PowerPoint 2019 (Part 25): Evaluating Your Presentation

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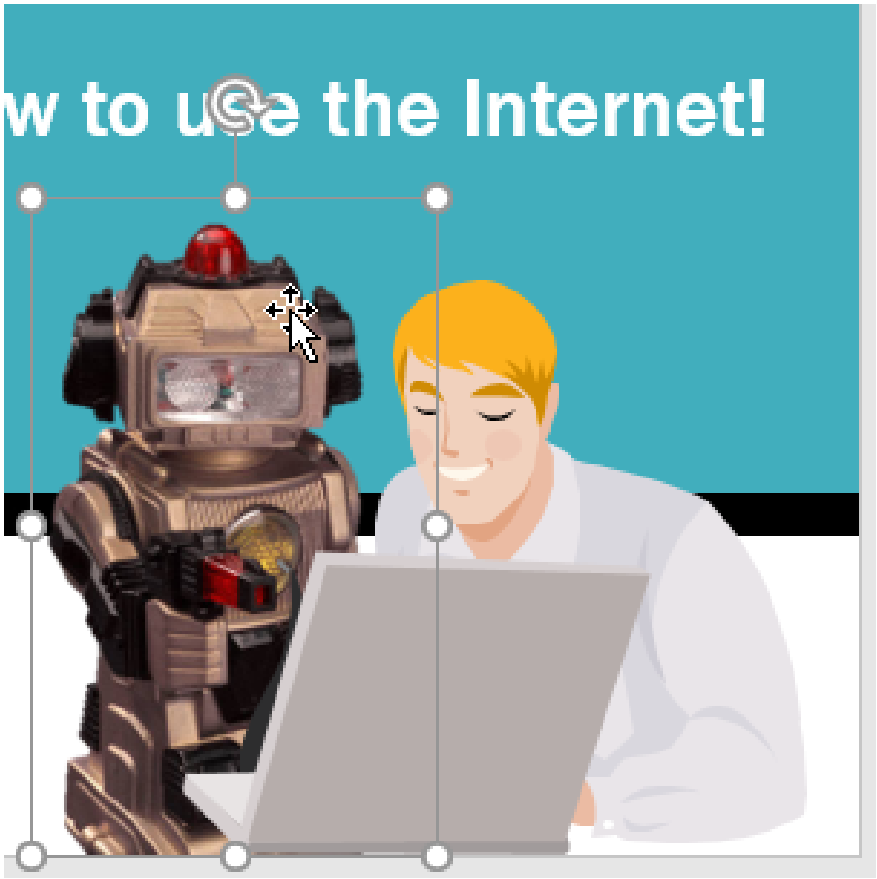
Before delivering your presentation to an audience, you can ask others to review and provide feedback on your slides. You can even work with a collaborator to create the presentation together. If you're revising a printed version, you can add comments to the margins or compare a rough draft and the final version side-by-side. You can do all of this in PowerPoint using the **Comments** and **Compare** features .

Comments on the presentation

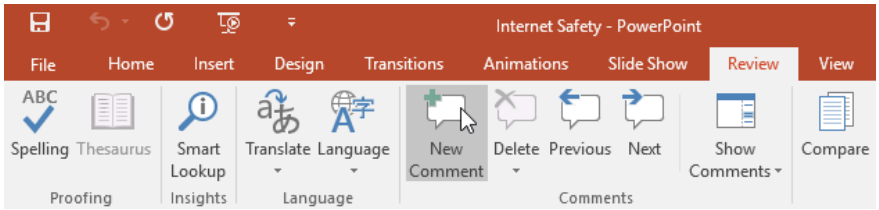
When editing or collaborating on a presentation, you might want to add notes or suggestions without actually changing the slides. Leaving comments allows you to note something without altering the slides. Comments can then be added and read by the original author or any other reviewer.

