



Workday Slides

Product Summary

May 2023

This content is not part of the Workday Administrator Guide and is subject to further change.

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Summary of User Guide Changes - Slides

This table describes updates to the User Guide within the past year. We update the User Guide when new features impact the product user interface and when editorial changes improve content quality.

This page is intended to be a summary of content changes in the User Guide, and is not a full list of new features. If a new feature results in a change to only the Administrator Guide content, that change isn't described here.

To find complete information about new features, you can run the What's New in Workday report on your Workday system if you have access to the report.

Date	Notable Content Changes
November 2022	Added information on how you must refresh linked data to display pivot table name changes made in Worksheets.
October 2022	Added information on selecting chart types when inserting linked charts.
July 2022	Transitioned the Workday User Guide from PDF to HTML format.
June 2022	Added 2 new topics: • Concept: Linking Data from Worksheets Workbooks • Concept: Exporting Data from People Analytics
April 2022	Added information on: • Showing and hiding linked value indicators. • Inserting video media files available in Drive. • Saving custom hex colors for reuse throughout the presentation for applying color to text, table cells, backgrounds, and borders.
January 2022	Added information on: • Showing and defining gridlines for use when moving and aligning tiles. • Resizing a tile while maintaining the original proportions of the tile. • A new security group type of Public Groups for Slides administrators and users. Added a new topic with presentation limits.

Concept: Slides

Slides enables you to share data insights, create narrative, and provide relevant context around Workday data. With Slides you can create, collaborate on, and share presentations that integrate live transactional data from Worksheets workbooks or exported data from People Analytics.

With Slides, you can create new presentations from Drive and then:

- Add text, tables, charts, and images and apply formatting and branding.
- Insert linked data from Worksheets workbooks by using defined names or references to pivot tables.
- Export data into presentations from People Analytics.
- Provide narrative and insights alongside linked Workday data.
- Refresh linked Workday data as it changes to keep presentations up to date.

- Share presentations with others and assign viewing or editing permissions.
- Collaboratively edit presentations with others who have edit access.
- Present or download presentations.

Linked Data Indicators

Slides presentations identify data that is linked to a Worksheets workbook. When you refresh the linked data in the presentation, visual indicators display if the data in the workbook changed. These visual indicators don't display when the presentation is in the Present mode.

Indicator	Description
Blue background color around text.	The text contains a linked data item.
Orange background color around text, tile, or slide thumbnail.	The text, tile, or slide contains the linked data item selected in the Linked Data panel.
Orange icon with arrows next to a data item.	The last data refresh updated the linked data item.

Collaboration

Presentation owners can share presentations with other users who have access to Slides to collaborate on the content. When more than 1 user simultaneously views or edits a presentation, Slides assigns a different colored avatar for each user and displays the avatars above the presentation. Colored dots display next to slides in the thumbnail panel and colored squares display next to tiles on slides.

Concept: Managing Slides Presentations

This table summarizes some of the actions that you can take with presentations. Users must have access to the *Slides* and *Drive* domains to create, copy, share, and delete presentations.

Action	Notes
Create a presentation	From Drive, select Add New > Presentation . Slides uses the branding color from the Configure Tenant Branding task for slide layouts by default. You can override the color setting by clicking File > Color Settings .
Copy a presentation	From Drive, select the presentation and click Make a Copy , or from a presentation, select File > Copy only Presentation . If the presentation has linked workbook data, the copy of the presentation maintains the links to the original workbooks.
Copy a presentation and copy the linked workbooks	To copy a presentation along with the associated workbooks and data links, from the presentation select File > Copy with Workbook(s) . Copies of the presentation and copies of the linked workbooks are saved together in a folder in Drive. The copy of the presentation creates links to the copies of the workbooks. You must have view or edit access to all of the workbooks linked to the presentation to copy the presentation and the workbooks.
Share a presentation	From Drive, or from an open presentation, select Share . When you share a presentation, you can:

Action	Notes
	• Enable link sharing and provide the URL to multiple users at once. • Select specific users, or groups, to share with. • Select a permission level for the actions that users can do. Note: The ability to use group sharing is a system setting that requires additional Drive configuration. When you share a presentation with a specific user, Workday sends a notification and an email (if the Workday administrator enabled email notifications). When you enable link sharing and provide a URL, or when you share with a group, Workday doesn't send notifications. If you share a Slides presentation containing linked data from a Worksheets workbook, but you don't share the underlying workbook, the user won't be able to open the workbook.
Download a presentation	From the presentation, select File > Download as and select the file type to create. The download might take a few minutes depending on the size of the presentation. When downloading the presentation as a PowerPoint file, each slide downloads as an image.
Remove (move to Trash) a presentation	From Drive, select the presentation and click Remove. The presentation remains in Trash forever, unless a Drive administrator permanently deletes it.
Restore a presentation from Trash	From Trash in Drive, select the presentation and then click Restore. Workday places the restored presentation in My Files. You can restore a presentation only if you're the person who created it. If you remove a presentation that someone shared with you, and you're not the owner, you remove your access to the presentation. The presentation disappears from the Drive and it doesn't display in Trash.

