PowerPoint for Mac Preview

Office

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 for Mac can do by clicking through the ribbon tabs and exploring new and familiar tools.

Quick Access Toolbar
Keeps popular commands right at your fingertips.

Discover contextual commands
Select shapes, pictures, and other objects in your presentation to reveal additional tools.

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, keep important notes and facts handy in the Notes pane.

Show or hide the ribbon
Need more space? Click the arrow to turn the ribbon on or off.

Start the show
Click here to present from the current slide. Go to the Slide Show tab for more options.

Change your view
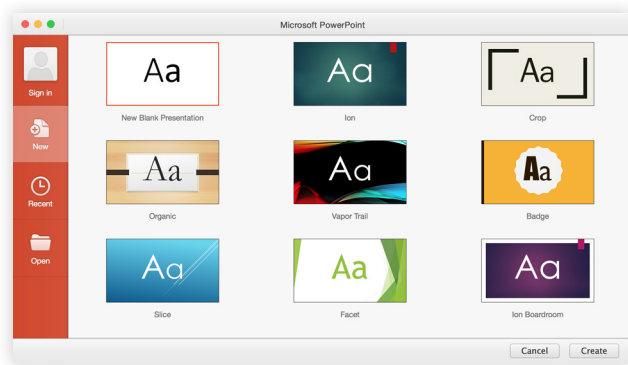Switch between Normal and Slide Sorter view — or use the slider to adjust the zoom level.

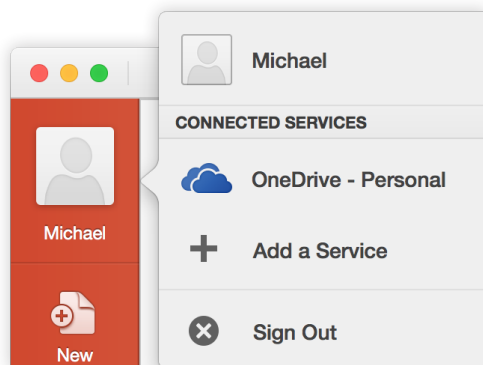Microsoft

PowerPoint for Mac Preview

Office

Create something

Start with a **New Blank Presentation** to get right to work. Or save yourself a bunch of time by selecting a template that closely resembles what you need, and then customizing it to your liking.

Find your recent files

Whether you only work with files stored on your Mac or you roam across various cloud services, click the folder icon on the Quick Access Toolbar near the top left of the app window to go directly to your recently used presentations and pinned files.
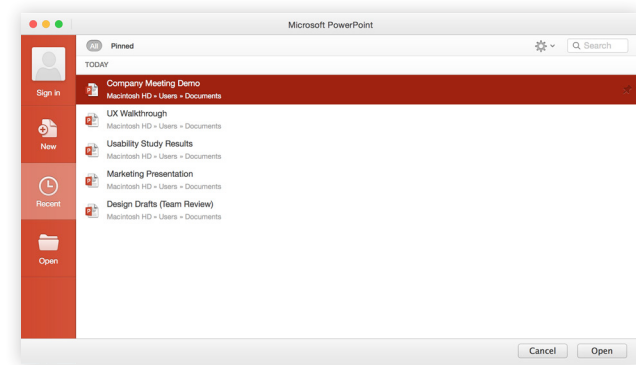

Stay connected to your files

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


Add cloud services

Depending on how you prefer to work, you can easily add additional cloud services or SharePoint accounts from your organization by clicking **File** > **Open** and then clicking **Add a Service**.
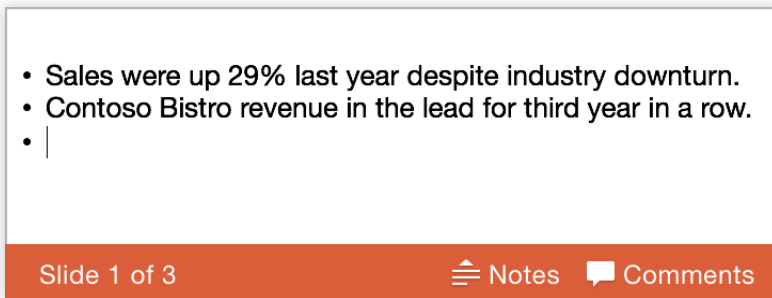
PowerPoint for Mac Preview
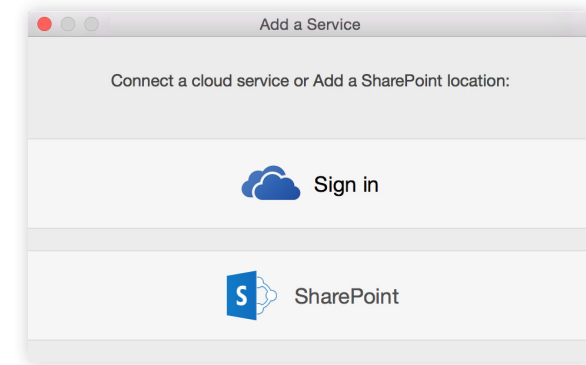
Change your layout

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.
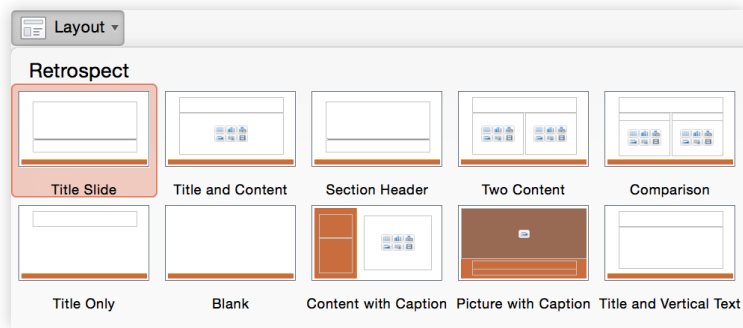
Keep your slide notes handy

The cornerstone of any good factual presentation is the data that backs up your points. Don't overwhelm 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.

