

Microsoft PowerPoint



PowerPoint can be used to create an electronic presentation in a series of slides or pages. Slides can contain text, graphics, animations, charts and videos, and can be used to present information to an audience. It is most often used to create business presentations.

Here you will find guides written by, or carefully selected by Digital Unite . Each of our own guides can be printed out for your own reference, or shared with any other people that you are helping.

What is PowerPoint?

Find out more about the software that helps you to create fun or fact-filled presentations.

[>>Go to guide](#)

How to create a PowerPoint presentation

Learn how to create powerful and attractive slideshows using Microsoft PowerPoint.

[>>Go to guide](#)

How to print a PowerPoint presentation

This step-by-step guides works through the options for printing a PowerPoint presentation.

[>>Go to guide \(This guide created by Wiley Dummies will open in a new tab\)](#)

This link will take you to information on a different website. Digital Unite have selected this information for inclusion because it is up-to-date, relevant and easy-to-understand.

Adding a picture to a PowerPoint slide

A step-by-step guide covering how to add your own or an online picture to a slide.

[>>Go to guide \(This guide created by Microsoft will open in a new tab\)](#)

This link will take you to information on a different website. Digital Unite have selected this information for inclusion because it is up-to-date, relevant and easy-to-understand.

We use cookies on this site to enhance your user experience

By clicking any link on this page you are giving your consent for us to set cookies. [More info](#)

OK, I agree

No, thanks

[>>Go to guide \(This guide created by GCF Global will open in a new tab\)](#)

This link will take you to information on a different website. Digital Unite have selected this information for inclusion because it is up-to-date, relevant and easy-to-understand.

Adding a video to a PowerPoint slide

Step-by-step guide to inserting and playing a video file in a PowerPoint slide.

[>>Go to guide \(This guide created by Microsoft will open in a new tab\)](#)

This link will take you to information on a different website. Digital Unite have selected this information for inclusion because it is up-to-date, relevant and easy-to-understand.

Improving the design of PowerPoint slides

This guide from Microsoft details the features of PowerPoint Designer for Office 365.

[>>Go to guide \(This guide created by Microsoft will open in a new tab\)](#)

This link will take you to information on a different website. Digital Unite have selected this information for inclusion because it is up-to-date, relevant and easy-to-understand.

Rehearsing and recording a PowerPoint presentation

A text guide with video, taking you through rehearsing a PowerPoint presentation as well as how to record it.

[>>Go to guide \(This guide created by GCF Global will open in a new tab\)](#)

This link will take you to information on a different website. Digital Unite have selected this information for inclusion because it is up-to-date, relevant and easy-to-understand.

Search guides

Search

Remote Digital Championing!

Guides covering some tips and techniques for providing remote support to learners, an increasingly important service in times of social isolation.

Find out more

Free how-to guides for your website

Why not add our award-winning and extensive range of digital skills guides to your website?

[Find out more](#)

Start a Digital Champion movement!

Could your workplace do with developing its digital skills? With funded membership opportunities currently available, now is the perfect time for organisations to join our Digital Champions Network.

[Find out more](#)

Subscribe to our newsletter

Join our mailing list to receive the latest news, offers and expert insights from our team.

First name

Last name

Email address

[Submit](#)