



Tips and Tricks – August 2026
PowerPoint 365: Modern Features Every
Presenter Should Know

Learning Objectives

- Identify key PowerPoint 365 capabilities
- Create more engaging presentations
- Improve briefing effectiveness
- Leverage modern collaboration and accessibility features
- Build professional presentations more efficiently

Agenda

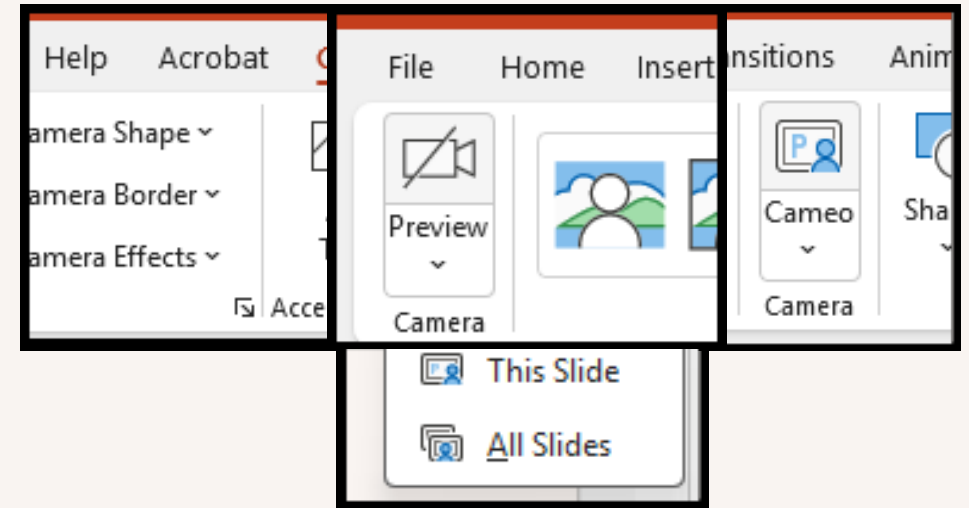
- Cameo
- Recording Studio
- Speaker Coach
- Designer
- PowerPoint Live in Teams
- Accessibility and Section 508 Features
- Live Captions and Translation
- Stock Images, Icons, and Videos
- Transitions
- Zoom Navigation

Cameo

- You become part of the presentation
- Use for:
 - Virtual training
 - Leadership messages
 - Briefings
 - Recorded presentations

Cameo

- Select **Insert** tab → **Cameo**
 - This slide
 - All slides
- Select **Camera Format** tab
- Enable **Camera Preview**
- Resize and position cameo
- Apply a style and shadow
- Save changes
- Run slideshow

