



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 [Android app](#) | [iOS app](#)

Feature	In PowerPoint <i>Based on Office 2013</i>	In Slides
Real-time collaboration	<ul style="list-style-type: none"> • Add collaborators* • See changes as they occur* • Add and reply to comments* • Chat within the presentation in real-time* <p><i>*PowerPoint Online only, requires Microsoft account</i></p>	<ul style="list-style-type: none"> • Add collaborators • See changes as they occur • Add and reply to comments • Chat within the presentation in real-time
Share your presentation	<ul style="list-style-type: none"> • Email a copy as an attachment • Share a link in an email or chat window* • Publish on the web* <p><i>*PowerPoint Online only, requires Microsoft account</i></p>	<ul style="list-style-type: none"> • Email a copy as an attachment • Share a link in an email or chat window • Publish on the web • Share directly in Slides • Insert your Slides file in an email • Embed in Google Sites
Set sharing access	<p>2 access levels</p> <ul style="list-style-type: none"> • View only • Edit access <p><i>*PowerPoint Online only, requires Microsoft account</i></p>	<p>4 access levels</p> <ul style="list-style-type: none"> • View only • Edit access • Comment only • Owner (<i>transfer ownership</i>)
Control sharing visibility	<p>3 ways to control visibility*</p> <ul style="list-style-type: none"> • Specific people • Anyone with the link • Public on the web (<i>searchable on the web</i>) <p><i>*PowerPoint Online only, requires Microsoft account</i></p>	<p>6 ways to control visibility</p> <ul style="list-style-type: none"> • Specific people or Google Groups • Anyone with the link • Anyone in your domain with the link (<i>not searchable in Drive</i>) • Everyone in your domain (<i>searchable in Drive</i>) • Public on the web (<i>searchable on the web</i>) • Set sharing expiration dates
Version control	<ul style="list-style-type: none"> • Access detailed versions of your presentation • Revert to an earlier version • See who made which changes* <p><i>*PowerPoint Online only, requires Microsoft account</i></p>	<ul style="list-style-type: none"> • Access detailed versions of your presentation • Revert to an earlier version • See who made which changes
Work with PowerPoint files	Open your presentation in PowerPoint	<p>3 ways to work with PowerPoint files</p> <ul style="list-style-type: none"> • Convert PowerPoint files to Slides files in Drive • Open PowerPoint files directly in Drive (without installing Office) and save them to Drive • Open PowerPoint files in Office and save them to Drive

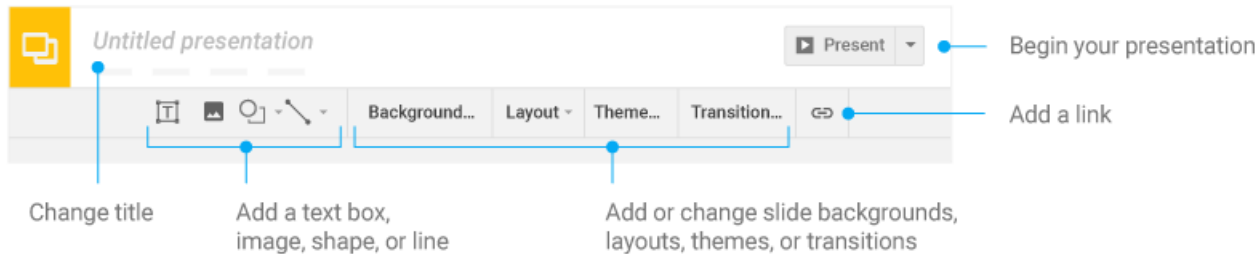


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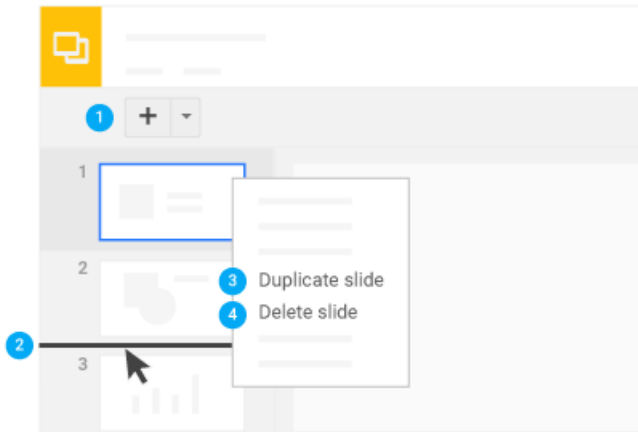
Work with Slides

Your most important PowerPoint features exist in Slides, too.

