

# PowerPoint 2016 for Mac



## Quick Start Guide

This new version of PowerPoint is thoughtfully designed for your Mac. Use this guide to learn the basics.

### Get quick access to tools and commands

See what PowerPoint 2016 for Mac can do by clicking the ribbon tabs and exploring new and familiar tools.

### Quick Access Toolbar

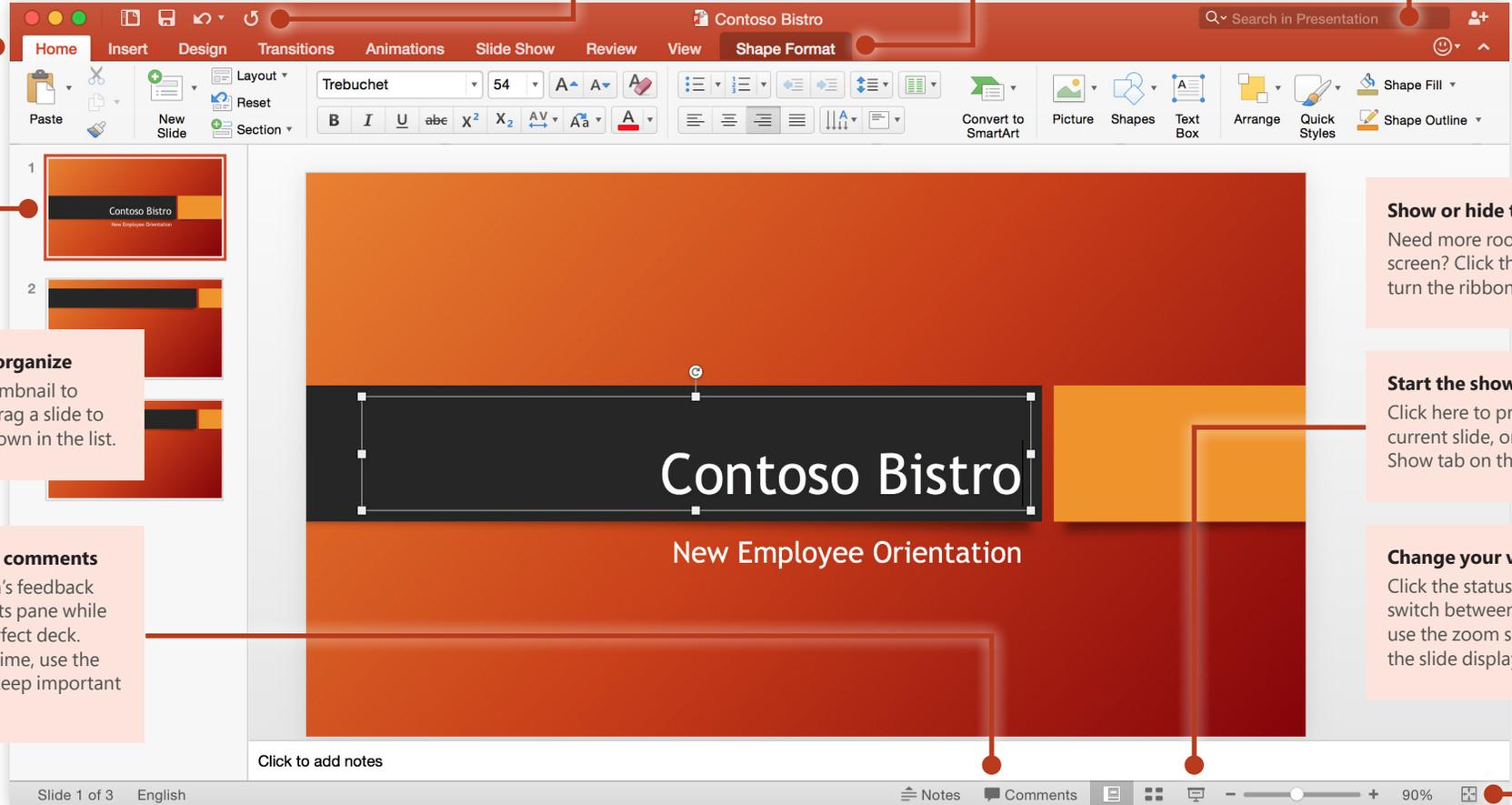
Keep popular commands right at your fingertips.

