

PowerPoint for Microsoft 365 for Mac



Quick Start Guide

New to PowerPoint for Mac? Use this guide to learn the basics.

Get quick access to tools and commands

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

Quick Access Toolbar

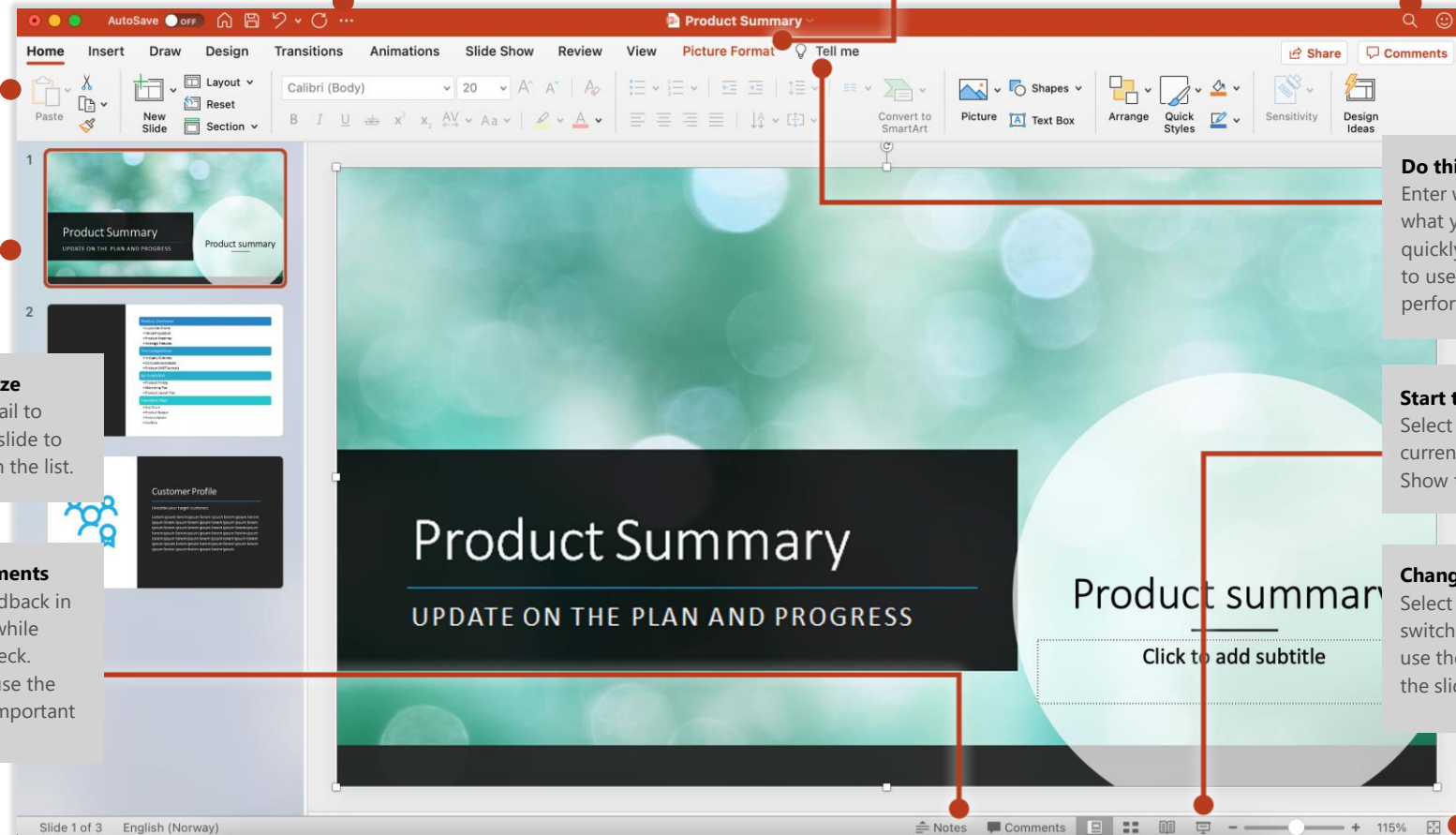
Keep popular commands right at your fingertips.

Discover contextual commands

Select shapes, pictures, or 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

Select 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.

Do things quickly with Tell Me

Enter words and phrases about what you want to do next, and quickly get to features you want to use or actions you want to perform.

Start the show

Select here to present from the current slide, or select the Slide Show tab on the ribbon.

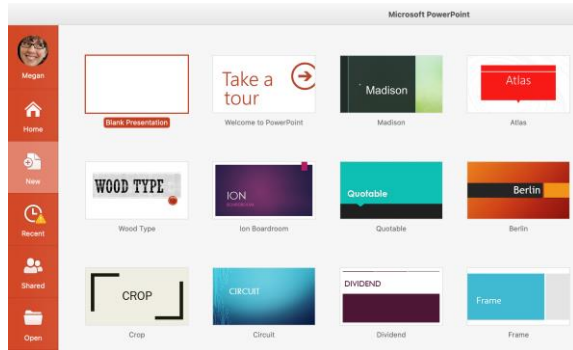
Change your view

Select 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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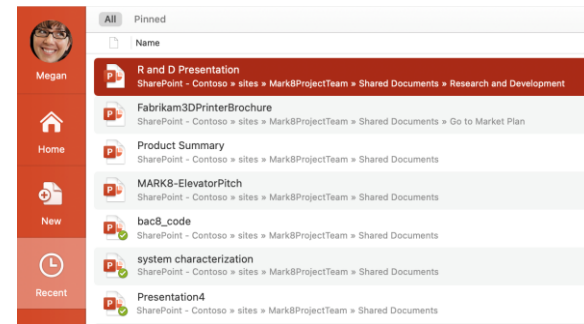
Create something

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, select **File > New from Template**.



