

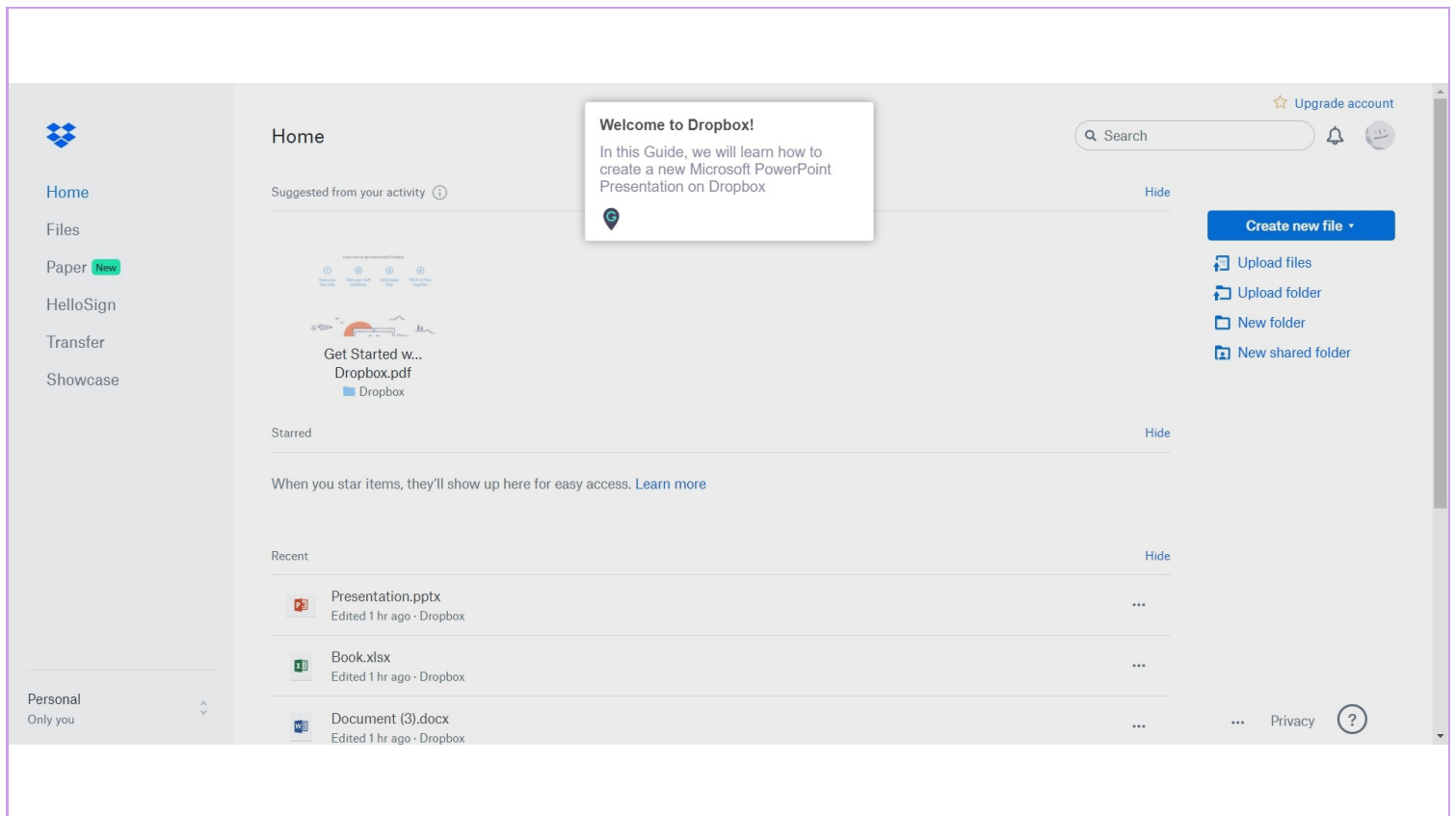


How to create a new Microsoft PowerPoint Presentation on Dropbox

# Step: 01

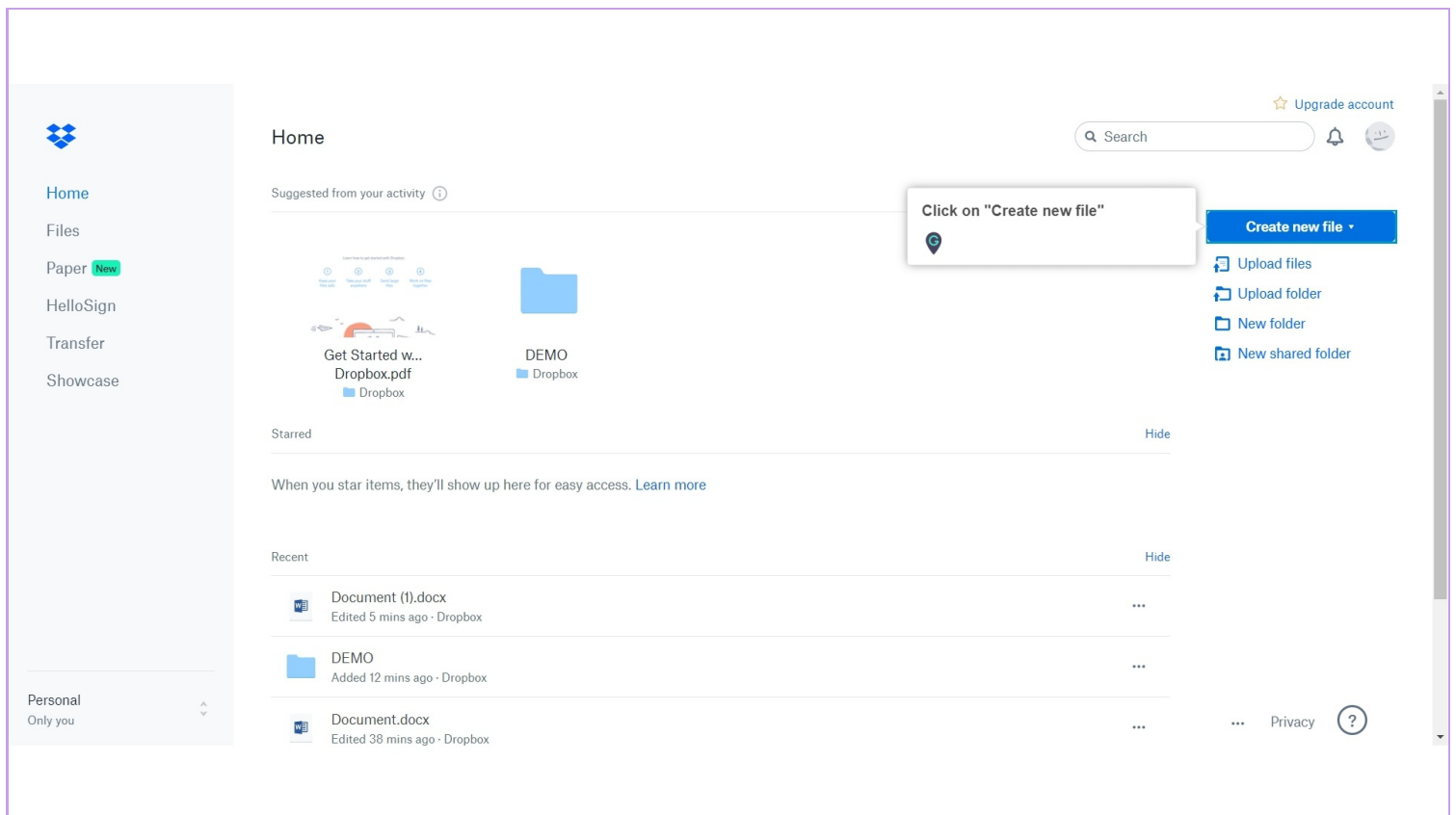
## Welcome to Dropbox!

In this Guide, we will learn how to create a new Microsoft PowerPoint Presentation on Dropbox



## Step: 02

Click on "Create new file"



The screenshot displays the Dropbox Home interface. On the left is a navigation sidebar with options: Home, Files, Paper (marked 'New'), HelloSign, Transfer, and Showcase. The main content area is titled 'Home' and includes a search bar, an 'Upgrade account' link, and a 'Suggested from your activity' section. This section shows a PDF file 'Get Started w... Dropbox.pdf' and a folder 'DEMO'. Below this are sections for 'Starred' and 'Recent' items. The 'Recent' section lists three items: 'Document (1).docx' (edited 5 mins ago), 'DEMO' (added 12 mins ago), and 'Document.docx' (edited 38 mins ago). A callout box with a location pin icon points to the 'Create new file' button in the top right corner. The dropdown menu for this button is open, showing options: 'Upload files', 'Upload folder', 'New folder', and 'New shared folder'. At the bottom right, there is a 'Privacy' link with a question mark icon.