- Sales were up 29% last year despite industry downturn.
- Contoso Bistro revenue in the lead for third year in a row.
-

Slide 1 of 3   Notes   Comments

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 toolbar.
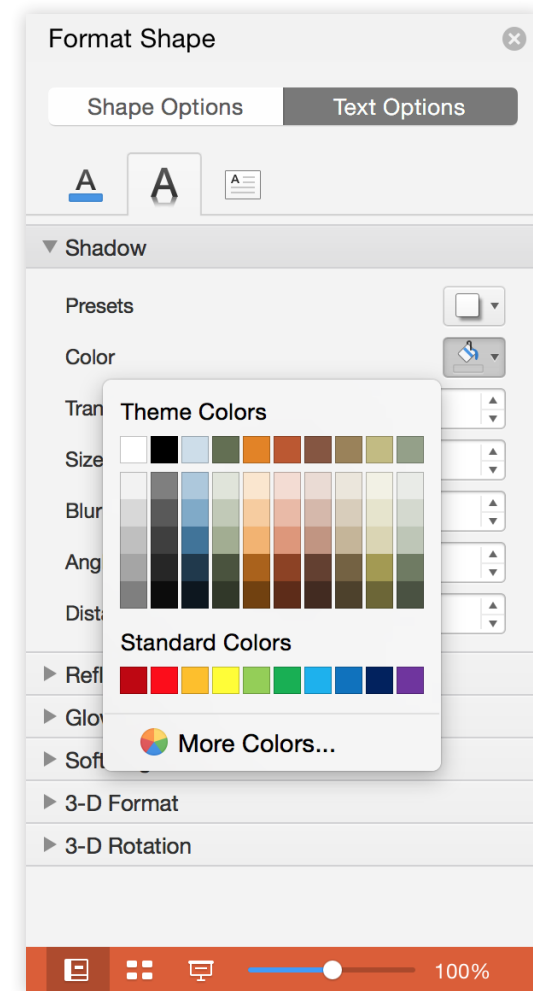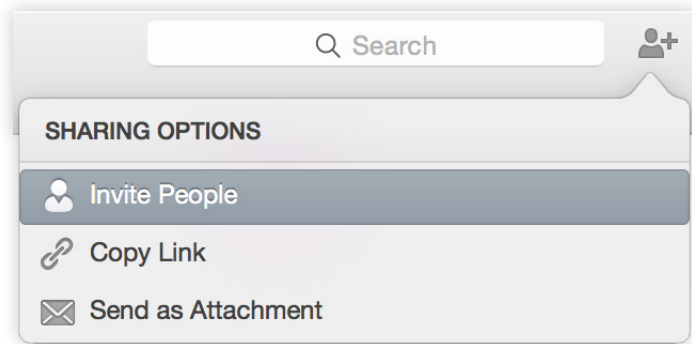
PowerPoint for Mac Preview

Share your work with others

Click the **Sharing Options** button in the top right to invite other people to edit your current presentation, to copy a link to the file's cloud location, or to send a copy of the presentation as a file attachment from your preferred email service.

Get help with PowerPoint

On the toolbar, click **Help** to search for or browse support resources. We haven't yet finalized the documentation for Office for Mac Preview, so let us know how we can improve by using the feedback form at the bottom of each of our Help articles.
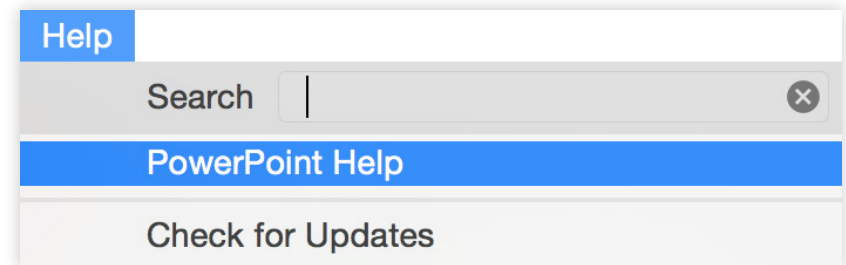

Get other Quick Start Guides

PowerPoint is just one of the newly designed apps in the new Office for Mac. You can download the free Quick Start Guides for all of the other Office apps by visiting **www.office.com**.

Send us your feedback

Love PowerPoint for Mac? Got an idea for improvement? We want to hear from you! Click the smiley icon in the upper right to send your thoughts directly to the development team. Thanks for participating in the Office for Mac Preview.