

# Review presentations in PowerPoint 2016

Before submitting a presentation, users can ask others to review the presentation and give feedback on the slides. The presentation creator can even work with a collaborator to create a presentation together.

Before submitting a presentation, users can ask others to review the presentation and give feedback on the slides. The presentation creator can even work with a collaborator to create a presentation together. If you are modifying a hard copy, users can add comments to the margins or compare raw and final drafts side by side. Besides, users can do these in PowerPoint 2016 with the **Comments** and **Compare features**.

## How to review the presentation

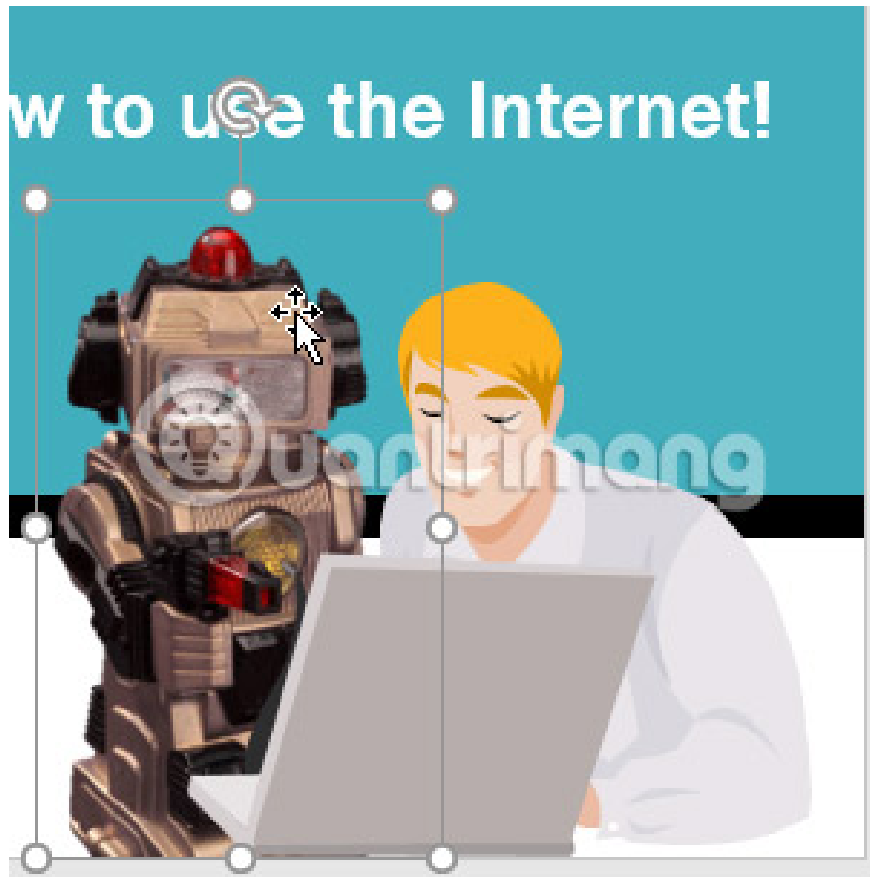
1. Comment on the presentation
  1. How to add a comment
  2. See comments
  3. How to answer a comment
  4. Delete comment
2. Compare presentations
  1. How to compare two presentations

## Comment on the presentation

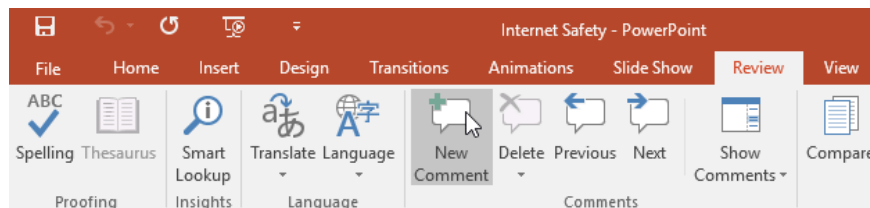
When modifying or collaborating on a presentation, users may want to make notes or suggestions without actually changing the slide. Leaving a comment allows the reader to note something without changing the slide. Comments can be added and read by the original author or any other reviewer.