How to add a comment

1. Select the text or object (or click the slide area) where you want the annotation to appear.

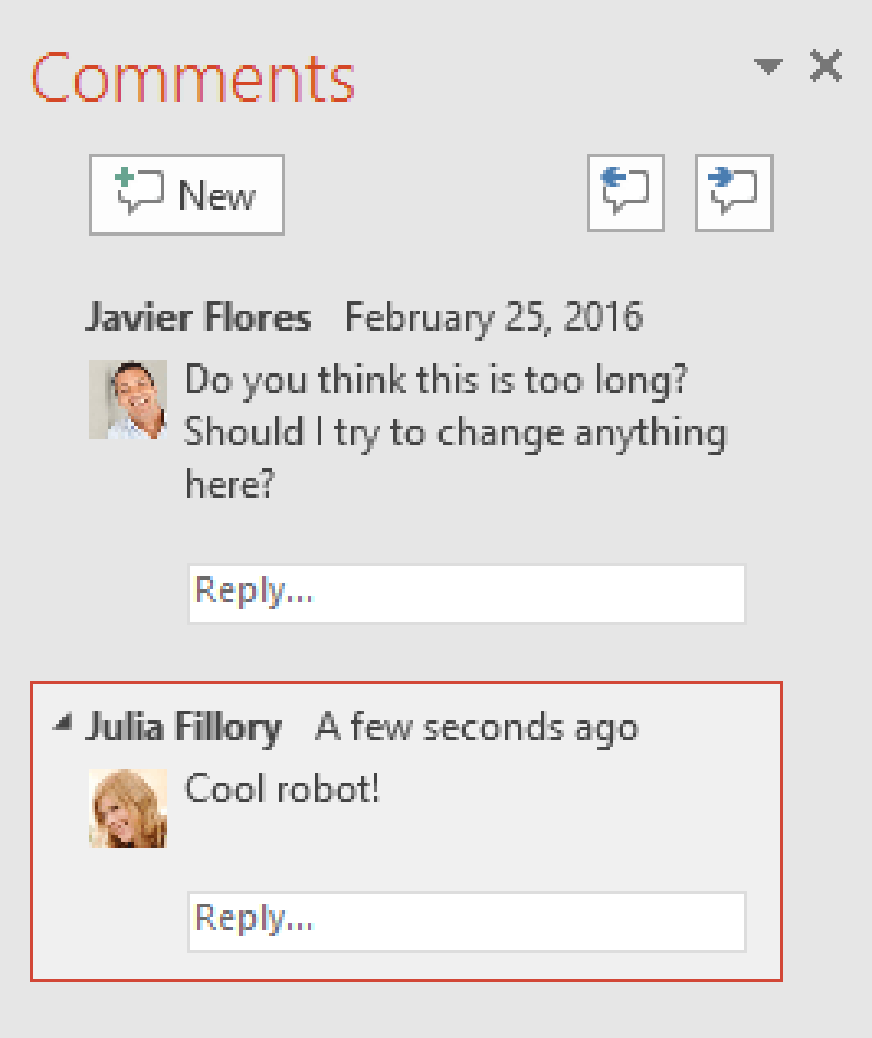


2. Go to the **Review** tab , then click the **New Comment command.**

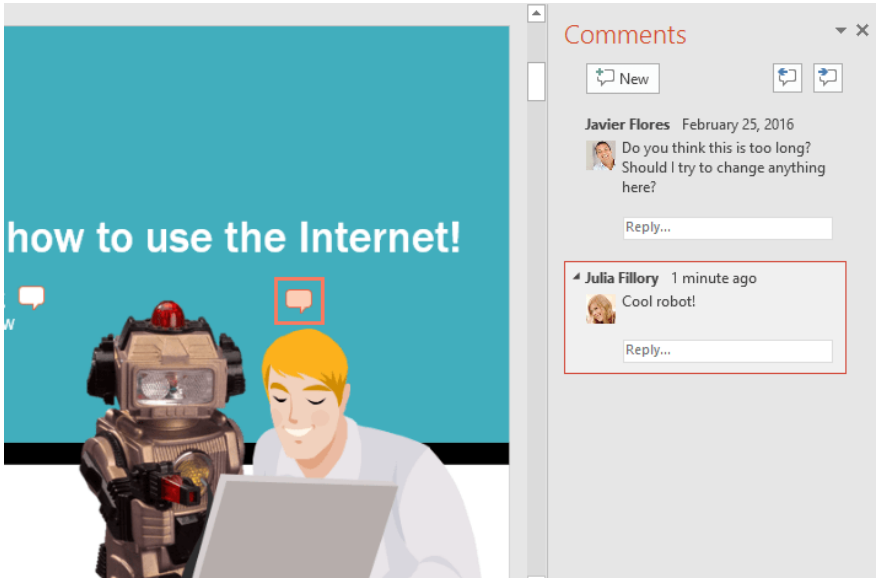


3. The Comments panel will appear. In this example, this panel contains an existing comment from another reviewer (Javier), plus a space for your comment.

