

# PowerPoint 2016 for Mac Basics

Training Deck  
Microsoft Corporation

# Before you begin...

Make sure you've installed and activated Office 2016 for Mac.

To [install Office 2016 for Mac](#), you'll need:

- A Mac that meets [these requirements](#)
- An administrator account on the computer you're using

To [activate Office 2016 for Mac](#), you'll need:

- An Office 365 subscription that includes Office 2016 for Mac
- An account to [sign in to Office](#)

## Need help?

- See one of the following:
  - [What to try if you can't install or activate Office 2016 for Mac \(work or school account\)](#)
  - [What to try if you can't install or activate Office 2016 for Mac \(home or personal account\)](#)
- Visit the [Answers forum \(Microsoft community\)](#)
- Contact [Office Support](https://support.office.com/home/contact) (<https://support.office.com/home/contact>)

# What you'll learn in this tutorial

Choose a tile to begin:

Get started

Add slides

Add content

Format  
content

Apply a  
different  
theme

Apply a  
different  
slide layout

Save your  
presentation

# Get started with PowerPoint 2016 for Mac

Getting up and running with PowerPoint 2016 for Mac is easy.

In this section, you'll learn how to:

- [Find and open PowerPoint after installation](#)
- [Create a blank presentation](#)
- [Explore PowerPoint 2016 for Mac](#)
- [Explore changes in the ribbon](#)



# Find and open PowerPoint after installation

Use one of these two ways to find and open PowerPoint 2016 for Mac:

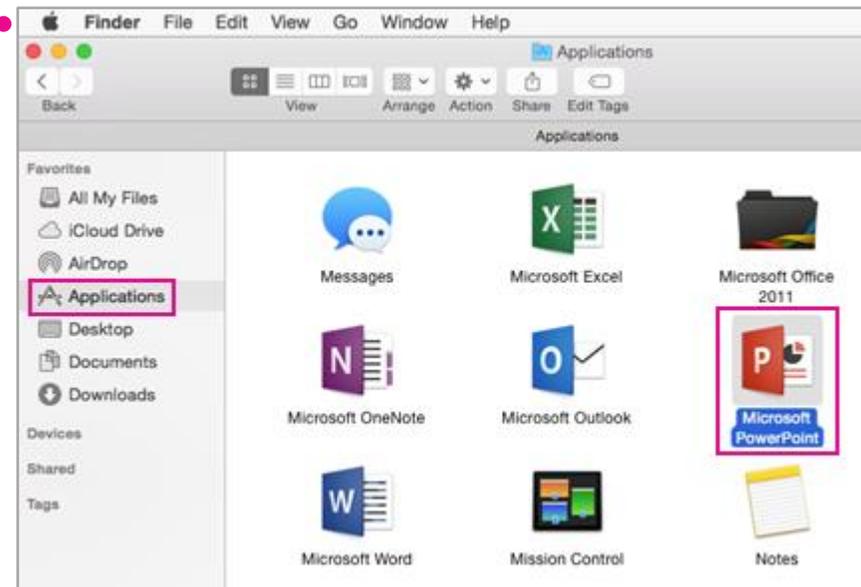
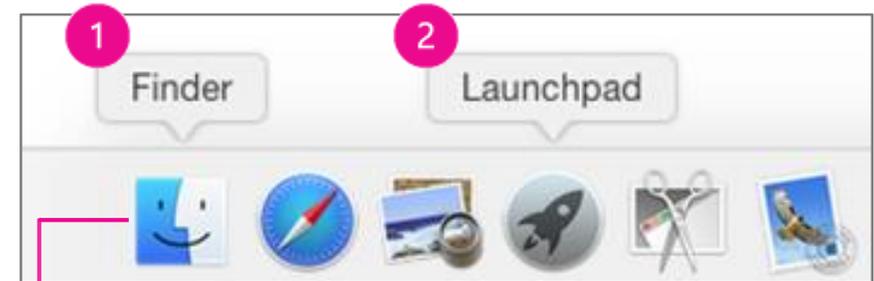
1. Choose **Finder** > **Applications**, and then double-click **Microsoft PowerPoint**.



- or -

2. Choose **Launchpad** if it's on the Dock, and then choose **Microsoft PowerPoint**.

**TIP** To add PowerPoint 2016 to the Dock, drag it there from the **Applications** window in **Finder** or from **Launchpad**.