### How to add a comment

1. Select the text or object (or click on the area containing the slides) where the comment appears.

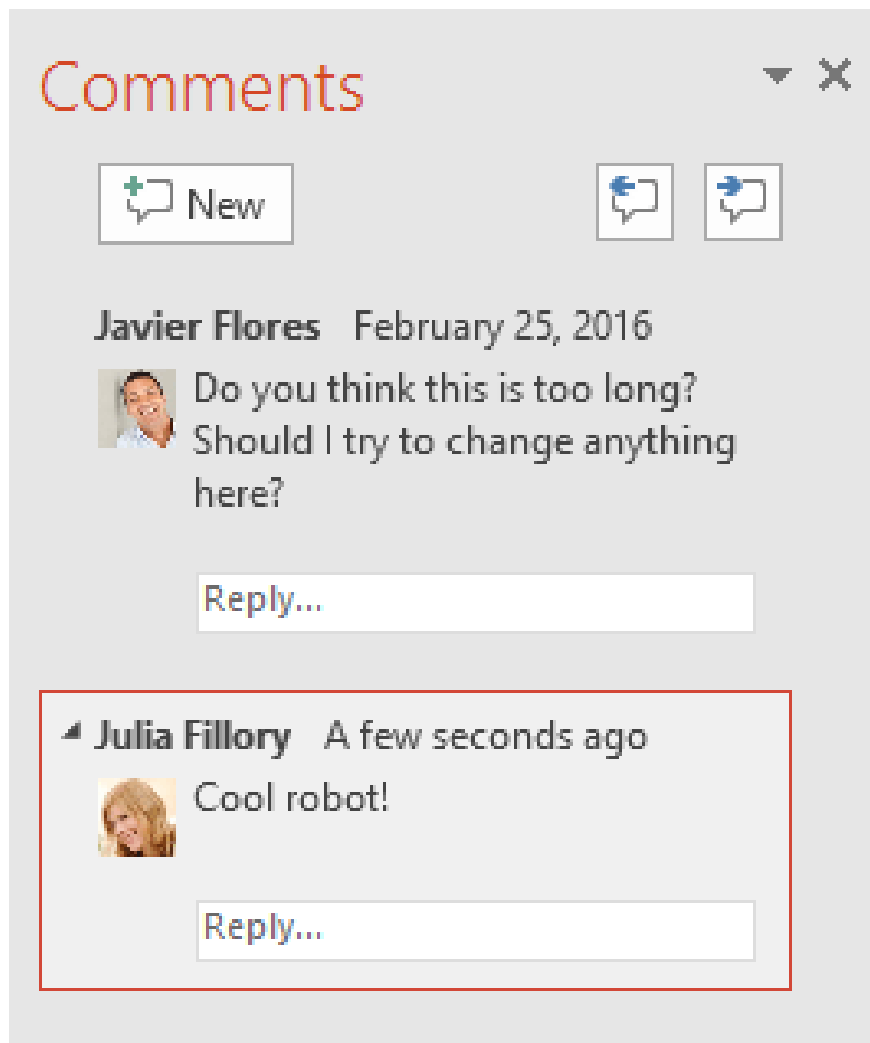


2. Go to the **Review** tab , then click the **New Comment** command .

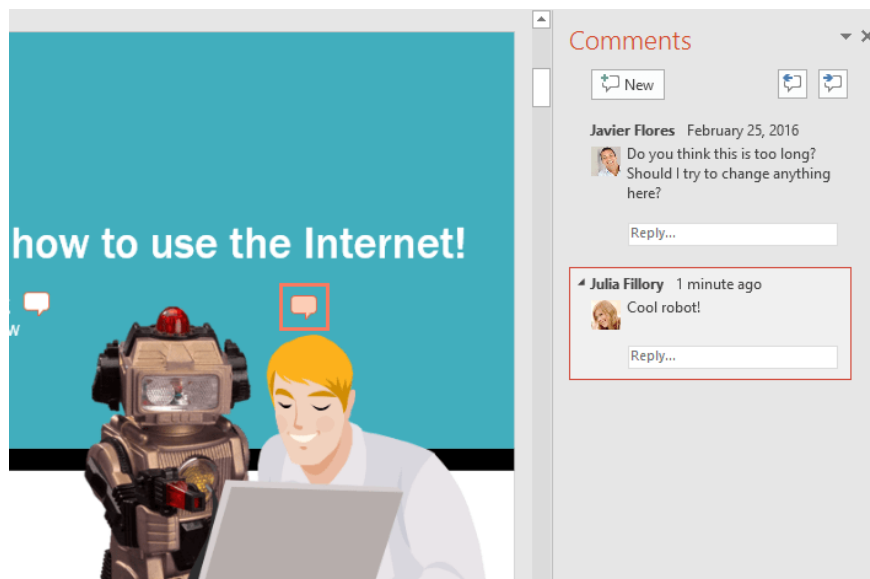


3. The **Comments** window will appear. In this example it contains a comment created by the Javier reviewer, plus a blank for other people's comments.