1 Add and edit content in your slides.

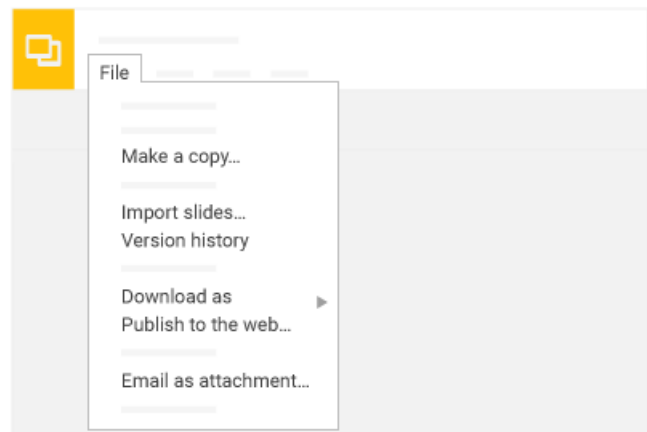


2 Add and organize slides.



- 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.



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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	—	—	—

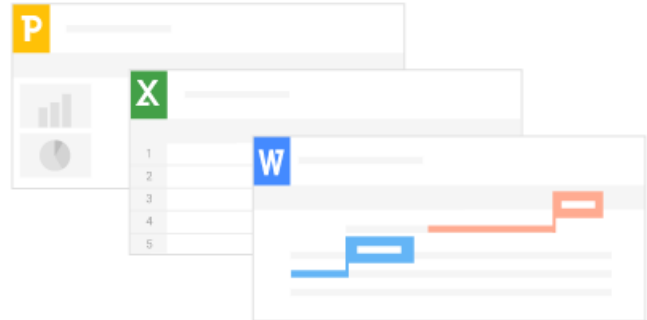
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Do more with Slides

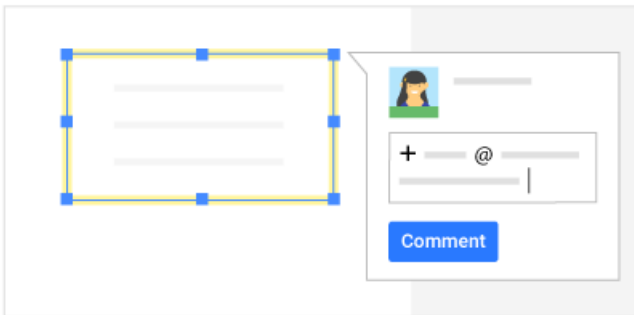
1 Work on your presentation when you're offline. [Learn more](#)



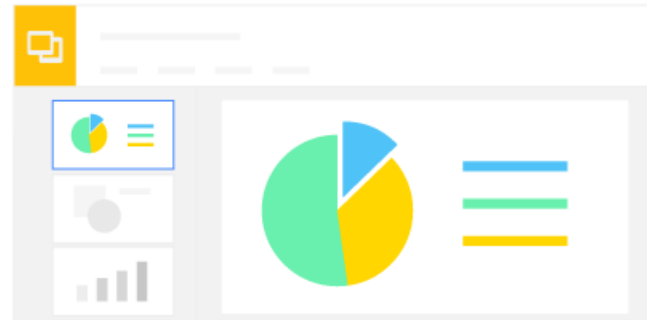
2 Edit Office files on any device, whether or not you have Office. [Learn more](#)



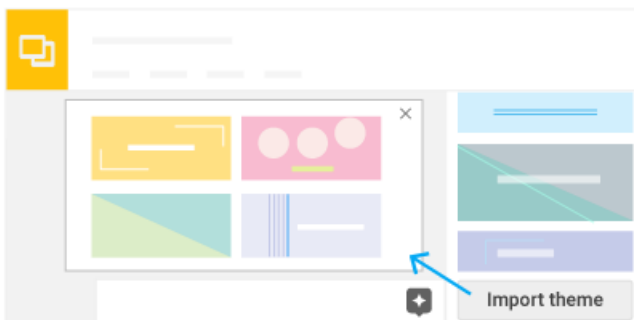
3 Assign tasks by tagging people in comments. [Learn more](#)



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](#)