Concept: Editing Slides Presentations

Slide Editing and Navigating

This table summarizes some of the actions that you can take within Slides presentations. Users must have access to the *Slides* and *Drive* domains to create and edit presentations.

A session in Slides will time out after 15 minutes of inactivity.

Action	Notes
Add a slide	To add a slide with the same layout as another slide, click the + icon below the slide in the thumbnail panel. To add a slide with a different layout, select a layout from the drop-down list. A presentation can include up to 100 slides.

Action	Notes
Select branding and chart colors	Click File > Color Settings. You can select a color or type a color hex code for the slide accent color and to represent each of the colors in a chart. You can also save custom hex colors and reuse them throughout the presentation when applying color to text, table cells, backgrounds, and borders. Slides uses the branding color from the Configure Tenant Branding task for slide layouts by default. If there's no branding color configured in the Configure Tenant Branding task, Slides uses the blue Workday brand color as the default.
Add background color or image to a slide	Hover over the slide in the thumbnail panel and click Slide Background . You can select an image or color, or type a color hex code.
Duplicate a slide	Hover over the slide in the thumbnail panel and click Duplicate Slide .
Delete a slide	Hover over the slide in the thumbnail panel and click Delete Slide .

Tile Editing

You can add text, tables, charts, and images to a presentation by inserting content tiles. Each slide can include up to 50 tiles.

You can also link to data from Worksheets by selecting defined names or references to pivot tables from a Worksheets workbook. A presentation can have links to as many as 500 unique data items, including up to 20 different Worksheets workbooks.

Note: Currently Slides can use only explicitly specified defined names from Worksheets such as =Sheet1!\$A\$1:\$A\$13. It can't use "dynamic" defined names from a workbook such as =ARRAYAREA('Sheet1'!A1).

You can also export data into presentations from People Analytics.

Action	Notes
Add text	Click Insert > Text and type the text to add. Use the toolbar to select fonts, styles, formats, and colors. Each text tile can include up to 1 MB (1048576 characters) of text, excluding linked values. To add linked data, click Insert > Linked Value, navigate to the workbook, and select the defined name containing the data. To open the workbook containing the linked data, click the text and then click the workbook name. You must have view or edit access to the workbook.
Add a table	Click Insert > Table and select the type of table to add: • Linked table: Inserts a table with data that is linked to a workbook. Navigate to the workbook, select the defined name containing the data, and click Insert. Linked tables can have a maximum of 1,000 cells. • Editable table: Inserts an empty table with cells that are editable. Click to change the table size and click Insert. You can type data in the cells or click Insert > Linked Value to add linked data.

Action	Notes
	To open the workbook containing the linked data, click the table and then click View Data Source . You must have view or edit access to the workbook.
Add a chart	Click Insert > Linked Chart. Navigate to a workbook, select a data item, click Choose Chart Type, and click Insert Chart. Click the chart to open the chart editor panel and add titles, labels, and legends. To open the workbook containing the linked data, click the chart and then click View Data Source. You must have view or edit access to the workbook. To select custom chart colors, click File > Color Settings. You can select a color or type a color hex code to represent each of the colors in the chart. Linked charts can have a maximum of 5,000 cells. Slides doesn't support linked charts with data that includes numbers and percentages.
Add an image	Click Insert > Image and navigate to the image. Presentations can include up to 100 unique images and each image can be up to 5 MB in size. To crop the image and fill the entire area within the tile, click Format > Image Fit > Crop to fit. To change the shape of the image to a circle, click Format > Image to Circle. To change it back to a square, click Tile > Border Radius > None.
Add a video	Click Insert > Video and navigate to a media file in Drive. You can only add media file types available in Drive.
Add a text hyperlink	Highlight the text, click Insert > Hyperlink and type or paste the URL.
Show or hide linked data values	Click View > Show Linked Value Indicator to show or hide the blue background color that indicates text contains a linked value.
View linked data	Click View > Linked Data to open the Linked Data panel and view all linked data sources and data items in the presentation. When you select a data item in the Linked Data panel, an orange border displays around each tile and slide that contains that linked data. If the name of a workbook is missing in the Linked Data panel then you don't have access to that workbook or the linked data, either because the workbook is not shared with you or because the workbook is in Trash in Drive.
Refresh linked data	Click File > Refresh Linked Data to check for changes in linked workbook data and update it throughout the presentation. An orange icon displays in the Linked Data panel next to the data items that change. To refresh data for a specific workbook data source or item, click the Refresh arrows. You must have view or edit access to the workbook to refresh the data. If the name of the workbook is missing in the Linked Data panel then you don't have access to that workbook, either because the workbook is not shared with you or because the workbook is in Trash in Drive. You can't refresh data items exported from People Analytics.