4. Enter a comment in the box, then press **Enter** or click anywhere outside the box to save the comment.

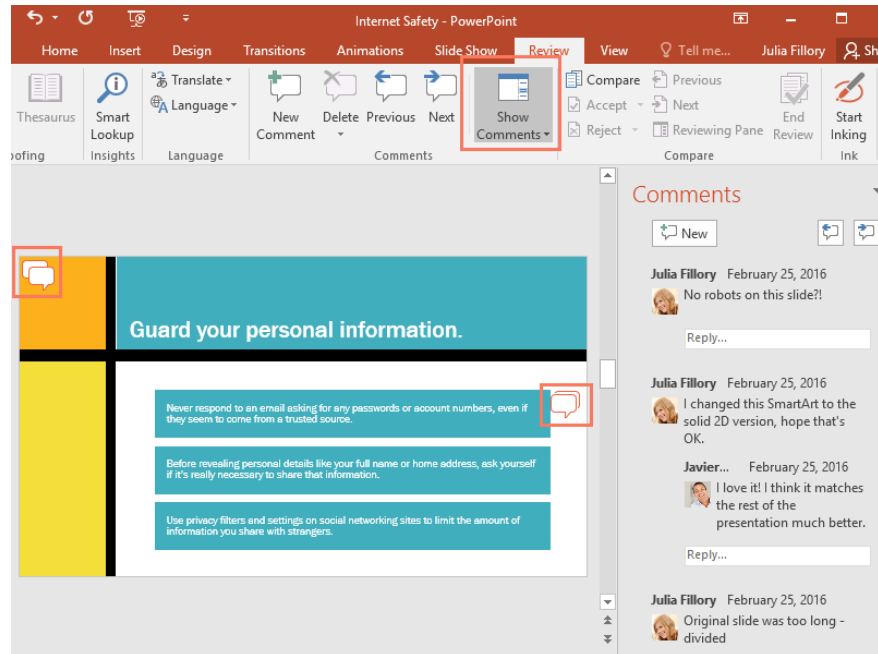


5. Comments will be represented by a small icon on the slide.



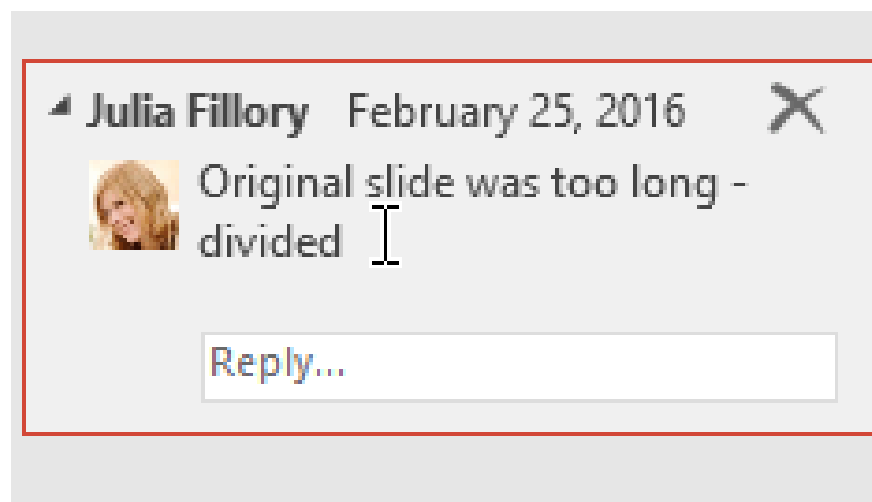
**See comments**

Users can view or reply to any comment, including comments from other reviewers by returning to the **Comments** window . Just click on the comment icon on the slide or click the **Show Comments** command on the **Review** tab .