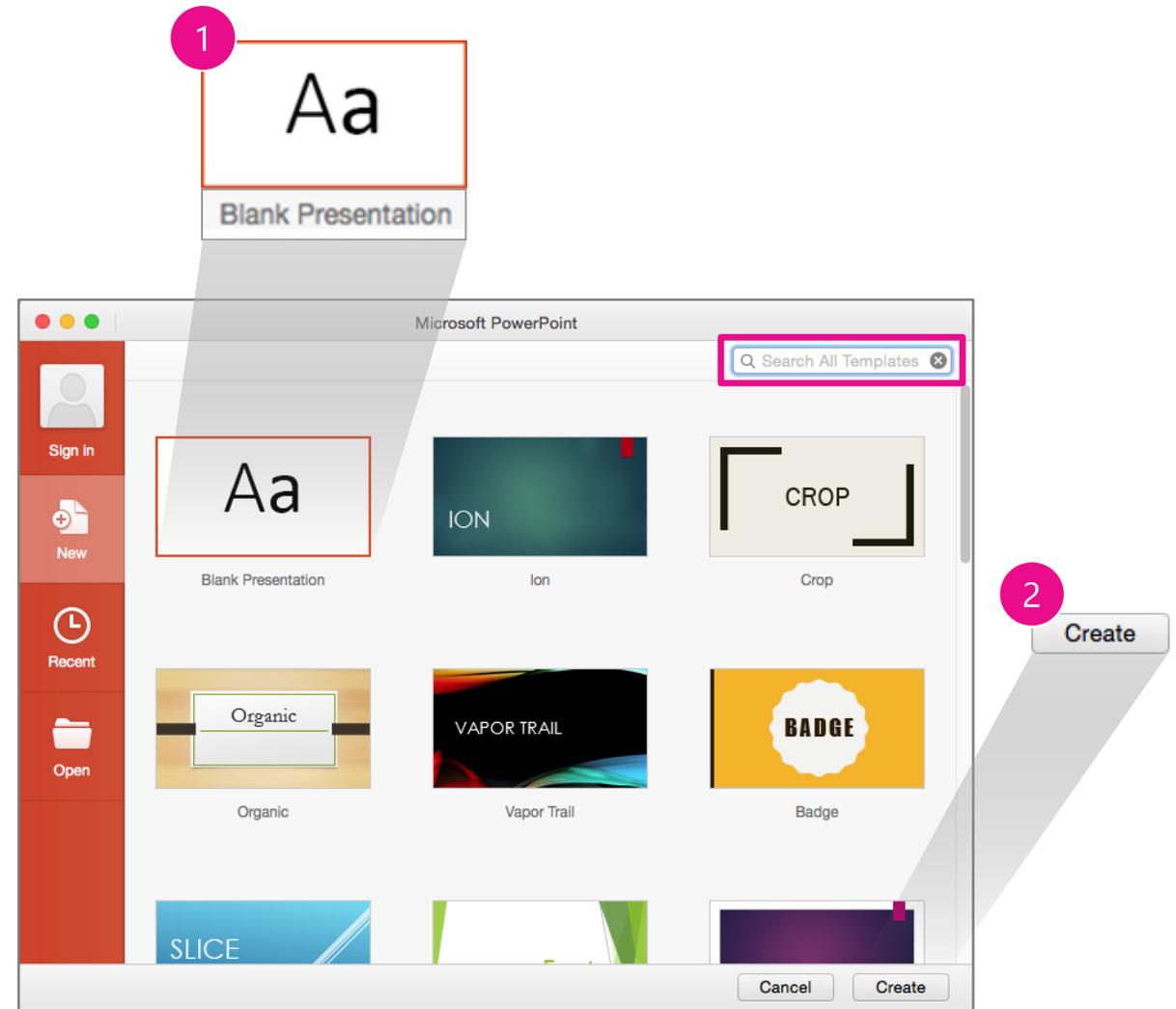
# Create a blank presentation

When you open PowerPoint, you can start with a blank presentation, an existing saved presentation, or a template. Let's start from scratch with a blank presentation.

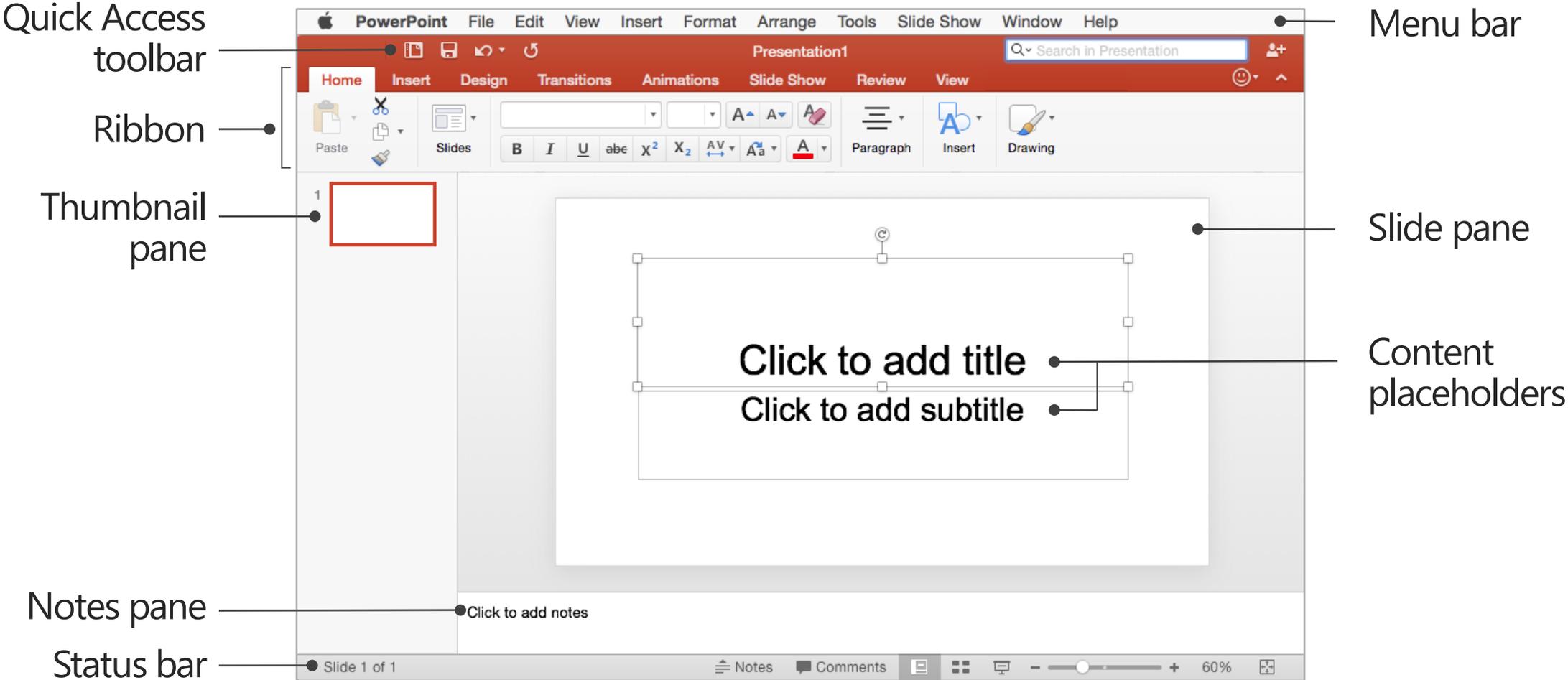
1. Choose **Blank Presentation**.
2. Choose **Create**.

The new blank presentation opens and now we can take a look at the user interface.

**TIP** To start from a template instead, choose a different thumbnail, or enter a search phrase such as "sales" in the **Search All Templates** box (upper right) and choose a template from the results. A template can define design elements for a presentation such as colors, fonts, backgrounds, and slide layouts. It can include content too.



# Explore PowerPoint 2016 for Mac



Download the [PowerPoint for Mac Quick Start Guide](#).

# Explore changes in the ribbon

The ribbon has been reorganized for consistency with PowerPoint on other platforms. For PowerPoint 2016, ribbon updates include:

- New tabs: **Insert**, **Design**, **View**. The **Design** and **View** tabs include tools and commands from the PowerPoint 2011 **Themes** tab, which was not carried forward.
- New contextual tabs that appear when you work with elements such as tables, charts, shapes, or pictures.