Action	Notes
	When you insert a linked table from Worksheets, table formatting is copied to the table in Slides. When linked data is refreshed in Slides, format changes made to the Worksheets table are not updated in Slides, unless the size of the table in Worksheets has changed.
Revert last data refresh	Click Revert Last Refresh to revert changes that occurred during the preceding data refresh.
Move a tile	Select and hold a tile and then move it to the new location.
Resize a tile	Select a tile and click and drag the border sizing handles. Press and hold the Shift key while dragging the corner of the tile to maintain the tile's width and height ratio.
Adjust tile alignment	Select View > Show Grid to display visual gridlines and View > Grid Size to adjust the size of the gridlines. Select View > Snap to Grid to have a tile automatically align to the gridlines when you move it.
Arrange tiles on a slide	Select a tile and click Tile > Order to move a tile in front of or behind another tile.
Add background color to a tile	Select a tile and click Tile > Background . You can then select a color or type a color hex code.
Increase or decrease tile padding	Select a tile and click Tile > Padding .
Change the type of content in a tile	Select a tile, click Tile > Change Tile Type , and select the type of content for the tile.
Delete a tile	Select a tile and click Tile > Delete .

Concept: Linking Data from Worksheets Workbooks

You can integrate data from Worksheets workbooks, including live data added from Workday advanced, matrix, and composite reports, into Slides presentations. To link data, create defined names or pivot tables in Worksheets workbooks and then insert those data items into Slides presentations.

Defined Names and Pivot Tables

Within Worksheets, workbook owners and editors create defined names by selecting individual cells or a range of cells, and then selecting **Data > Define Name**. To view all defined names for a workbook, select **View > Panels > Defined Names** to open the **Defined Names** panel. After a defined name has been created, it can't be edited - it must be deleted and recreated in Worksheets.

Workbook owners and editors create pivot tables by selecting a range of cells, and then selecting **Insert > Pivot Table**. Pivot tables created in workbooks are automatically assigned a name with 'Pivot' and a number (such as Pivot1, Pivot2, Pivot3, etc.), but the pivot table name can be changed in Worksheets.

Inserting Linked Data

You must have edit access to a Slides presentation and edit access to a Worksheets workbook to insert linked data in a presentation. The defined names and pivot tables created in a workbook display in Slides when you link data.

You can link data as tables, charts, and individual text values. From a presentation, click one of the linked data options, navigate to a workbook, and then select a defined name or pivot table to link to that data. A presentation can have links to as many as 500 unique data items, including links to up to 20 different Worksheets workbooks.

	Actions	Limits	Additional Details
Values (Text)	1. Click Insert > Text. 2. Click Insert > Linked Value. 3. Navigate to a workbook and select a data item from the list. 4. Select a value from the data and click Insert.	1MB (1048576 characters excluding linked values embedded in text)	Linked values display with a blue background. You can click the Show Linked Value Indicator from the View menu or the Linked Data panel to hide the blue background for linked values on all slides and make it easier to view text formatting.
Tables	1. Click Insert > Table. 2. Navigate to a workbook, select a data item, and click Insert.	Maximum of 1,000 cells	The default is a table with linked data from a workbook. You can also insert an empty table and then manually add text or insert linked values in the cells.
Charts	1. Click Insert > Linked Chart. 2. Navigate to a workbook, select a data item, and click Choose Chart Type. 3. Select a chart type and click Insert Chart.	Maximum of 5,000 cells	You can change the chart type in the chart editor panel. Slides doesn't support linked charts with data containing both numbers and percentages.

Viewing Linked Data

You can view all linked data in the presentation by clicking **View > Linked Data** to open the **Linked Data** panel. When you select a data item from the panel, an orange border displays around each tile and slide containing that linked data.

If you have view or edit access to a workbook, you can click the link in the workbook name to open the workbook and view the source of the linked data. If the name of a workbook is missing, you don't have access to that workbook, either because the workbook is not shared with you, or the workbook is in the **Trash** in Drive.