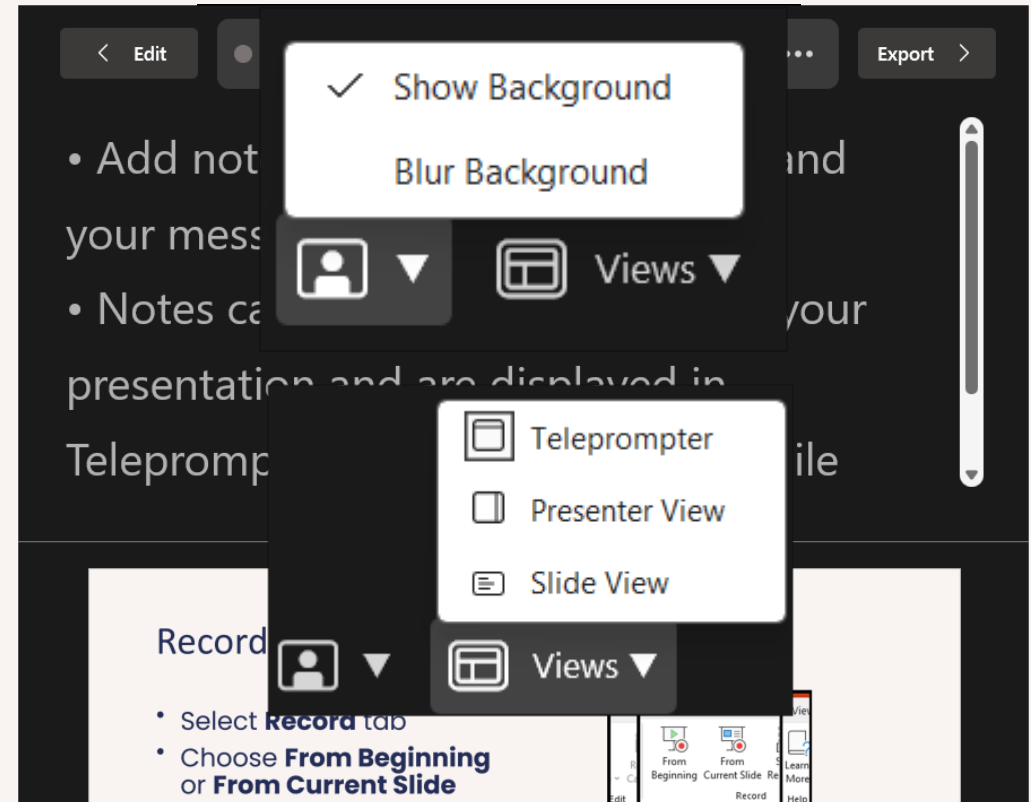


Recording Studio

- Create videos without additional software
- Use for:
 - Training
 - Knowledge transfer
 - Executive updates
 - New employee onboarding

Recording Studio

- Select **Record** tab
- Choose **From Beginning** or **From Current Slide**
- Configure equipment
- Set your **Presenter Tools**
- Record presentation
- Review and Re-record
- Export as video