### Discover contextual commands

Select shapes, pictures, and other objects in your presentation to reveal additional tabs.

### Search your presentations

Start typing in the Search box to instantly find what you're looking for.



### Navigate and organize

Click a slide thumbnail to switch to it or drag a slide to move it up or down in the list.

### Add notes and comments

Track your team's feedback in the Comments pane while drafting the perfect deck. When it's showtime, use the Notes pane to keep important facts handy.

### Show or hide the ribbon

Need more room on your screen? Click the arrow to turn the ribbon on or off.

### Start the show

Click here to present from the current slide, or click the Slide Show tab on the ribbon.

### Change your view

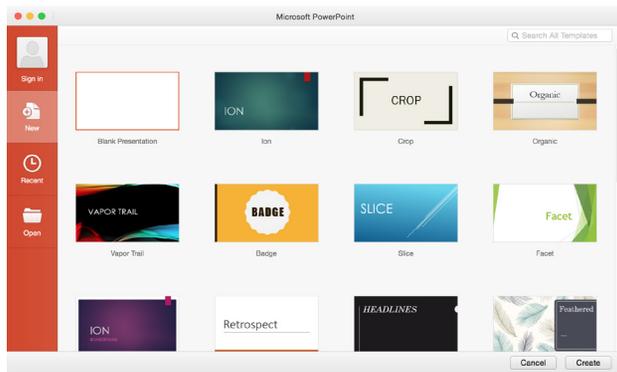
Click the status bar buttons to switch between view options, or use the zoom slider to magnify the slide display to your liking.

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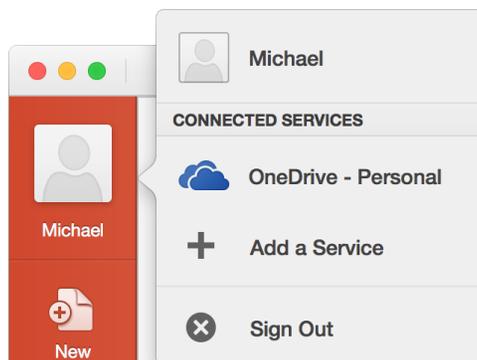
## Create something

Begin with a **Blank Presentation** to get right to work. Or save yourself a bunch of time by selecting and then customizing a template that resembles what you need. To return to these options at any time, click **File > New from Template**.



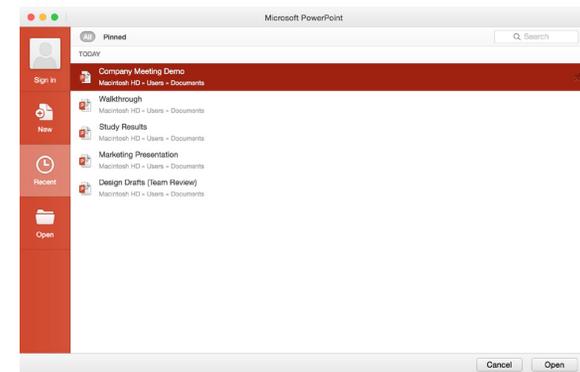
## Stay connected

Need to work on the go and across different devices? Sign in to easily access your recently used files anywhere, on any device, through seamless integration between Office 2016 for Mac, OneDrive, OneDrive for Business, and SharePoint.



## Find recent files

Whether you only work with files stored on your Mac's hard drive or you roam across various cloud services, clicking **File > Open Recent** takes you to your recently used presentations and any files that you may have pinned to your list.



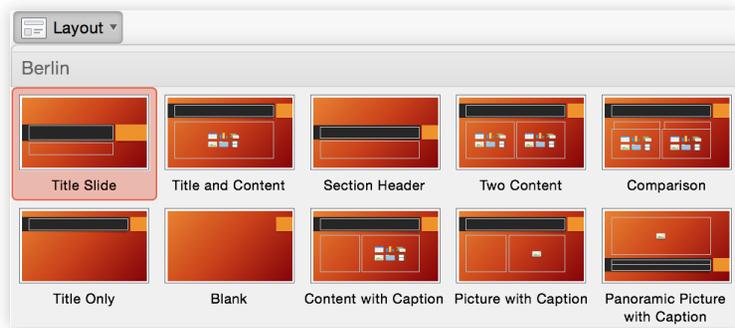
## Set your preferences

Something not working quite as expected? It's easy to change and customize options at any time. On the **PowerPoint** menu, click **Preferences**, and then set up PowerPoint the way you want.