Refreshing Linked Data

Refreshing the linked data in a presentation keeps content up to date when changes occur in workbook data. You must have edit access to a Slides presentation and view or edit access to a Worksheets workbook to refresh linked data in a presentation.

To refresh all linked data, click **File > Refresh Linked Data** (or **Refresh All** in the **Linked Data** panel) to check for changes in linked workbook data and update it throughout the presentation. An orange data change indicator (two arrows) displays next to the data items in the **Linked Data** panel when data has been refreshed and updated in the presentation. When you select a data item from the panel, an orange border displays around each tile and slide that contains that linked data.

To refresh data for a specific workbook data source or item, hover over the item in the **Linked Data** panel and click the gray **Refresh** icon. To revert changes that occurred during the preceding data refresh, click **Revert Last Refresh**.

When you insert a linked table from Worksheets, table formatting is copied to the table in Slides. When linked data is refreshed in Slides, format changes made to the Worksheets table are not updated in Slides, unless the size of the table in Worksheets has changed.

If you insert a pivot table from Worksheets into Slides, and the name of the pivot table changes later, the new name won't show in the **Linked Data** panel until you refresh it.

Data that you export from People Analytics can't be refreshed from Slides. To update the presentation with the most current data, export the data from People Analytics again. You can click the link in the **Linked Data** panel to return to the People Analytics dashboard, even though the original data may have changed since it was exported.

Concept: Exporting Data from People Analytics

You can export KPI (Key Performance Indicator), story card data, and visualizations (vizzes) from People Analytics into Slides presentations. To export data, click the **More Actions** icon on a KPI, story card, or visualization and select **Export to Workday Slides**. You must have access to both People Analytics and Slides to export data.

When you export visualizations, Workday:

- Creates 1 slide that includes the chart, and the chart title displays as the title of each slide.

When you export KPIs, Workday:

- Creates 2 slides that include the KPI card content and the associated trend chart.
- Displays the business question as the title of each slide.

When you export stories, Workday:

- Creates 3 slides that include the story card content, the associated trend chart, and the top drivers impacting performance.
- Displays the business question as the title of each slide.

When you export People Analytics data, the newly created slides are added to the end of the Slides presentation. You can locate all data exported to the presentation by clicking **View > Linked Data** to open the **Linked Data** panel. When you select a data item from the panel, an orange border displays around each tile and slide containing that data.

Data that you export from People Analytics can't be refreshed from Slides. To update the presentation with the most current data, export the data from People Analytics again. You can click the link in the **Linked Data** panel to return to the People Analytics dashboard, even though the original data may have changed since it was exported.

Reference: Access to Linked Worksheets Data in Slides

The actions you can do with linked Worksheets data in Slides is based on the type of access you have to the presentation. If you create the presentation, you have edit access. If you share a presentation with someone else, you can specify either Can View or Can Edit permissions.

Actions	Can View Permissions	Can Edit Permissions
View linked data	X	X
Insert linked data		X
Refresh linked data		X
Copy a presentation with linked workbooks	X	X

You can view all linked data in a presentation by clicking **View > Linked Data** to open the **Linked Data** panel. If you have view or edit access to a linked workbook, you can click the link in the workbook name to open it and view the source of the data. If the name of a workbook is missing, or the link to the workbook is disabled, you don't have access to that workbook.

Reference: Slides Presentation Limits

These limits apply when creating a presentation:

Limit	Maximum Value
Number of slides per presentation	100
Number of tiles per slide	50
Size of text	1 MB (1048576 characters excluding linked values embedded in text)
Size of an image	5MB
Number of unique images	200
Number of unique linked data items	500
Number of unique linked Worksheets workbooks	20
Number of cells in linked table	1,000
Number of cells in linked chart	5,000

Reference: Presentation Actions Available Based on Permissions

This table summarizes the actions available for Slides presentations based on the user's permission level. You specify permission levels when you share a presentation.

Action	Can View Permission	Can Edit Permission	Owner
View a presentation.	X	X	X
Copy a presentation. (Allowed for Can View permissions only if the presentation owner selected the Commenters and viewers can copy, download, and print option when sharing the presentation.)	X	X	X
Download a presentation. (Allowed for Can View permissions only if the presentation owner selected the Commenters and viewers can copy, download, and print option when sharing the presentation.)	X	X	X
View a list of users the presentation is shared with.	X	X	X
Remove (self) from shared presentation access.	X	X	
Share a presentation or change share permissions. (Allowed for Can Edit permissions only if the presentation owner selected the Editors can share option when sharing the presentation.)		X	X
Edit content in a presentation (including format and delete).		X	X
Rename a presentation.			X
Remove a presentation and restore it from Trash.			X