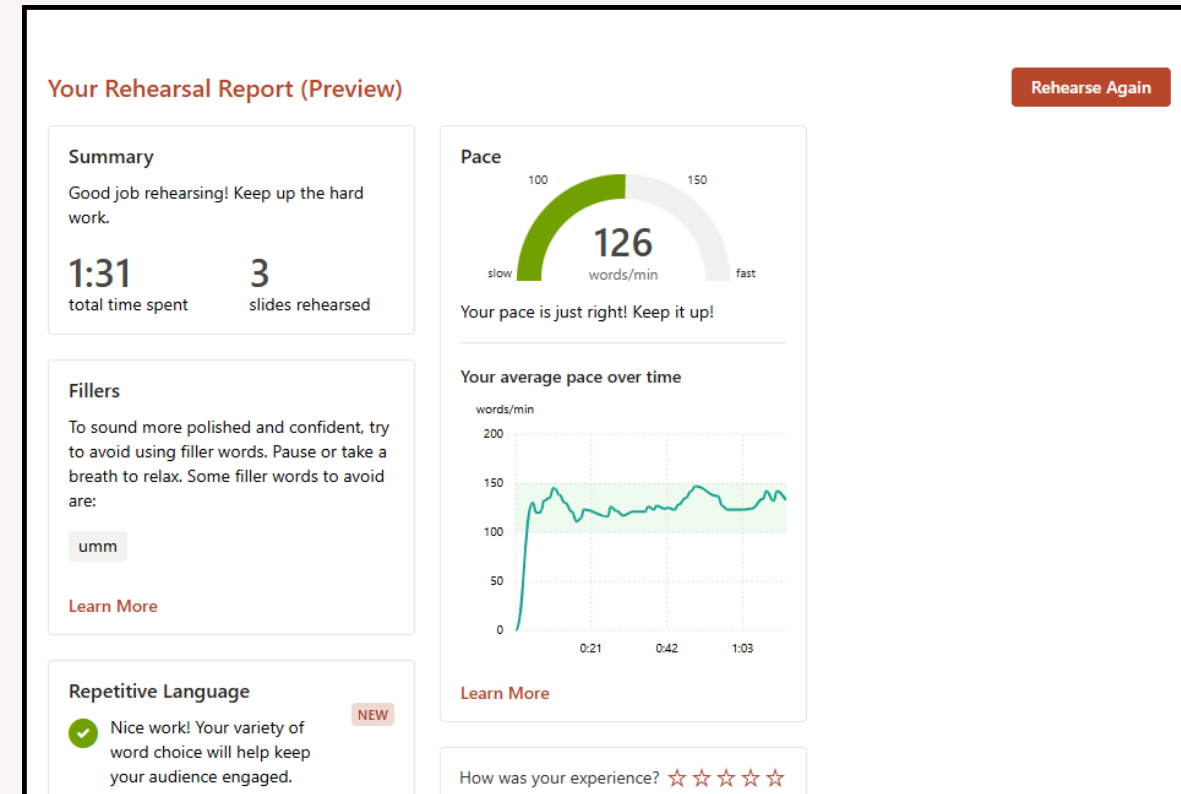


Speaker Coach

- Discover speaking habits you didn't know you had
- Use for:
 - Leadership briefings
 - Customer presentations
 - Conferences
 - Training events

Speaker Coach

- Select **Slide Show** tab → **Rehearse with Coach**
- Start practice mode
- Deliver your presentation
- Stop rehearsal
- Review report



Designer

- Creates professional layouts in seconds
- Stop manually rearranging everything

Design

- Create
- Stop m
- Create
- Stop m
- Create
- Stop m
- Create
- Stop m



PowerPoint Live in Teams

- More effective than screen sharing
- See speaker notes, upcoming slides, presentation timer
- Attendees only see current slide and not speaker preview
- Avoid sharing your entire desktop
- Give attendees control of navigation
 - Navigation controls appear below presentation
 - Review previous slides
 - Zoom into diagrams
 - Catch up if they fall behind
 - Can be deactivated
- Integrates with Cameo

PowerPoint Live in Teams

1. Join your Teams meeting
2. Select **Share Content** (the screen-sharing icon)
3. Scroll to the **PowerPoint Live** section
4. Click the presentation you want to show
5. Navigate through the presentation

PowerPoint Live in Teams

The screenshot displays the Microsoft Teams interface during a presentation. On the left, the 'Window (11)' sidebar is visible, featuring the 'Share' button highlighted with a red box. Below the sidebar, the 'PowerPoint Live' section shows two presentation files: 'TnT_202608' and 'TnT_202606'. The main area shows a presentation slide titled 'PowerPoint Live in Teams' with a bulleted list of instructions. A red box highlights the 'Share Content' icon in the top bar. A tooltip for the 'Share Content' icon is visible, stating 'Prevent participants from moving through shared presentation on their own'. The right sidebar shows the 'Notes' section with a list of items the presenter sees: 'Current slide', 'Speaker notes', 'Upcoming slides', 'Meeting controls', and 'Presentation timer'. The bottom of the screen shows a slide navigation bar with slides 9, 10, 11, and 12, where slide 12 is the current slide.

Camera Mic **Share** Leave

Window (11)

Microsoft Whiteboard
Start Whiteboard

Content from camera
Share a document, a whiteboard, and more

PowerPoint Live
See your notes, slides, and audience while you present.

TnT_202608
TnT_202606

Private view Layout Stop sharing Pop out

Prevent participants from moving through shared presentation on their own

PowerPoint Live in Teams

- Join your Teams meeting
- Select **Share Content** (the screen-sharing icon)
- Scroll to the **PowerPoint Live** section
- Click the presentation you want to show

Notes

The presenter sees:

- ✓ Current slide
- ✓ Speaker notes
- ✓ Upcoming slides
- ✓ Meeting controls
- ✓ Presentation timer

PowerPoint Live in Teams

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- See speaker notes, upcoming slides, presentation timer
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- Avoid sharing your entire desktop
- Give attendees control of navigation
- Integrates with Cameo