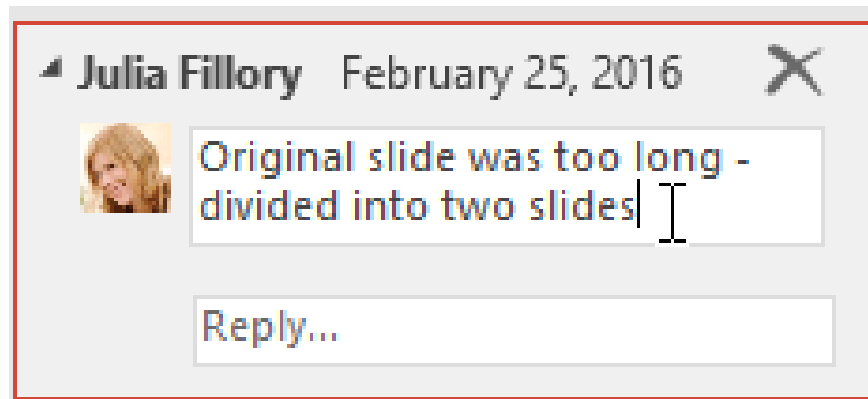


How to edit a comment:


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



2. Enter the desired changes, then press **Enter** or click anywhere outside the comment box. Changes will apply.



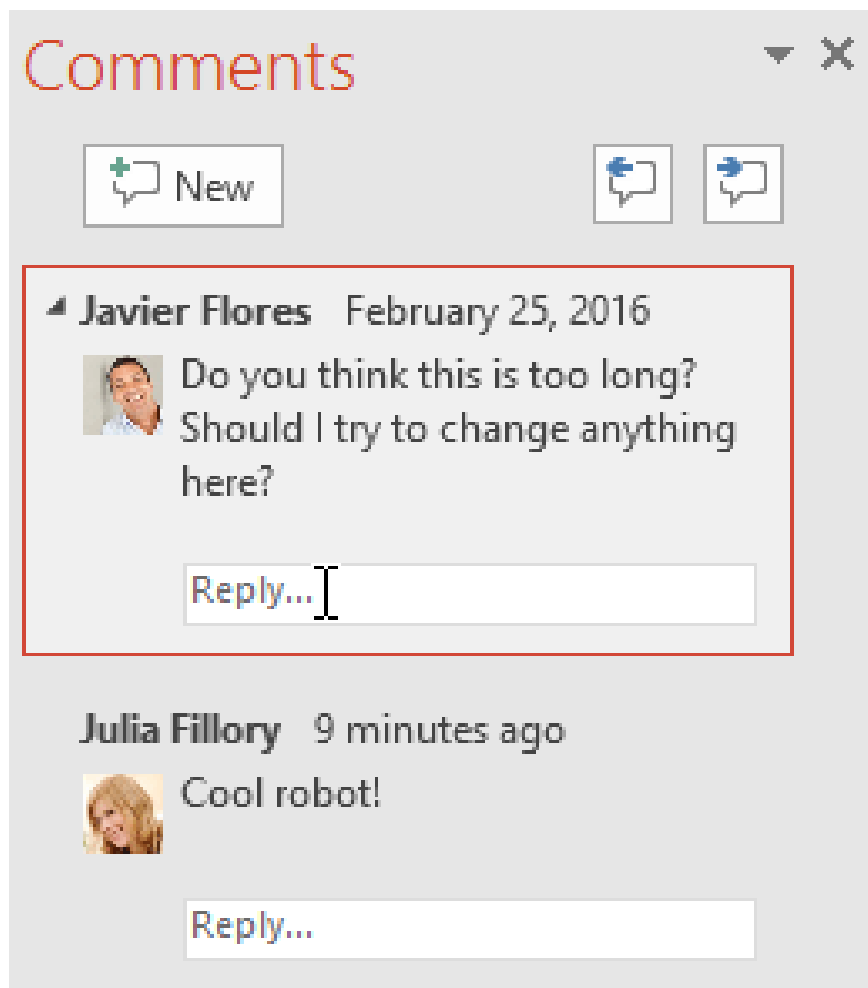
▲ Julia Fillory February 25, 2016 X

 Original slide was too long -  
divided into two slides |




Reply...