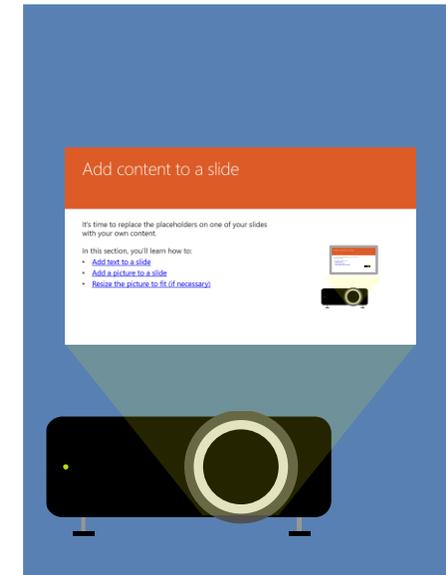
To work with these features in PowerPoint 2016	Use these new PowerPoint 2016 tabs
Inserting charts, tables, images, SmartArt, and other elements	<b>Insert</b>
Themes, fonts, colors, backgrounds	<b>Design</b>
Presentation-related views	<b>View</b>
Tables	Contextual: <b>Table Design</b> and <b>Layout</b>
Charts	Contextual: <b>Chart Design</b> and <b>Format</b>
Shapes	Contextual: <b>Shape Format</b>
Pictures	Contextual: <b>Picture Format</b>

# Add slides to your presentation

Our new blank presentation came with one slide. Now we'll add a couple more.

In this section, you'll learn how to:

- [Add a slide in one easy step](#)
- [Add a slide with a layout you choose](#)



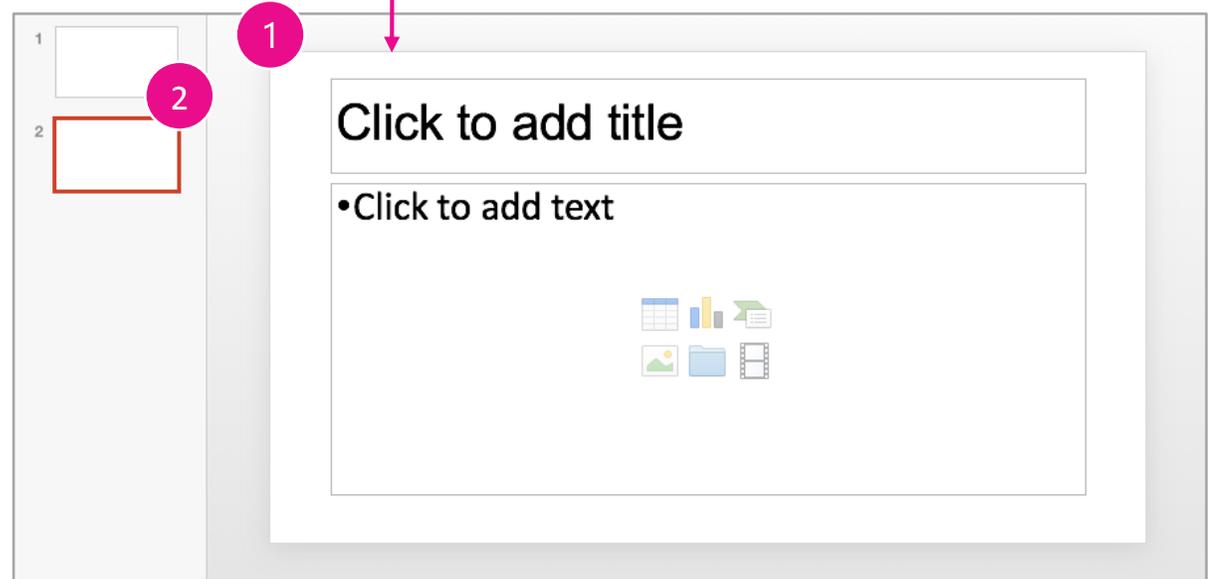
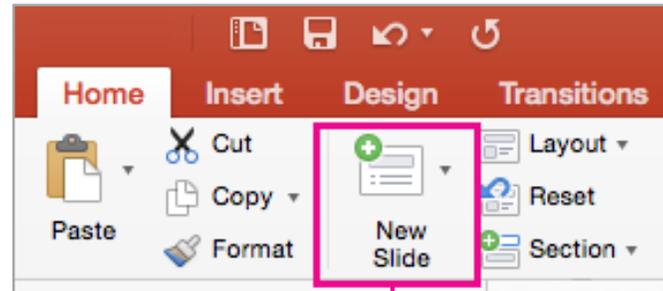
# Add a slide in one easy step

Here's a quick way to add a slide.

► On the **Home** tab, choose **New Slide**.

1 The new slide appears in the slide pane.

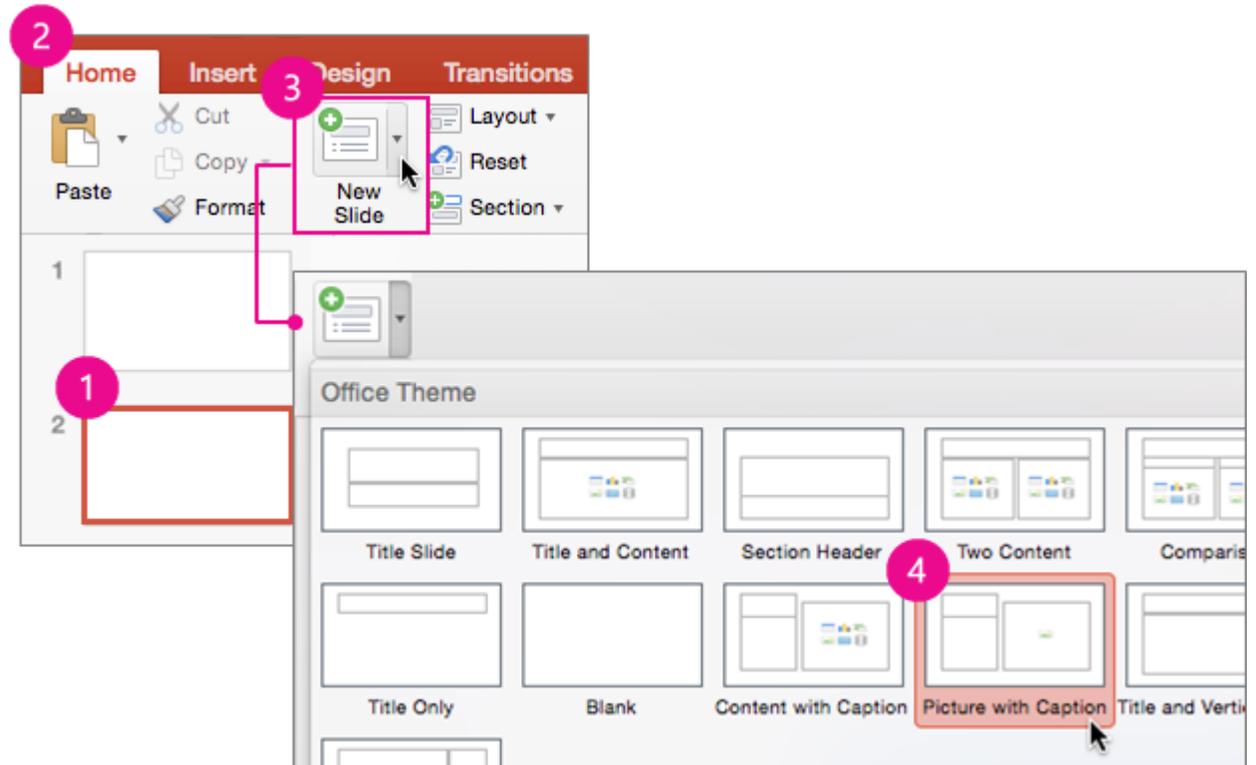
2 A new thumbnail in the left pane shows that the new slide is second in the presentation.