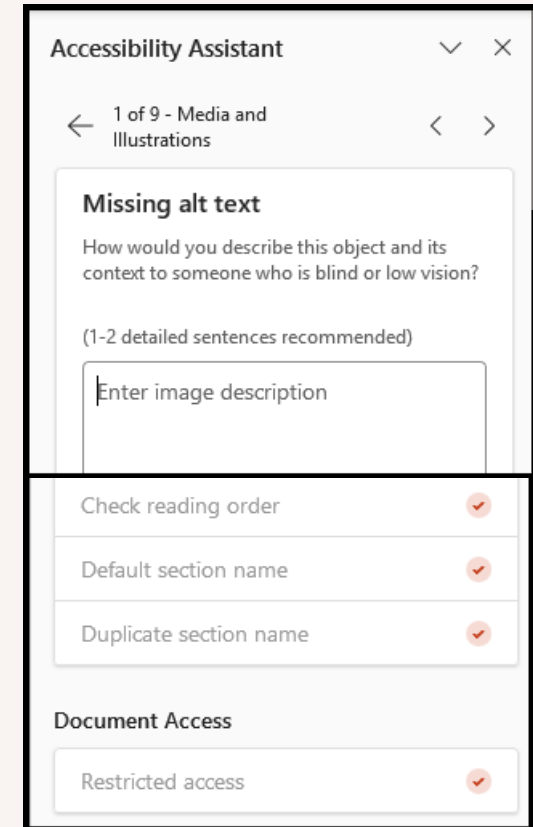
PowerPoint Live in Teams

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9 10 11 12

Accessibility and Section 508 Features

- Select **Review** tab → **Check Accessibility**
- Issues pointed out
 - Missing Alt Text
 - Reading order
 - Poor color contrast
 - Missing slide title
 - Duplicate slide title
- Click on highlighted issues to view
- Navigate through affected slides



The screenshot shows the 'Accessibility Assistant' window. At the top, it says '1 of 9 - Media and Illustrations'. The main section is titled 'Missing alt text' and asks 'How would you describe this object and its context to someone who is blind or low vision?'. It includes a text input field with the placeholder 'Enter image description'. Below this, there is a list of other accessibility checks, each with a red checkmark indicating it has been passed:

- Check reading order
- Default section name
- Duplicate section name

At the bottom, there is a 'Document Access' section with a 'Restricted access' checkbox, which is also checked.

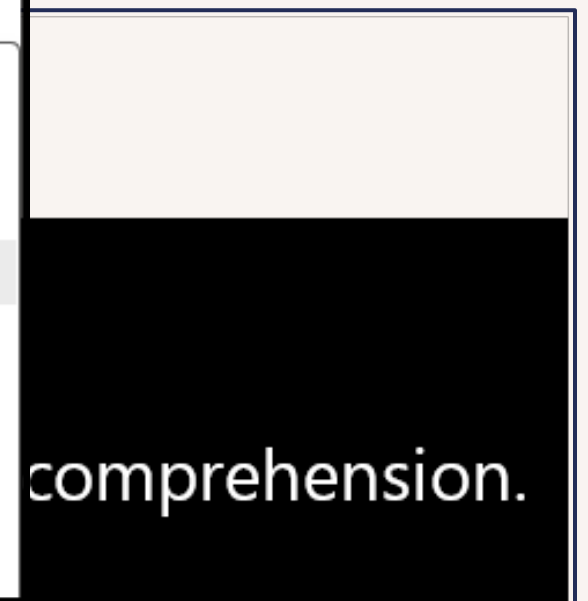
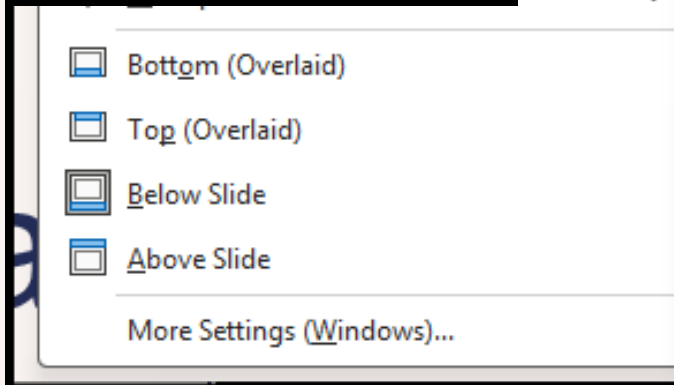
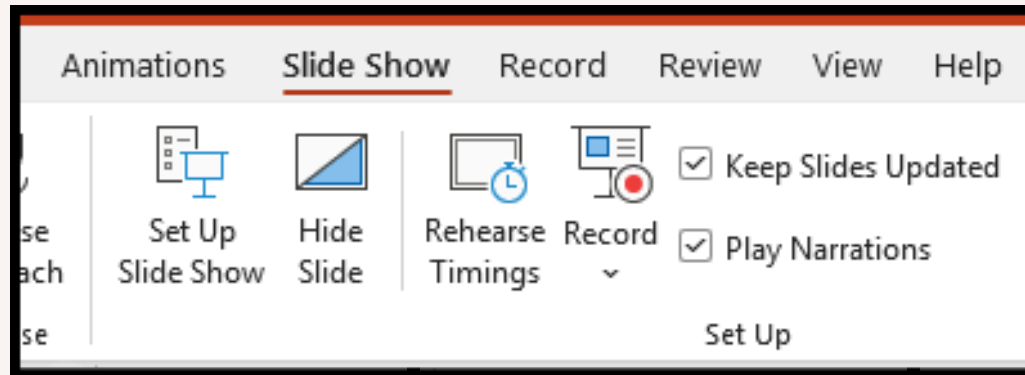
Live Captions and Translation