4. Type your comment into the box, then press **Enter** or click anywhere outside the box to save the comment.

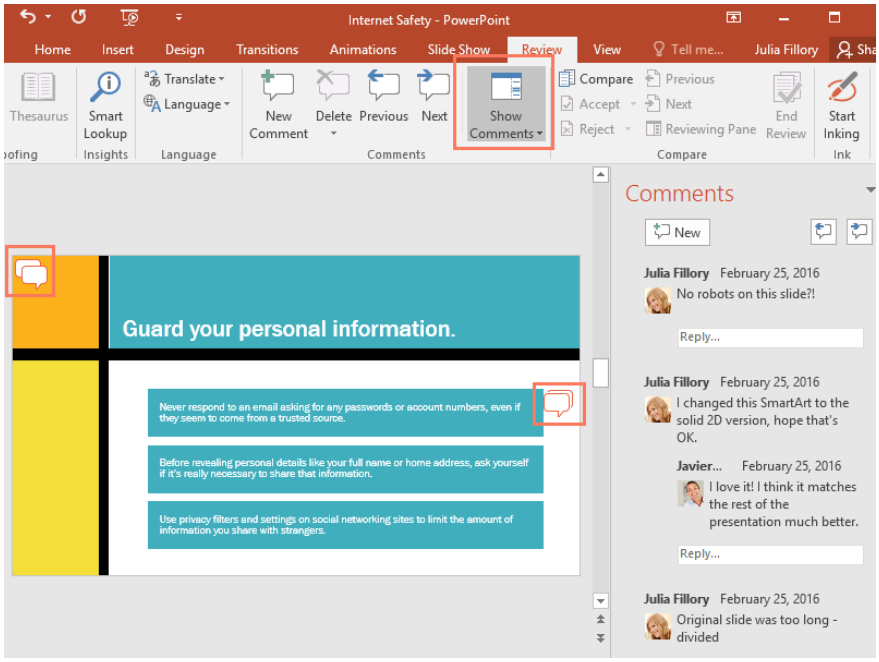


5. Comments will be indicated by a small icon on the slide.



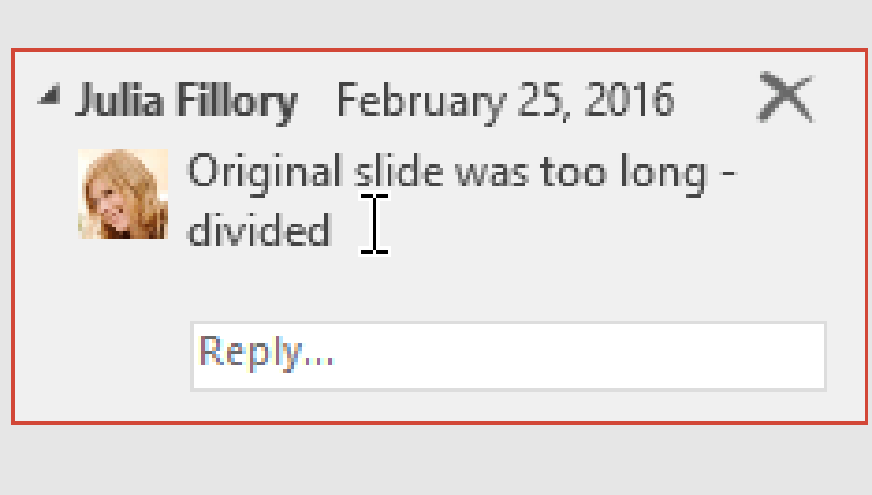
View comments

You can view or reply to any comments—including those from other reviewers—by returning to the **Comments section.** Simply click the comment icon on the slide or click the **Show Comments** command on the **Review tab.**