# Add a slide with a layout you choose

Here's another way to add a slide. You choose a layout for the slide when you add it. The layout defines the placeholders and their formats and positions for the slide.

1. Select thumbnail 2 in the left pane. When you add a slide, PowerPoint places it after the one that's currently selected.
2. Choose the **Home** tab.
3. Choose the arrow next to **New Slide**.
4. Choose **Picture with Caption**.

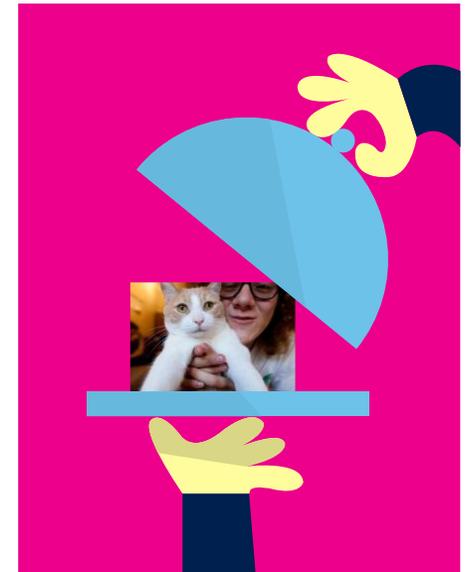


# Add content to a slide

It's time to replace the placeholders on one of your slides with your own content.

In this section, you'll learn how to:

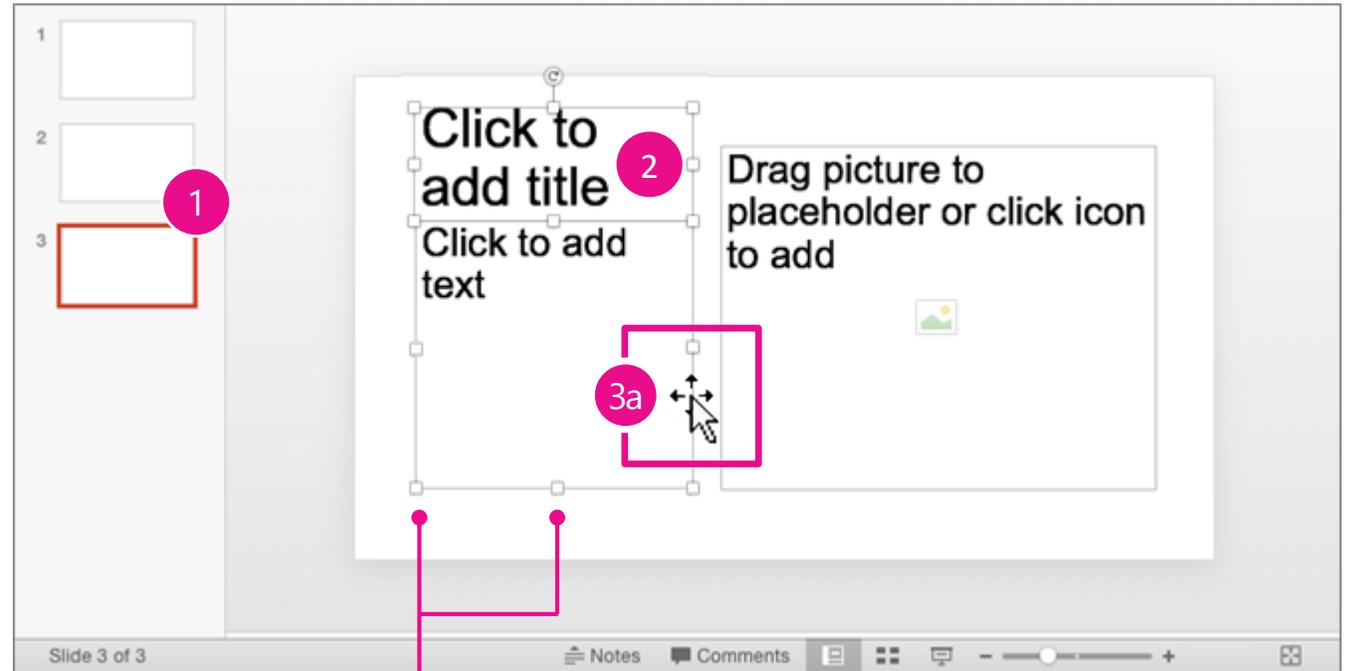
- [Add text to a slide](#)
- [Add a picture to a slide](#)
- [Resize the picture to fit \(if necessary\)](#)



# Add text to a slide

Let's add text and a picture to slide 3.