- Improves accessibility and comprehension
- Useful for:
 - Hybrid meetings
 - Accessibility
 - Non-native speakers
 - Noisy environments

Live Captions and Translation

- Select the **Slide Show** tab
- Locate **Subtitle** settings in the ribbon (Captions & Subtitles)
- Options:
 - Spoken Language (what you'll be speaking)
 - Subtitle Language (what attendees will see)
 - Subtitle Position
- Check **Always Use Subtitles** option
- Start the presentation

Live Captions and Translation

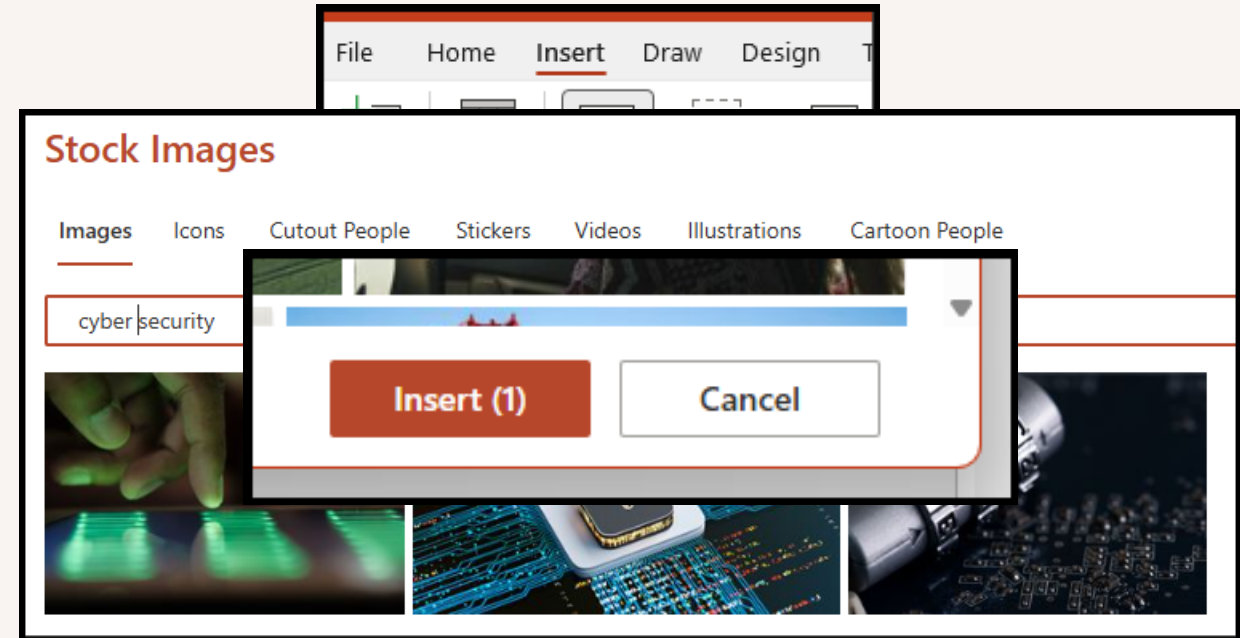


Stock Images, Icons, and Videos

- Improved selection of options
- Professional media already included
- Spend less time searching the internet