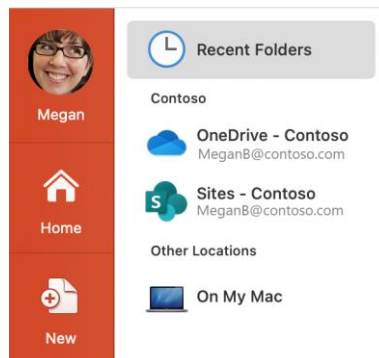
Find recent files

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



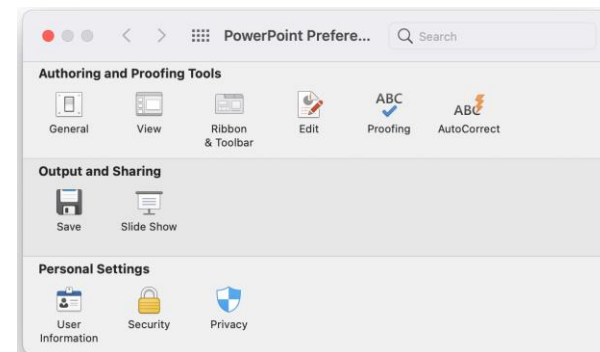
Stay connected

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 for Mac, OneDrive, OneDrive for Business, and SharePoint.



Set your preferences

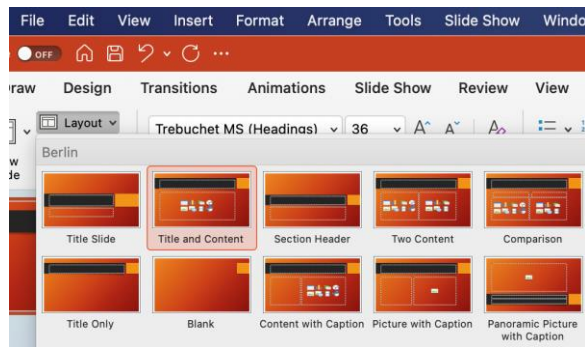
Something not working quite as expected? It's easy to change and customize options at any time. On the **PowerPoint** menu, select **Preferences**, and then set up PowerPoint the way you want.



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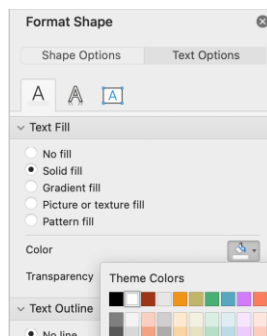
Change your layout

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, select **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.



Format shapes with precision

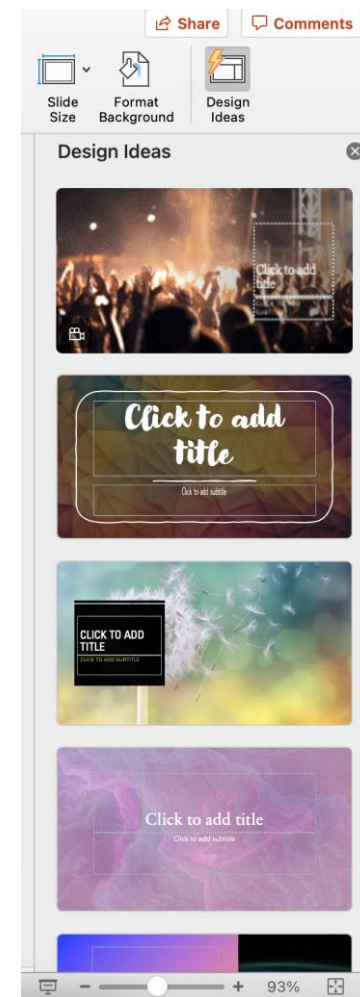
Achieve precise picture, shape, and object formatting with the comprehensive tools available in the **Format** task panes. Start by making a selection on your current slide, then select **Format** > **Format Object** on the menu bar.



Instant Design ideas

PowerPoint Designer improves slides by automatically generating design ideas to choose from. While you're putting content on a slide, Designer works in the background to match that content to professionally designed layouts.

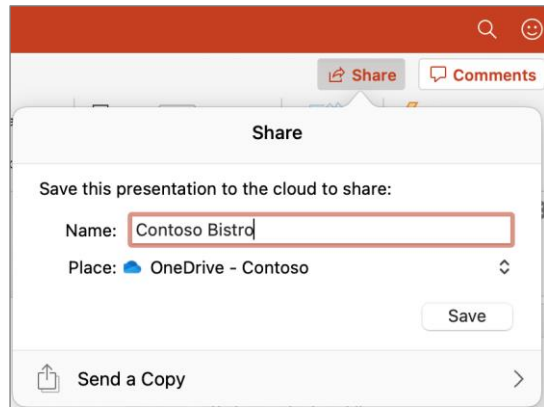
Ask for design ideas any time by choosing **Design** > **Design Ideas** on the ribbon.



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Share your work with others

Select the **Share** 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.



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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, select **Help** to search for the PowerPoint features and commands that you need help with, or select **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? Have an idea for improvement? Select the smiley face icon in the upper right corner of the app window to send your feedback directly to the PowerPoint development team.