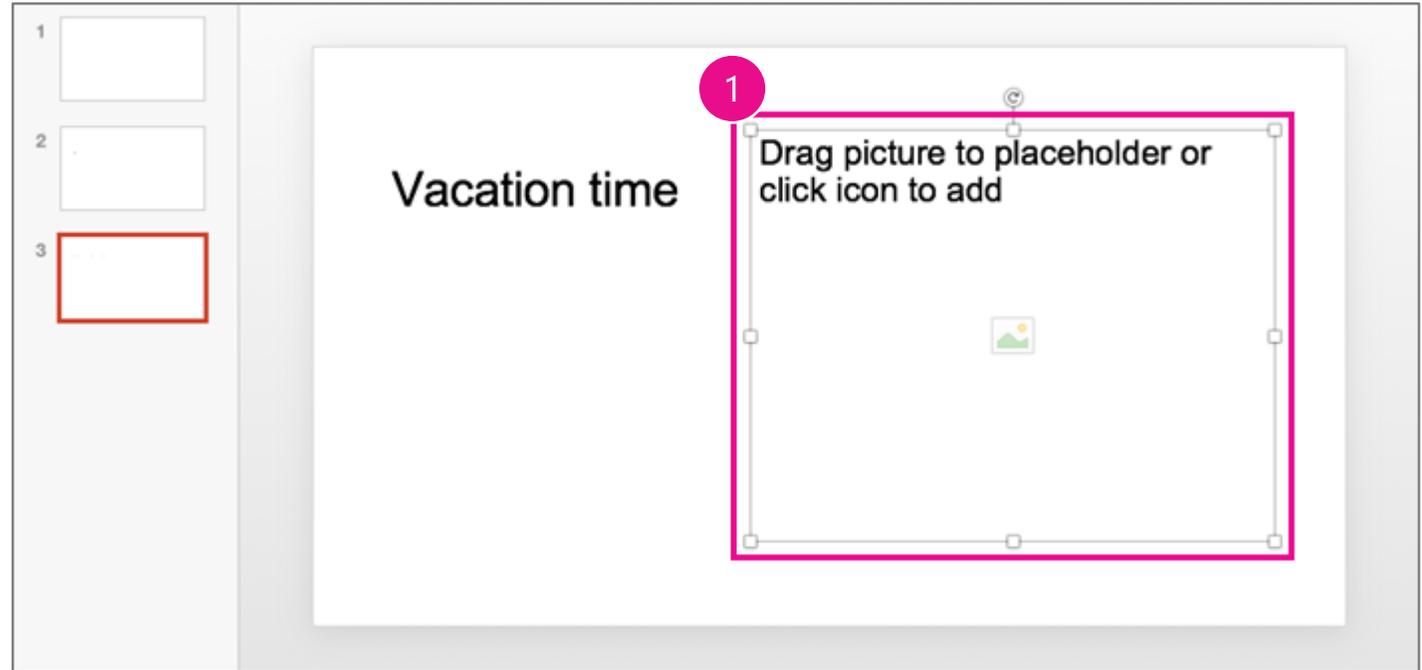
1. In the left pane, choose thumbnail 3.
2. On slide 3, select inside the text box that contains the placeholder **Click to add title**, and enter **Vacation time**.
3. Delete the text box that contains the placeholder **Click to add text** – we don't need it for this slide.
  - a. Point to the text-box border and click it when the pointer changes to include a four-headed arrow .
  - b. The sizing handles that appear at the sides and corners indicate that the whole text box is selected.
  - c. On your keyboard, press **Delete**.



3b Text box sizing handles

# Add a picture to a slide

1. On slide 3, choose the placeholder for the picture.

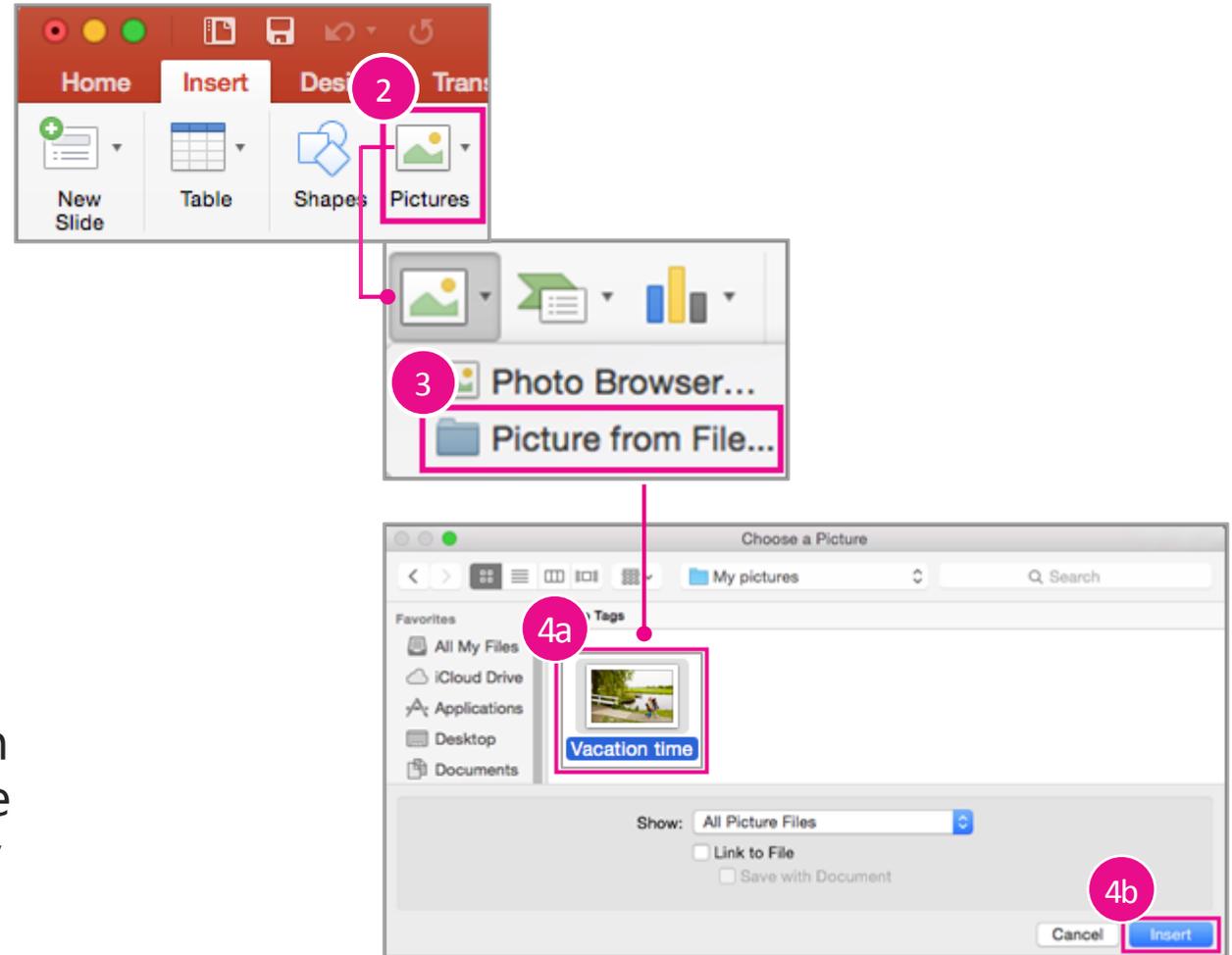


# Add a picture to a slide (continued)

2. On the **Insert** tab, choose **Pictures**.
3. To look for a photo by its location or file name among your files, choose **Picture from File**.
4. Choose a file that's a picture, and then choose **Insert**.

