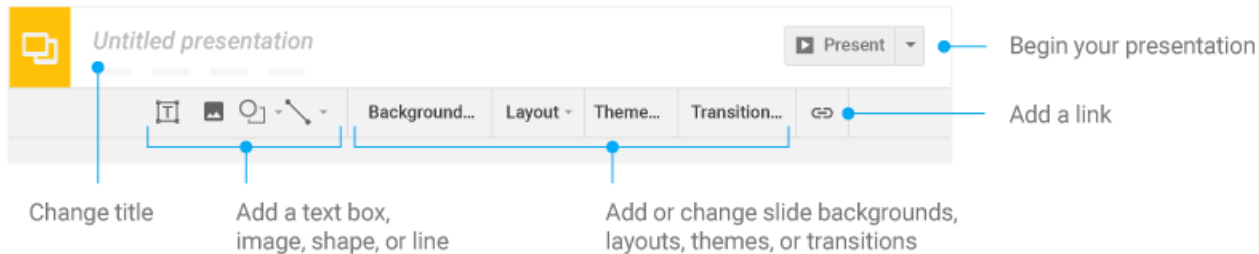


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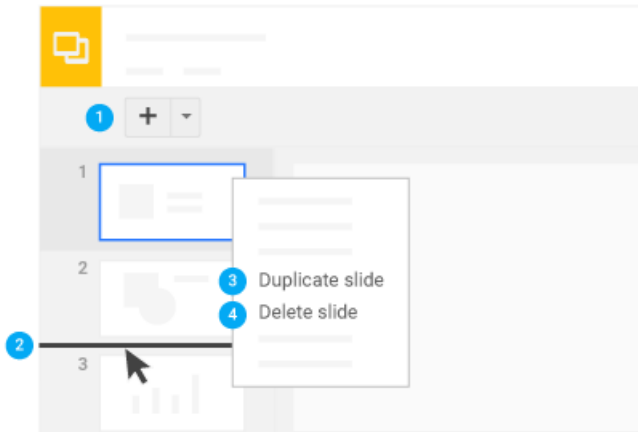
## Work with Slides

Your most important PowerPoint features exist in Slides, too.

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

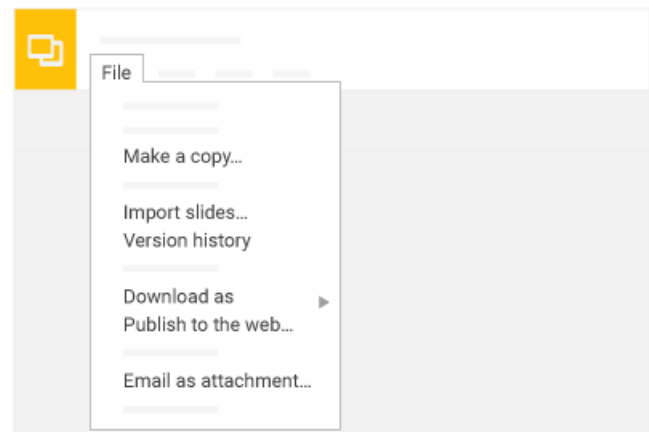


### 2 Add and organize slides.



- 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**.

### 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.

**Version 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 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.



## Switching to Slides from PowerPoint

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	—	—	—



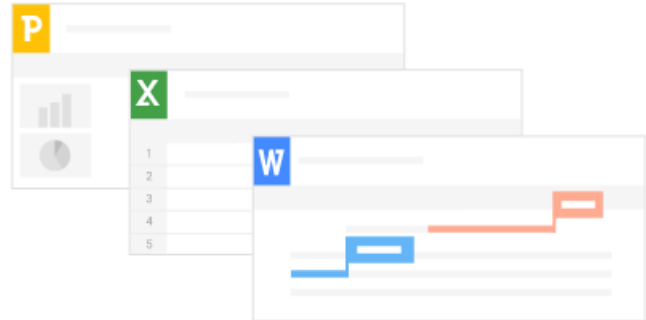
## Switching to Slides from PowerPoint

## Do more with Slides

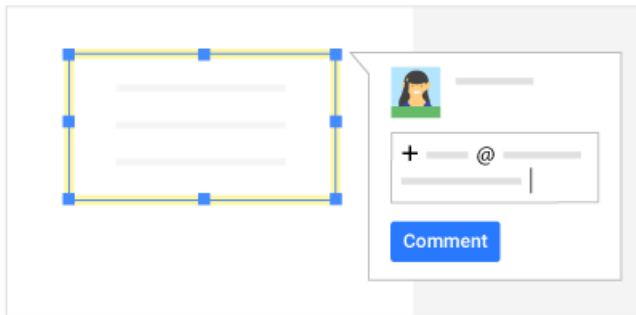
**1 Work on your presentation when you're offline.** [Learn more](#)



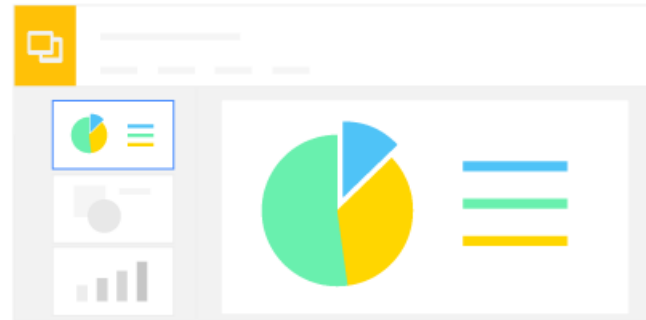
**2 Edit Office files on any device, whether or not you have Office.** [Learn more](#)



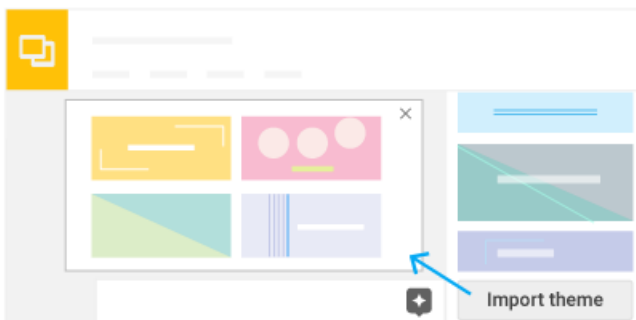
**3 Assign tasks by tagging people in comments.** [Learn more](#)



**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](#)