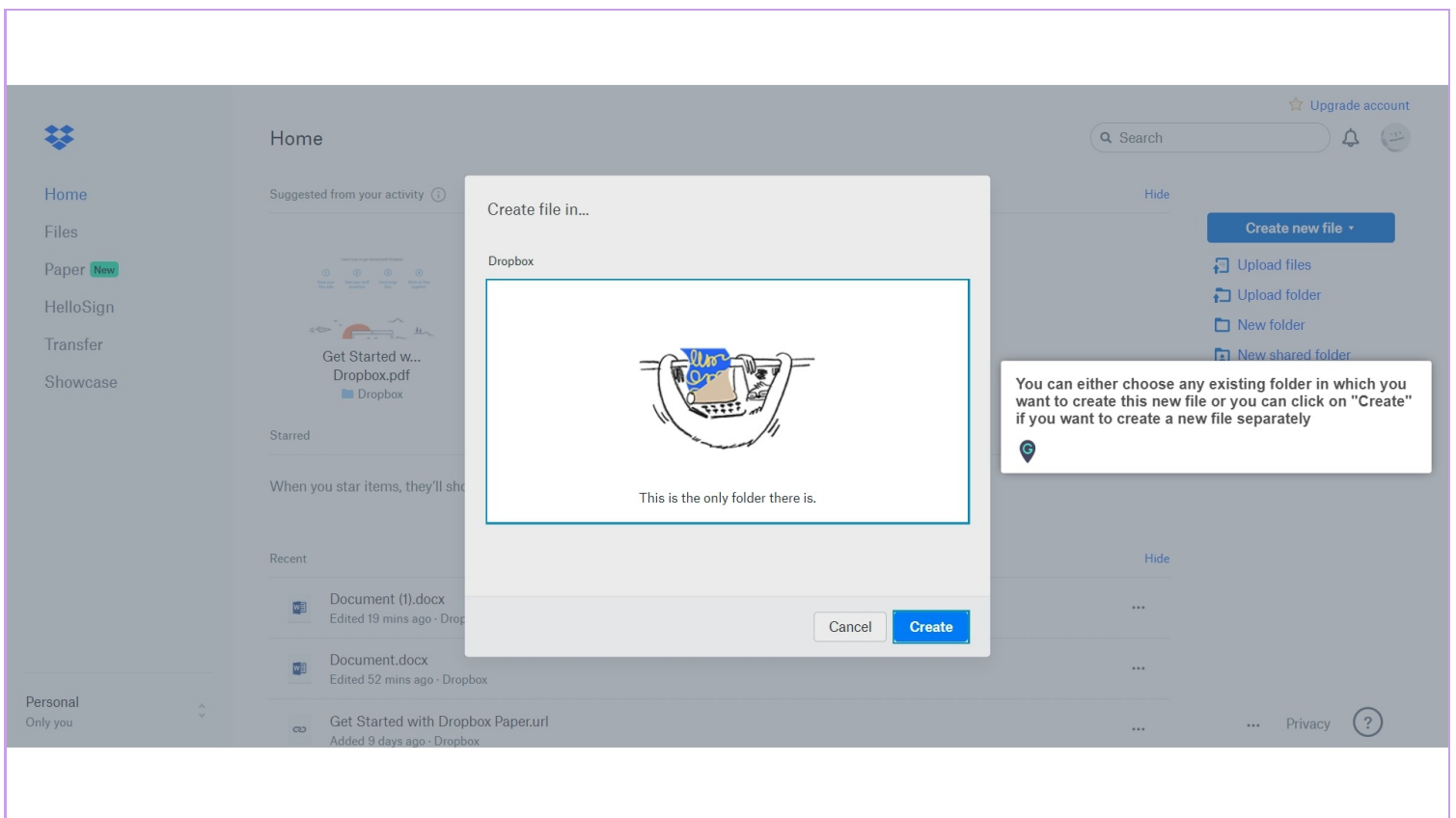
## Step: 03

### Select "Microsoft PowerPoint"

The screenshot displays the Dropbox home interface. On the left is a navigation sidebar with options: Home, Files, Paper (marked 'New'), HelloSign, Transfer, and Showcase. The main area is titled 'Home' and includes a search bar, an 'Upgrade account' link, and a 'Suggested from your activity' section with a 'Hide' button. Below this are several file thumbnails: 'Get Started w... Dropbox.pdf', 'Presentation.pptx', 'Book.xlsx', 'Document (3).docx', and 'Document (2).docx'. A 'Starred' section follows, with a note: 'When you star items, they'll show up here for easy access. Learn more'. The 'Recent' section lists 'Presentation.pptx', 'Book.xlsx', and 'Document (3).docx'. At the bottom left, it says 'Personal Only you'. On the right side, a 'Create new file' button is open, showing a list of options: Dropbox Paper, Dropbox Paper Template, Shortcut, Microsoft Word, Microsoft Excel, Microsoft PowerPoint (highlighted with a blue border), Google Docs, Google Sheets, and Google Slides. A tooltip above the 'Microsoft PowerPoint' option reads 'Select "Microsoft PowerPoint"'. At the bottom right of the main area, there are 'Privacy' and '?' icons.