## NOTES

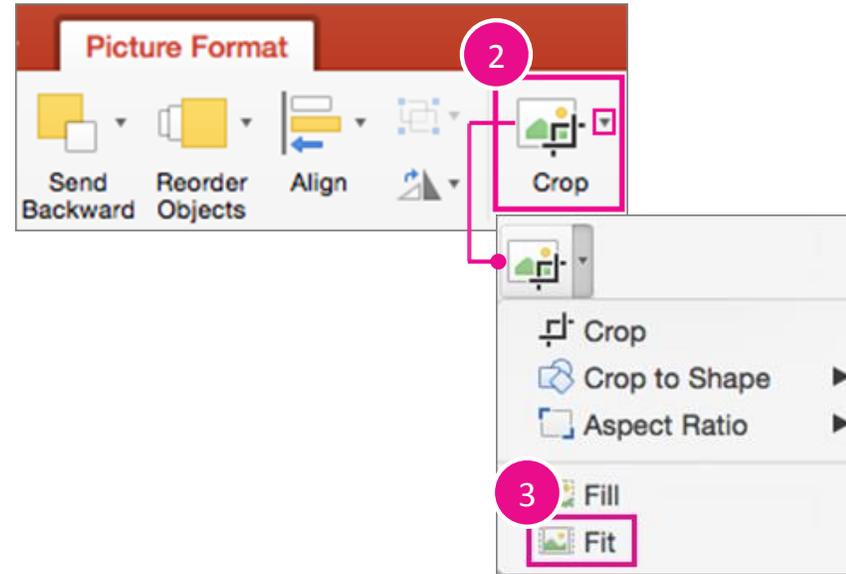
- To browse photos in apps such as Photos or Photo Booth, choose **Photo Browser**. Then choose a photo and drag it to the picture placeholder on the slide.
- Clip art is no longer available. To insert an image from a different source, choose the image and press Command (⌘)+C to copy it. Then choose the picture placeholder and press Command (⌘)+V to paste.



# Resize the picture to fit (if necessary)

Did your picture fit inside the placeholder?  
If not, here's how you can resize it to fit.

1. Select the picture on the slide.
2. On the **Picture Format** tab, choose the small arrow next to **Crop**.
3. Choose **Fit**.



# Format content on a slide

Most of the formatting for the text and objects on slides in a presentation is defined by the theme. However, you can override the theme and apply different styles and effects to any slide or object.

In this section, you'll learn how to:

- [Format text on a slide](#)
- [Resize and move a picture on a slide](#)



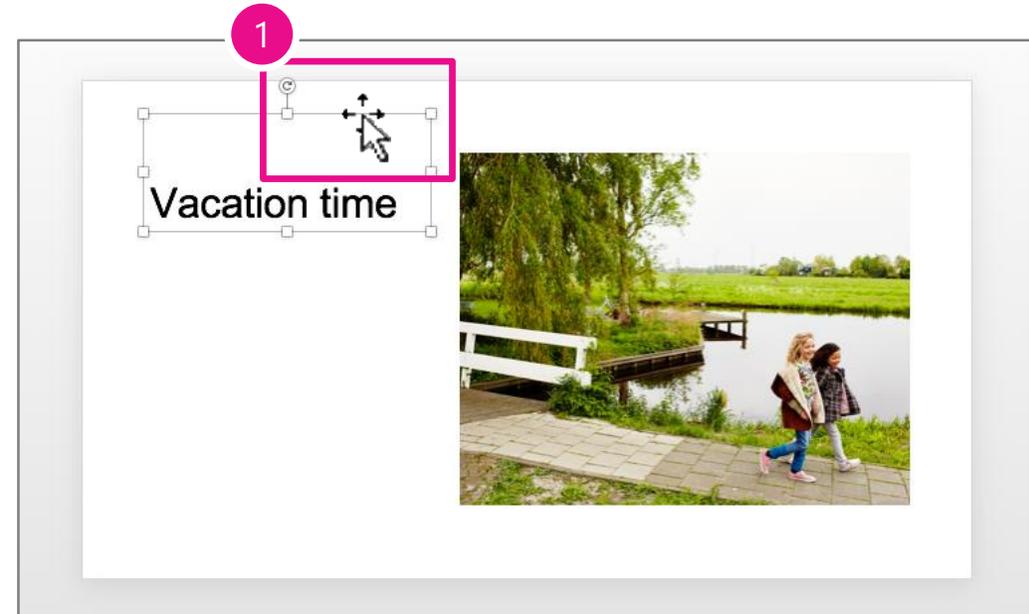
# Format text on a slide

Let's format the text on slide 3.

1. Point to the border of the text box that contains the title **Vacation time**, and then click when the pointer changes to include a four-headed arrow .