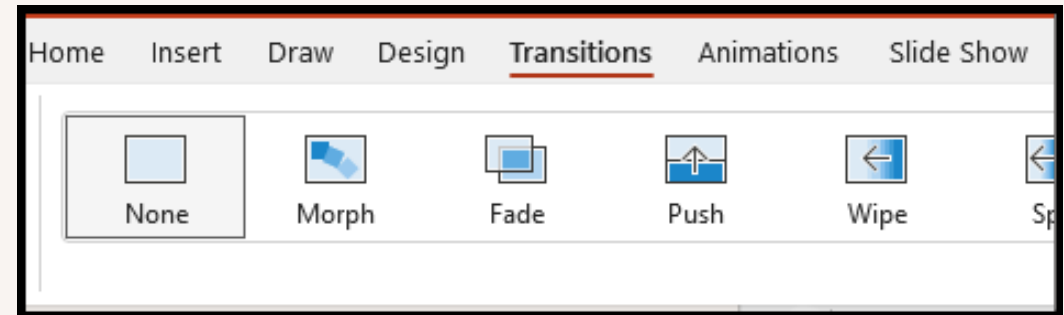
Stock Images, Icons, and Videos

- Select **Insert** tab
- **Pictures** → **Stock Images**
- Search examples
 - Leadership
 - Cyber security
 - Training
- Select image
- Click **Insert** button



Transitions

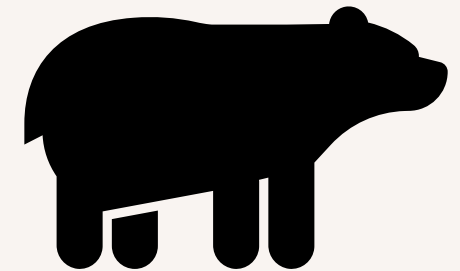
- Create high-end motion effects with almost no effort
- No animation expertise required
- Click on desired slide
- Select Transitions tab
- Apply effect