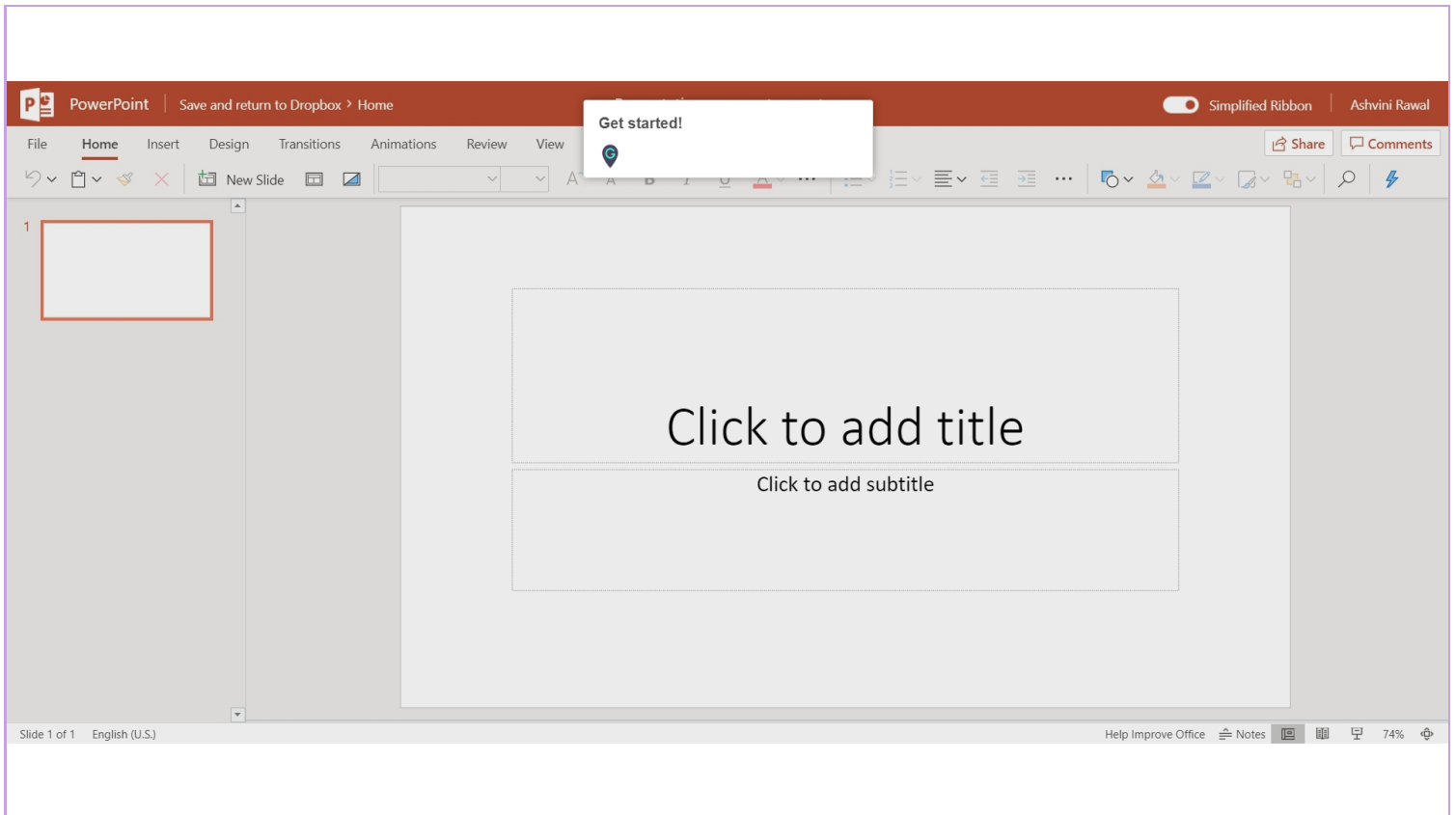
## Step: 04

You can either choose any existing folder in which you want to create this new file or you can click on "Create" if you want to create a new file separately



## Step: 05

Get started!



# Thank You!

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