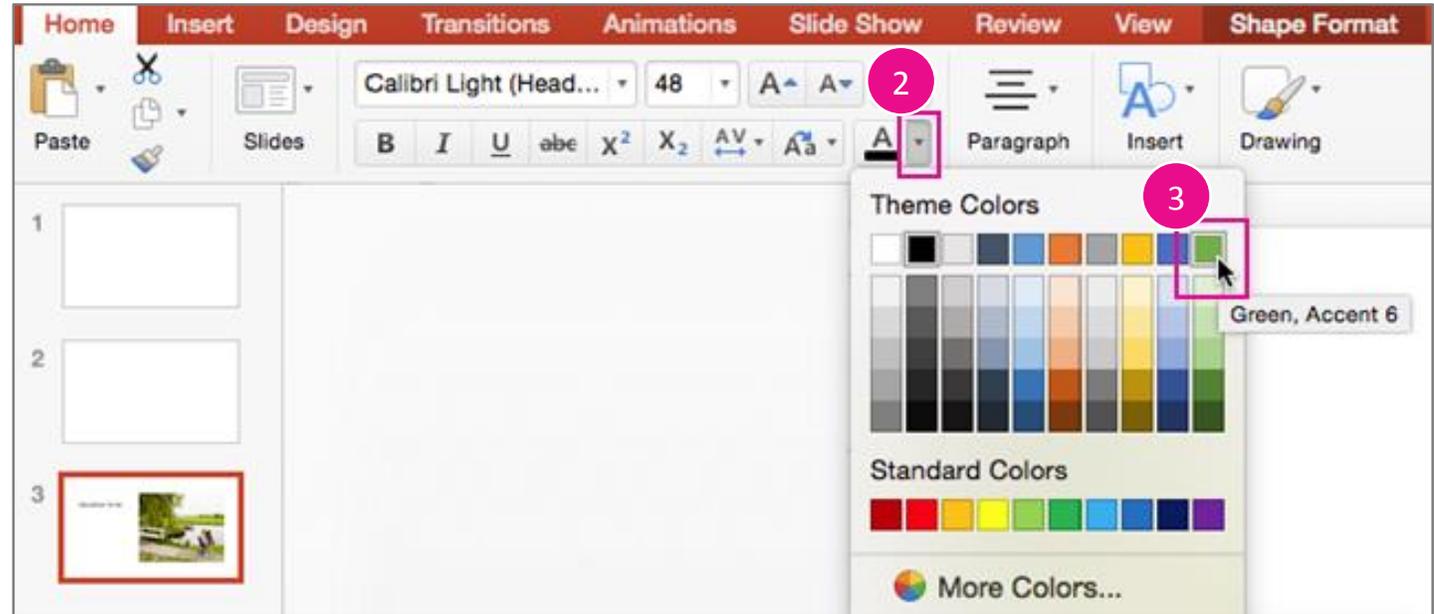
The sizing handles appear and indicate that all of the text in the box is selected.

**TIP** Alternatively, you can choose only the text you want to format.



# Format text on a slide (continued)

2. On the **Home** tab, choose the arrow next to **Font Color**.
3. Choose **Green, Accent 6**.



# Resize and move a picture on a slide

1. Choose the picture on slide 3.
2. To make the picture smaller:
  - a. Point to the sizing handle at the upper-right corner. The pointer might change and resemble a double-headed arrow ↔.
  - b. Drag the upper-right corner of the picture diagonally toward the lower-left corner until the top of the picture is slightly lower than the words **Vacation time**.
3. Move the picture to the right without changing the size – just choose it and drag it a short distance across the slide.

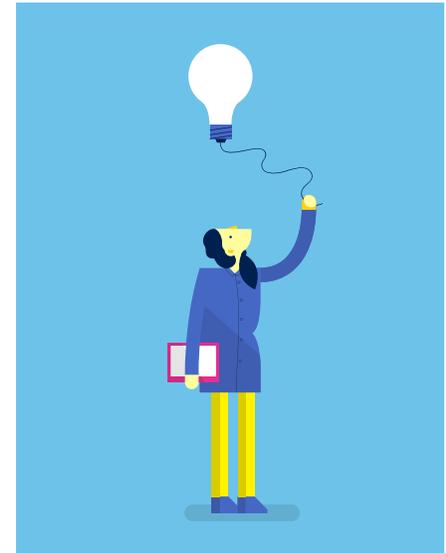


# Apply a different theme

You can quickly change the design in a presentation by applying a different theme to the whole presentation or just to selected slides. A theme can define fonts, colors, backgrounds, and effects.

In this section, you'll learn how to:

- [Apply a different theme](#)
- [Compare old and new themes on a slide](#)

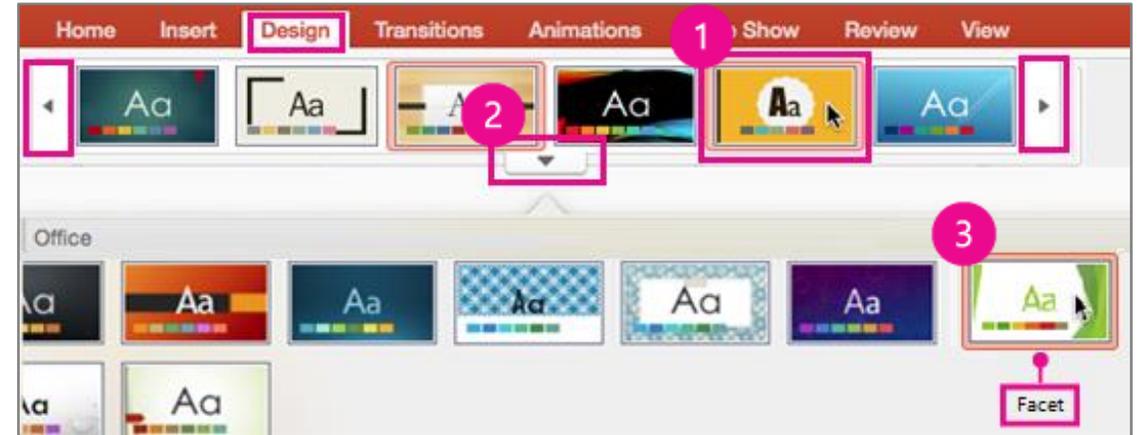


# Apply a different theme

To apply a different theme to a presentation

1. On the **Design** tab, point to any thumbnail between the left and right arrows.
2. To see all available themes, choose the arrow that appears below the row of thumbnails.
3. Choose the **Facet** theme. (Point to any thumbnail to see the theme name.)

**TIP** To apply a theme to selected slides all at once, press and hold Command (⌘) while you choose thumbnails of slides to apply the new theme to, and then perform the steps in the procedure above.