## How to answer a comment


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



Comments ▼ X


 New  

▲ Javier Flores February 25, 2016

 Do you think this is too long?  
Should I try to change anything  
here?

Reply... |

Julia Fillory 9 minutes ago

 Cool robot!

Reply...

2. Enter feedback, then press **Enter** or click anywhere outside the box. Comments will appear below the initial comment and an additional icon will be added to the slide.

## Comments



 New



▲ **Javier Flores** February 25, 2016



Do you think this is too long?  
Should I try to change anything  
here?

**Julia F...** A few seconds ago



Nope, looks good to me!

Reply...

**Julia Fillory** 10 minutes ago

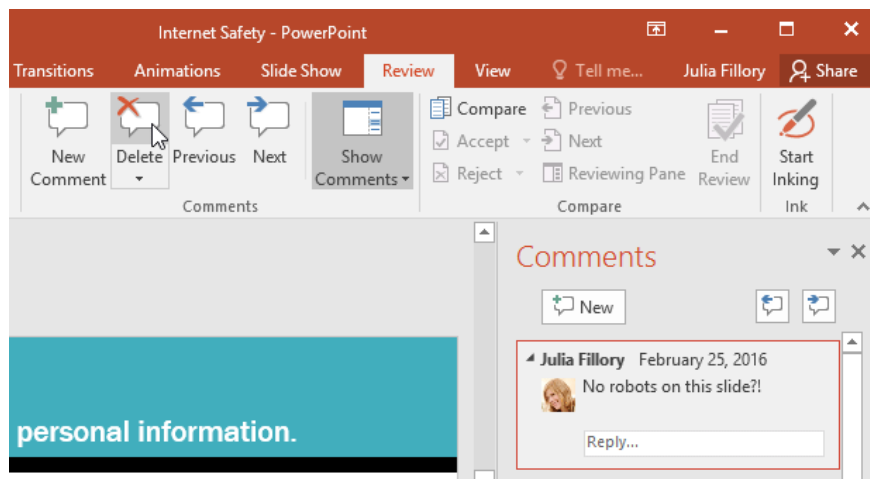


Cool robot!

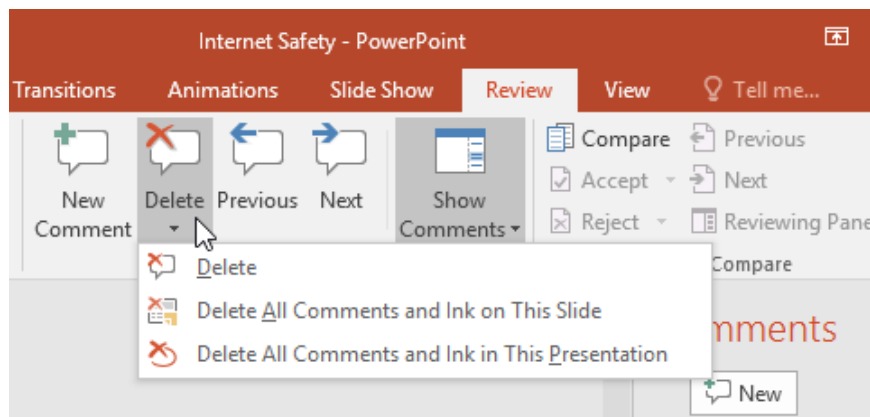
Reply...

### 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 . Users can delete comments from the current slide or from the entire presentation.



## Compare presentations

There are situations where users have multiple versions of the same presentation. For example, users who can create multiple drafts or collaborators or colleagues can save their own unique copy.

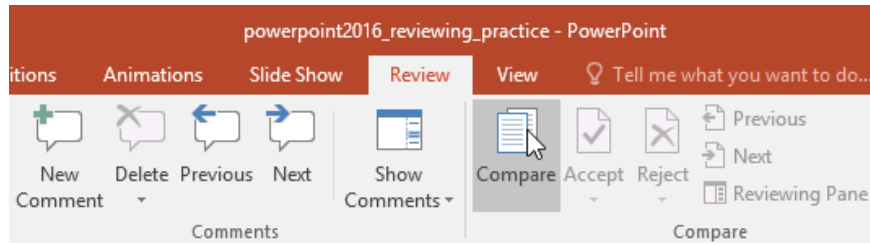
Users can easily compare and combine multiple versions with PowerPoint's **Compare** feature. This allows users to see the difference between the two versions of the same presentation, from which the user can decide which changes will be included in the final version.