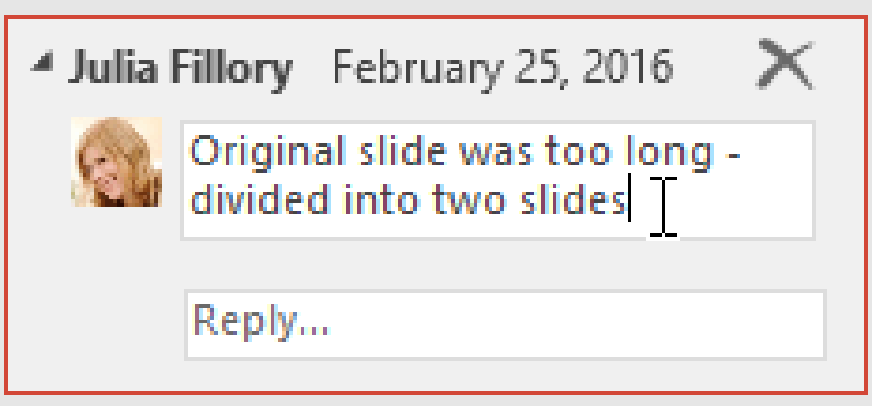


How to edit a comment

1. In the **Comments** section , select the comment you want to edit.

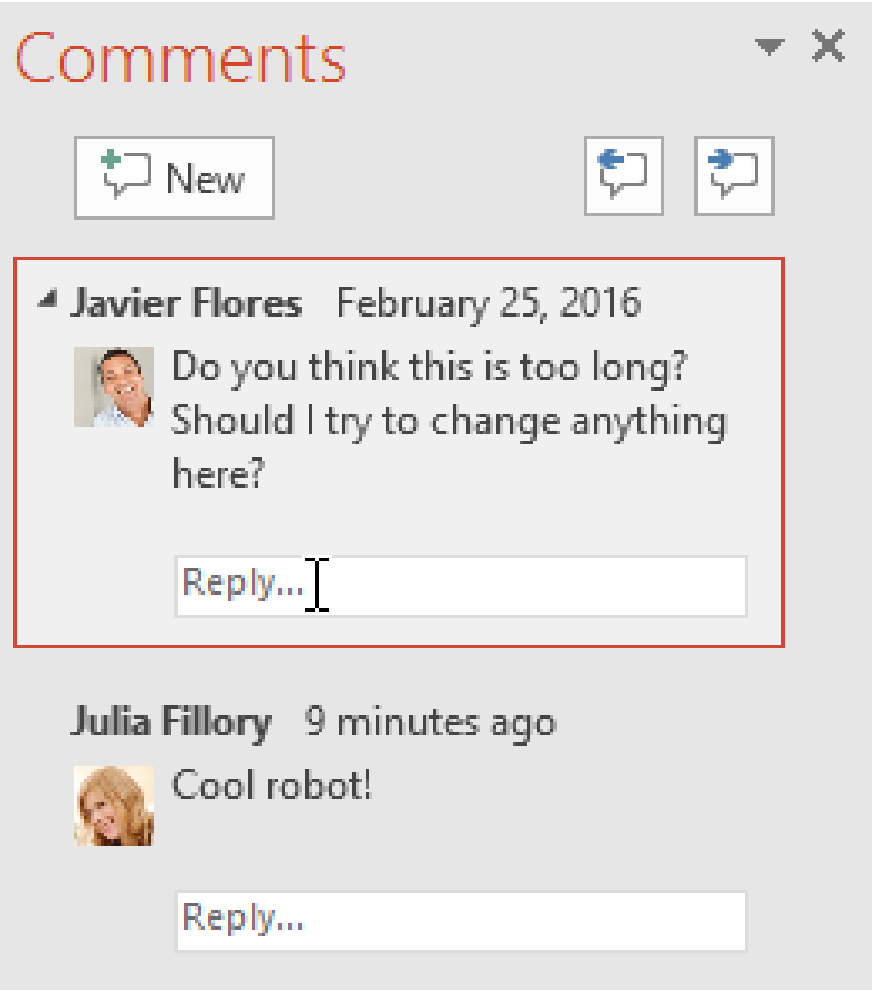


2. Enter your desired changes, then press **Enter** or click anywhere outside the comment box. Your changes will be applied.

