

In PowerPoint...	In Slides...
<p>Share your presentation using SharePoint® or OneDrive®</p>	<hr/> <p>Share your presentation from Slides</p> <hr/> <ol style="list-style-type: none">1. From a presentation, click Share.2. Under People, enter the email address of the person or group you want to share with.3. Click Edit  and choose the access level.4. Click Send. <p>For more details, see Get started with Slides.</p> <p>Share your presentation with PowerPoint users</p> <ol style="list-style-type: none">1. From a presentation, click File > Email as attachment.2. Under Attach as, choose the format (PowerPoint or PDF).3. Enter the email address, subject, and message.4. Click Send. <p>For more details, see Work with Microsoft Office files.</p>
<p>Collaborate in real-time in PowerPoint Online</p>	<hr/> <p>Collaborate in real-time in Slides</p> <hr/> <p>When you share a presentation, depending on their access, collaborators can edit presentations, add comments, and assign tasks.</p> <p>To track changes, at the top right, click the Down arrow . From the menu, set the mode to Suggesting.</p> <p>To add and assign a comment:</p> <ol style="list-style-type: none">1. Select the text you want to comment on.2. Click Add comment .3. To assign a comment to someone, enter + and the person's email.4. Enter your comment, then click Comment.

In PowerPoint...	In Slides...
Access version history in SharePoint or OneDrive	<hr/> <h3 data-bbox="537 205 984 241">Access version history in Slides</h3> <hr/> <ol data-bbox="646 289 1338 709" style="list-style-type: none"><li data-bbox="646 289 1289 325">1. Select File > Version history > See version history.<li data-bbox="646 352 1300 415">2. Click a time stamp to see a previous version of the file.<li data-bbox="646 447 1338 709">3. (Optional) Do any of the following:<ul data-bbox="768 489 1338 709" style="list-style-type: none"><li data-bbox="768 489 1338 552">To make a previous version the active version, at the top, click Restore this version.<li data-bbox="768 562 1312 636">To name a previous version, click More : > Name this version.<li data-bbox="768 646 1300 709">To make a copy of a previous version, click More : > Make a copy. <p data-bbox="574 737 1284 800">For more details, read See changes to your Drive files and folders.</p>
Track recent activity in a presentation	<hr/> <h3 data-bbox="537 940 971 976">Track activity in a presentation</h3> <hr/> <p data-bbox="574 1024 1219 1087">From a presentation you own or have edit access to, click Tools > Activity dashboard.</p> <p data-bbox="574 1115 1284 1178">For more details, read See changes to your Drive files and folders.</p>
Open a PowerPoint presentation	<hr/> <h3 data-bbox="537 1318 997 1354">Open a PowerPoint presentation</h3> <hr/> <ol data-bbox="646 1402 1182 1539" style="list-style-type: none"><li data-bbox="646 1402 1154 1476">1. In Drive, double-click a PowerPoint file. A preview of your file opens.<li data-bbox="646 1507 1182 1539">2. At the top, click Open with Google Slides. <p data-bbox="574 1566 1295 1629">Any changes you make are saved to the original Microsoft Office file.</p> <p data-bbox="574 1656 1235 1688">For more details, see Work with Microsoft Office files.</p>

In PowerPoint...	In Slides...
Access a presentation offline in OneDrive	<hr/> <p data-bbox="537 205 1062 241">Access a presentation offline in Drive</p> <hr/> <ol data-bbox="646 289 1287 604" style="list-style-type: none"><li data-bbox="646 289 1182 325">1. Install the Google Docs Offline extension.<li data-bbox="646 348 1125 384">2. In Drive, click Settings  > Settings.<li data-bbox="646 415 1287 478">3. In the Offline section, check the Create, open, and edit your recent Google files while offline box.<li data-bbox="646 510 816 546">4. Click Done.<li data-bbox="646 577 1230 613">5. Right-click a file and turn on Available offline. <p data-bbox="574 630 1284 693">To learn how to access files offline from your desktop or mobile, see Access stored Drive files without the internet.</p>
Save a presentation automatically in SharePoint or OneDrive or turn on AutoRecover	<hr/> <p data-bbox="537 835 1130 871">Save a presentation automatically in Drive</p> <hr/> <p data-bbox="574 919 1308 982">Your presentation saves automatically in Drive as you work, so you don't need to click Save.</p>
Add images to your presentation	<hr/> <p data-bbox="537 1123 1000 1159">Add images to your presentation</p> <hr/> <p data-bbox="574 1207 1321 1312">You can drag and drop images from your computer into your presentation. Or, click Insert > Image and choose an image from Google Drive, Google Photos, the web, and more.</p> <p data-bbox="574 1333 1101 1369">For more details, see Add and edit images.</p>
Add an Excel chart to your presentation	<hr/> <p data-bbox="537 1507 1097 1543">Add a Sheets chart to your presentation</p> <hr/> <ol data-bbox="646 1591 1214 1812" style="list-style-type: none"><li data-bbox="646 1591 1214 1627">1. In Sheets, select the chart you want to copy.<li data-bbox="646 1650 1214 1686">2. At the top right, click More  > Copy chart.<li data-bbox="646 1717 1019 1753">3. In Slides, right-click > Paste.<li data-bbox="646 1785 824 1820">4. Click Paste. <p data-bbox="574 1837 1110 1873">For more details, see Insert and edit charts.</p>