Transitions - Morph



Transitions - Morph



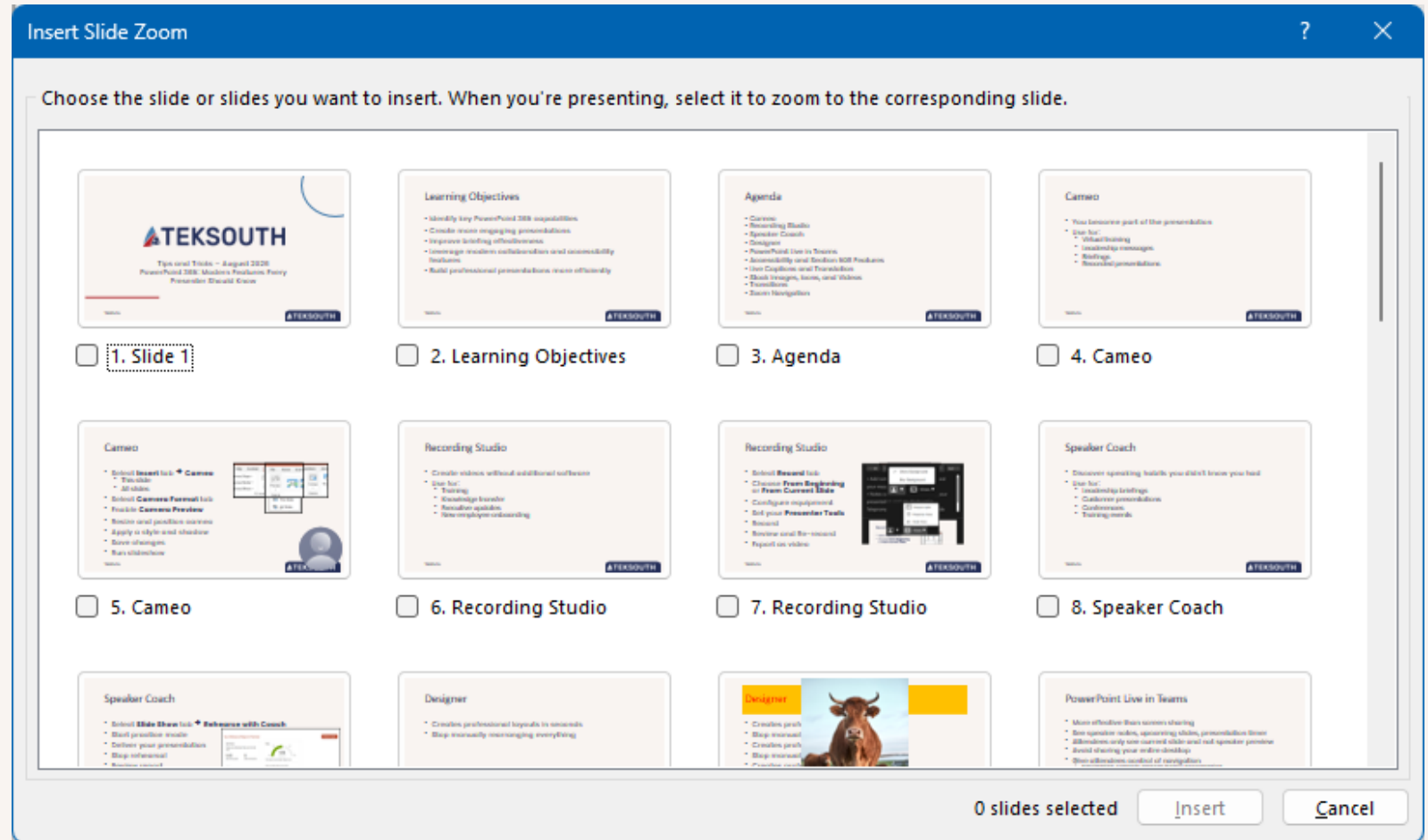
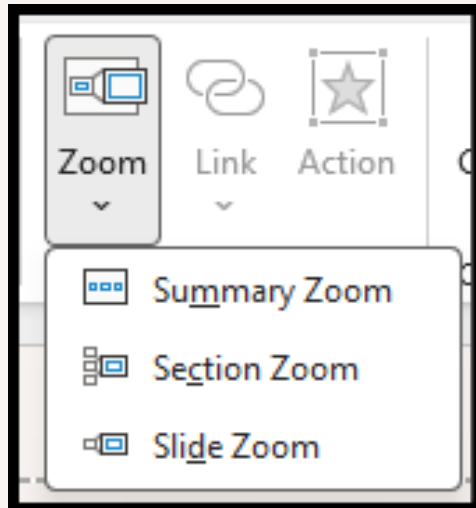
Transitions - Rotate



Zoom Navigation

- Great for executive briefings or question-driven meetings
- Create slide sections and slides
- Select **Insert** tab → **Zoom** → **Summary Zoom**
- Select slides to start each section then click **Insert**
- Run slideshow
- Can click around sections randomly

Zoom Navigation



Zoom Navigation



Introduction

- Intro topic 1
- Intro topic 2

Introduction (continued)

- Intro topic 3
- Intro topic 4

Budget

- Budget stuff 1
- Budget stuff 2

Budget (continued)

- Budget stuff 3
- Budget stuff 4

Schedule

- Schedule plans 1
- Schedule plans 2

Schedule (continued)

- Schedule plans 3
- Schedule plans 4

Risks

- Risk issue 1
- Risk issue 2
- Risk issue 3

Summary

- Time savers
 - Designer
 - Stock images
 - Recording Studio
- Presentation Enhancers
 - Cameo
 - Live Captions and Translation
 - Transitions
 - Zoom
- Professional features
 - Accessibility Checker
 - Speaker Coach
 - PowerPoint Live

Bonus – Using AI with PowerPoint

- No Copilot required
- Technique can be used with Gemini, ChatGPT, Grok, etc.
- Sample prompts
 - Create a 10-slide presentation outline on Zero Trust Security
 - Suggest a visual layout for a slide showing Current State → Future State
 - Create speaker notes for a 5-minute presentation on Zero Trust Security. Audience: Senior leaders. Tone: Executive briefing.
 - Create a 10-slide outline on DoD cloud migration. Include slide titles and three key points per slide