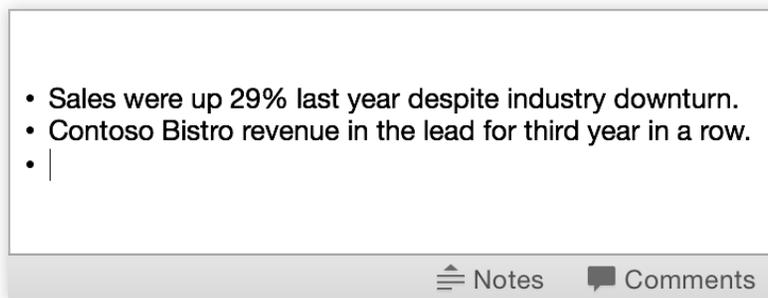
## Change your layout

Good presentations adapt their structure to the points that are being presented. Switch things around on the fly to make them fit — literally or figuratively. On the **Home** tab, click **Layout**, and then browse through the available options. New slides will adopt your current choice, which you can just as easily replace with a new one.



## Keep slide notes handy

The cornerstone of any good factual presentation is the data that backs up your points. Avoid overwhelming your audience by front-loading every detail in your deck; instead, keep important facts and figures in the **Notes** pane for easy lookup — either while you rehearse, or in the heat of the moment.



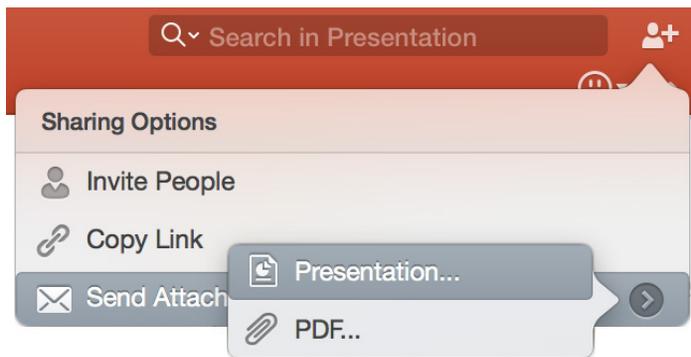
## Format shapes with precision

Achieve precise picture, shape, and object formatting with the comprehensive tools available in the **Format** task panes. Start by making a selection on your current slide, and then click **Format > More Options** on the menu bar.



## Share your work with others

Click the **Share this presentation** button in the top right corner to invite others to edit your current presentation, to copy a link to the file's cloud location, or to send a copy as a file attachment from your preferred email service.



## Get other Quick Start Guides

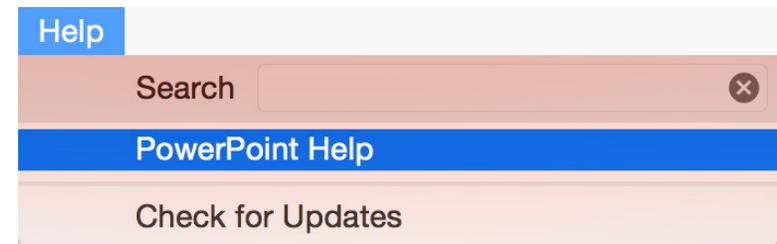
PowerPoint is just one of the newly designed apps in the new Office 2016 for Mac. Visit <http://aka.ms/office-mac-guides> to download our free Quick Start Guides for the new Mac versions of Word, Excel, Outlook, and OneNote.

If you have any feedback about our guides, please submit your comments at the bottom of the download page. Thank you!



## Get help with PowerPoint

On the menu bar, click **Help** to search for the PowerPoint features and commands that you need help with, or click **PowerPoint Help** to browse through popular content. To let us know if the information we've provided has been useful to you, use the feedback form at the bottom of each of our Help articles.



## Send us your feedback

Love PowerPoint for Mac? Got an idea for improvement? Click the smiley face icon in the upper right corner of the app window to send your feedback directly to the PowerPoint development team.

