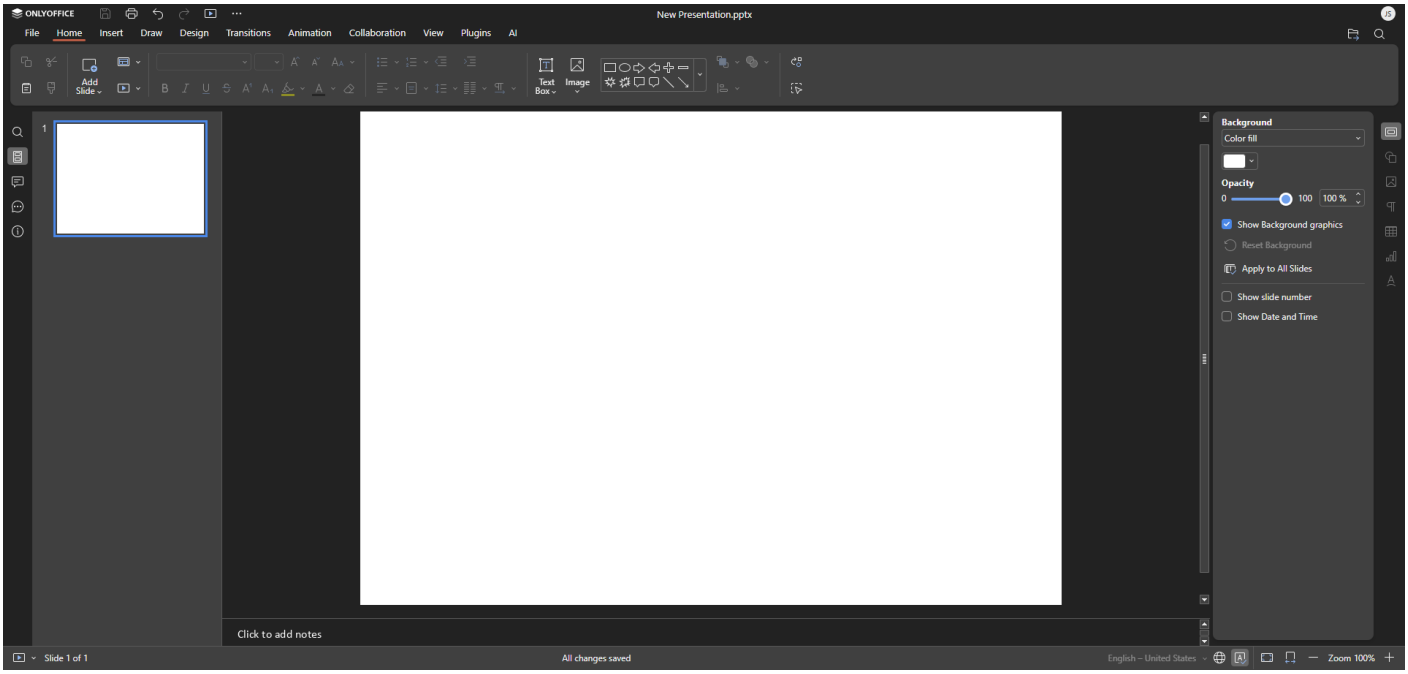
Editing Presentations

OfficeDocs includes a presentation editor for working with PowerPoint files and other presentation formats. This guide helps you understand the editor layout, manage slides, update content, apply design changes, and present your slideshow with confidence.

Presentation editor overview

When you open a presentation, the editor gives you access to the main tools you need to build and organize your slides efficiently.

- **Toolbar:** Access formatting, design, and editing tools
- **Slide panel:** View and select slide thumbnails
- **Slide canvas:** Edit the selected slide in the main workspace
- **Notes panel:** Add speaker notes below the slide
- **Status bar:** View slide details and display options



Working with slides

Slides can be added, moved, and removed directly from the slide panel, making it easy to organize your presentation as you work.

Adding slides

Use any of the following methods to insert a new slide:

- Click **New Slide** in the toolbar

- Right-click in the slide panel and select **New Slide**
- Press **Ctrl+M** on your keyboard
- Choose a layout that fits your content

Navigating slides

Move through your presentation quickly using the slide panel or keyboard shortcuts.

- Click any slide thumbnail to open it
- Use **Page Up** and **Page Down** to move between slides
- Scroll through the slide panel to browse the full presentation

Reordering slides

You can change the sequence of your slides at any time.

- Drag and drop slide thumbnails into a new position
- Cut and paste slides to move them elsewhere in the presentation

Deleting slides

If a slide is no longer needed, you can remove it in just a few clicks.

- Select the slide and press **Delete**
- Right-click the slide and select **Delete Slide**

Editing slide content

OfficeDocs makes it easy to update text, insert content, and adjust formatting directly on the slide.

Working with text boxes

Text can be edited directly inside placeholders or added manually with a new text box.

- Click inside a text placeholder to edit existing text
- Use **Insert** > **Text Box** to add a new text box
- Drag text boxes to reposition them
- Use the handles to resize them

Formatting text

Use the toolbar to make your content clearer and more visually consistent.

- Change the font, size, color, and alignment
- Apply bold or italic formatting where needed
- Add bullet points or numbered lists to organize information

Adding content

The **Insert** menu lets you enrich your slides with visual and interactive elements.

- Images and photos
- Shapes and icons
- Tables
- Charts
- Videos and audio
- Hyperlinks

Slide design

Design tools help you keep your presentation clean, professional, and visually consistent.

Changing layouts

Layouts define how content is arranged on a slide.

- Right-click a slide and select **Layout**
- Choose from title slides, content slides, or blank slides

Themes and backgrounds

Themes and backgrounds can quickly improve the appearance of your presentation.

- Use the **Design** tab to apply a theme
- Right-click a slide and select **Format Background**
- Apply the change to one slide or the entire presentation

Animations and transitions

Animations and transitions add movement and help guide the viewer’s attention.

- **Animations:** Control how text or objects appear on a slide
- **Transitions:** Control how one slide changes to the next
- Preview effects before presenting to make sure they fit your content
- See Animations and Transitions guides

Presenting

When your presentation is ready, you can launch the slideshow from the beginning or from the current slide.

- Press **F5** to start from the beginning
- Press **Shift+F5** to start from the current slide
- See Presenting Your Slideshow

Speaker notes

Speaker notes are useful for adding reminders or talking points without displaying them on the slide itself.

- Add notes in the notes panel below each slide
- View notes in Presenter View, depending on your presentation setup
- See Speaker Notes

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