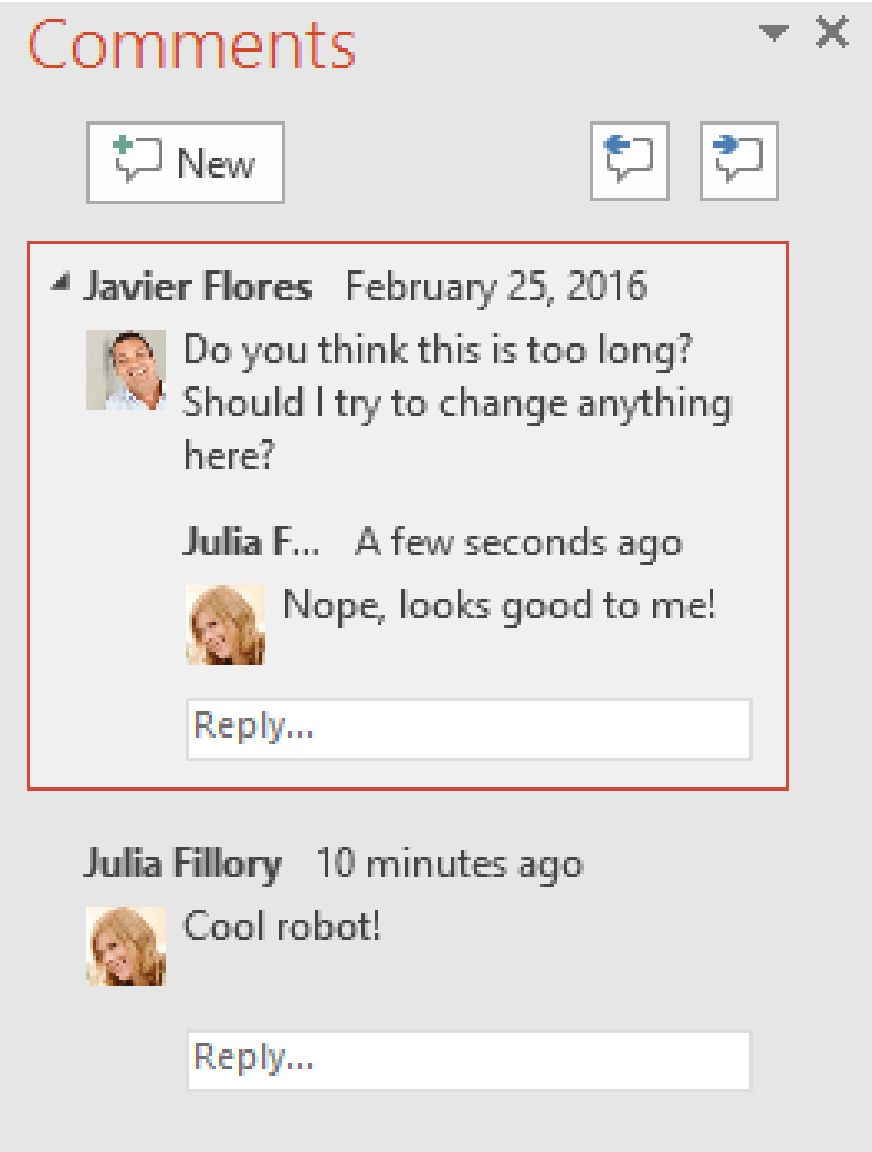


How to reply to a comment

1. In the **Comments** section , click **Reply** below the comment you want to reply to.

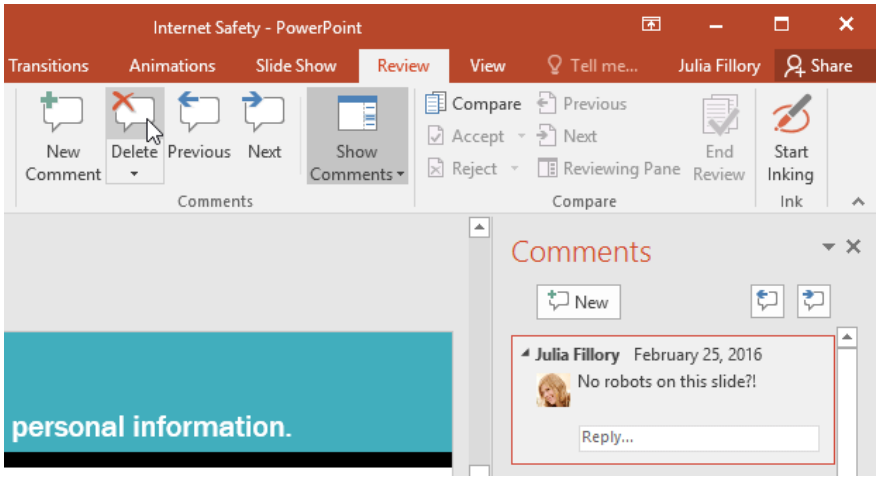


2. Type your answer, then press **Enter** or click anywhere outside the box. Your comment will appear below the original comment, and an additional icon will be added to the slide.

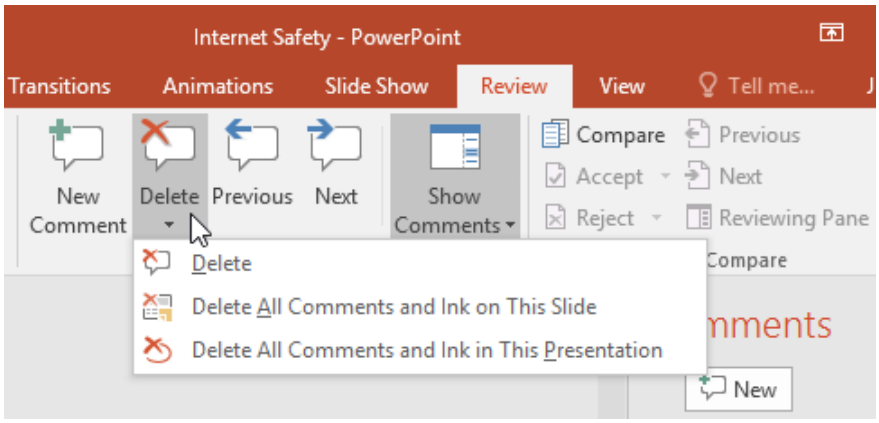


Delete comment

To delete a comment, select the comment you want to delete, then go to the **Review** tab and click the **Delete command.**



To delete multiple comments, click the drop-down arrow below the **Delete command.** You can delete comments from your current slide or from the entire presentation.



Compare the presentations.

There are situations where you might end up with more than one version of the same presentation. For example, you might create multiple drafts, or a collaborator or colleague might save their own unique copy.

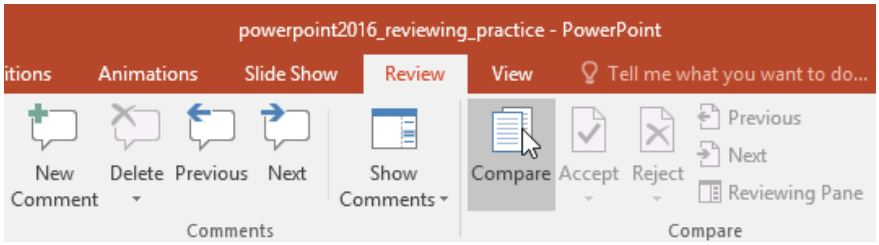
You can easily compare and combine multiple versions using PowerPoint's **Compare** feature . This allows you to see the differences between two versions of the same presentation, so you can decide which changes to include in the final version.