### How to compare two presentations

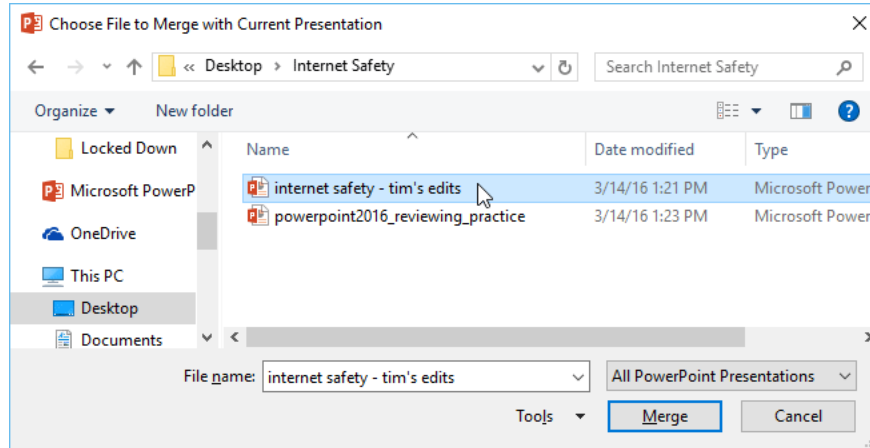
In this example, we will compare two versions of the Internet Safety for Everyone presentation.

(Reference link: [powerpoint2016\\_Vviewing\\_practice / Internet safety edited by Tim](#))

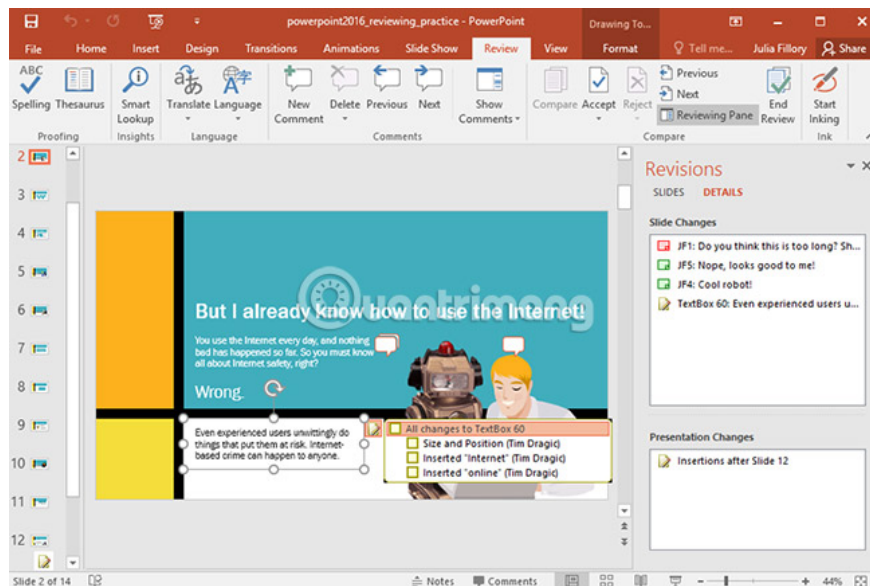
1. Open a version of the presentation you want to compare. In this example, we will start with **powerpoint2016\_Vviewing\_practice**.
2. From the **Review** tab , select the **Compare** command .



3. A dialog box will appear. Select the second version of the presentation you want to compare, then click **Merge**. In this example, we will select the **Internet safety** version edited by Tim.



4. The **Revisions** window will appear, allowing two presentations to be compared.



When satisfied with the changes in the review, click **End Review**. Only changes that the user accepts are applied to the final presentation.

If you use PowerPoint regularly, don't ignore these beautiful PowerPoint wallpapers.

Hope you are successful.

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