

# A QUICK GUIDE TO

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# POWERPOINT NEW FEATURES

## WHAT ARE THE NEW FEATURES IN POWERPOINT?



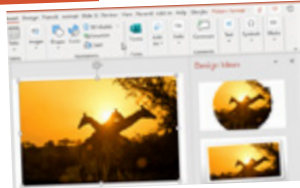
Create powerful lesson plans and presentations with media, charts, design help, and more. PowerPoint supports inclusive classrooms with features such as Speaker Coach, Recording Studio, Designer and Dictate.

### DESIGNER

Insert one or more pictures, a list of items, or a list of dates

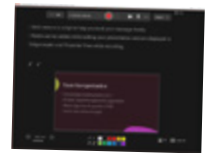
The Designer panel will open. Select the design you want.

You can also bring up Designer by selecting the **Design Tab** > Designer & select your preferred design.



### RECORDING STUDIO

The record button is in the top app bar next to the Share and Present in Teams buttons. The Record window has two screens: Record and Export.



Teleprompter view shows your notes for the current slide above the slide preview allowing you to read notes while maintaining eye contact.

### DICTATE

Dictation lets you use speech-to-text to author content.

Go to **Home > Dictate** > Dictate button in the PowerPoint for the Web ribbon.

Start speaking to see text appear.



**Insert punctuation** at any time by saying them explicitly.

### LIVE FORMS & QUIZZES



Insert surveys and quizzes into your PowerPoint presentations and easily engage with your audience in real-time.

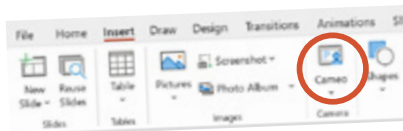


Go to Insert Tab > Forms. To see live results, select the Present for interaction meeting option.

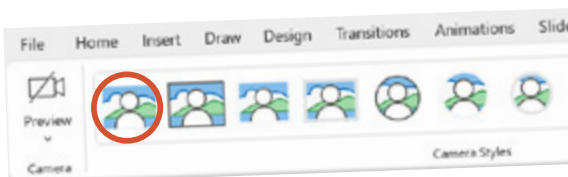
### CAMEO

Insert your live camera feed directly on a PowerPoint slide.

Select Insert > Cameo



Use the tab to select the camera under preview and apply effects like Camera Styles, Camera Shape, Camera Border, and Camera Effects.



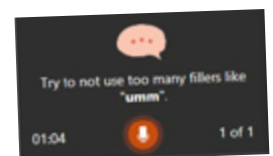
### SPEAKER COACH

On the Slide Show tab in PowerPoint, select Rehearse with Coach.



As you speak, coach gives on-screen guidance (in the lower-right corner of the window) about pacing, inclusive language, use of profanity, filler words, and whether you're reading the slide text.

When finished Coach opens a Report that summarizes what it observed & offers tips.



**ACCELERATE LEARNING WITH THE RIGHT TOOLS:  
FIND ADDITIONAL QUICK GUIDES TO GET STARTED**