How to compare two presentations

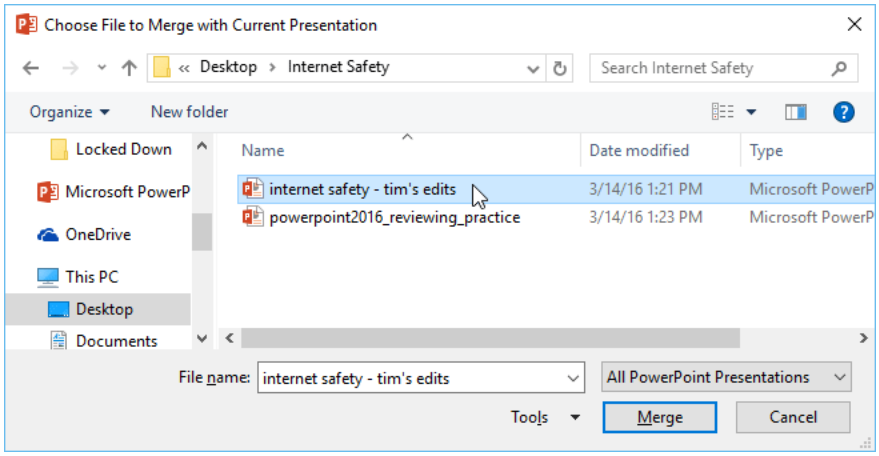
This example will compare two versions of the Internet Safety for Everyone presentation.

1. Open a version of the presentation you want to compare. For example, it would start with **powerpoint_reviewing_practice.**

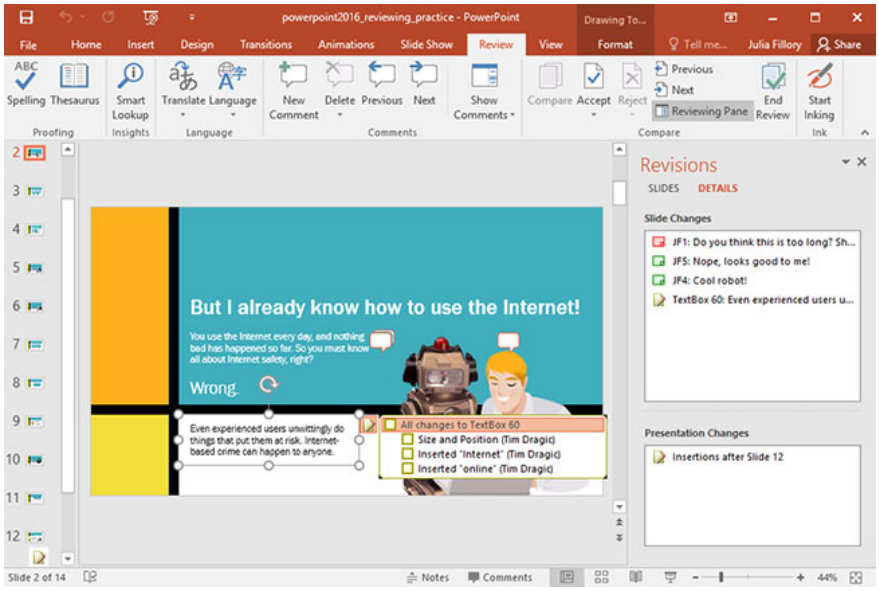
2. From the **Review** tab , select the **Compare command.**



3. A dialog box will appear. Select the second version of the presentation you want to compare, then click Merge. For example, we would select **internet safety - tim's edits** .



4. The Revisions panel will appear, allowing you to compare the two presentations.



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