# Compare old and new themes on a slide

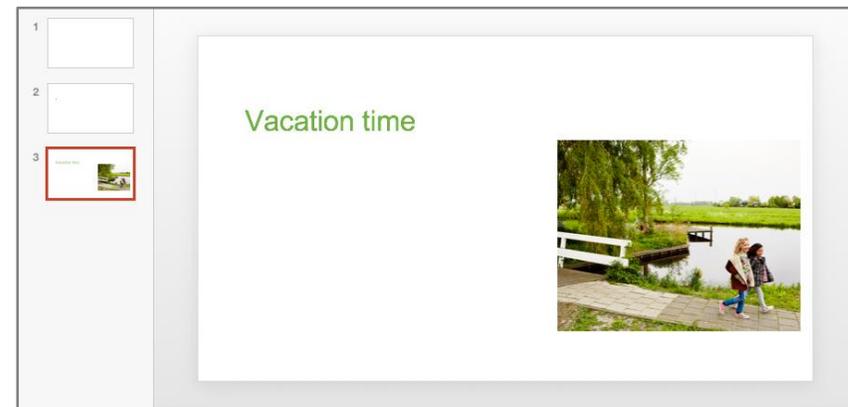
Here's slide 3 after you applied the Facet theme. Notice how it's different from before:

1. The thumbnails in the left pane indicate that the green and white Facet design was applied to all slides in the presentation.
2. The picture is in landscape mode.
3. The title moved and its font size and type changed.

After



Before



# Apply a different layout to a slide

A PowerPoint presentation comes with slide layouts. A slide layout is like a blueprint. When you apply it to a slide, it defines placeholders and their formats and positions for that slide.

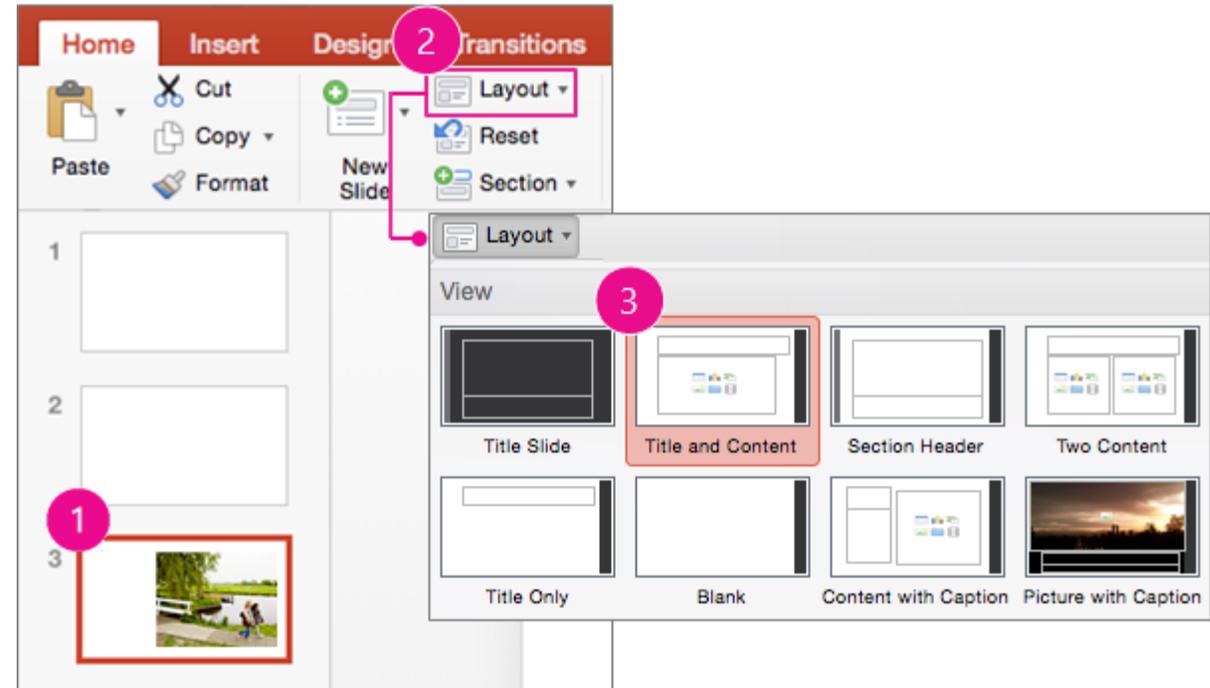
In this section, you'll learn how to apply a different layout to an existing slide.



# Apply a different layout to a slide

We chose the **Picture and Caption** layout when we added slide 3. Let's apply a different layout to that slide now.

1. In the left pane, select thumbnail 3.
2. On the **Home** tab, choose **Layout**.
3. Choose **Title and Content**.

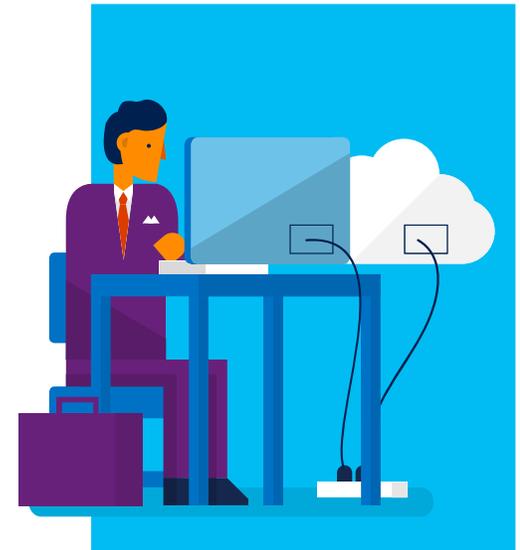


# Save your presentation

It's a good idea to save your changes often. You can save your presentation anywhere, and even save it as a template so that you can start new presentations from it later.

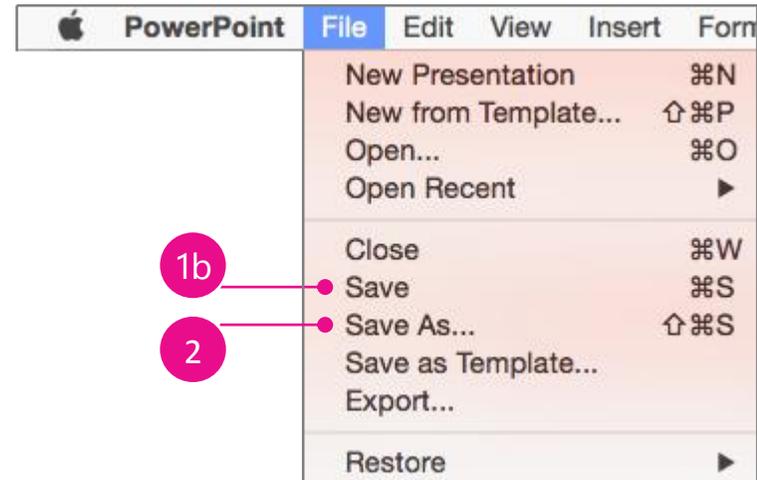
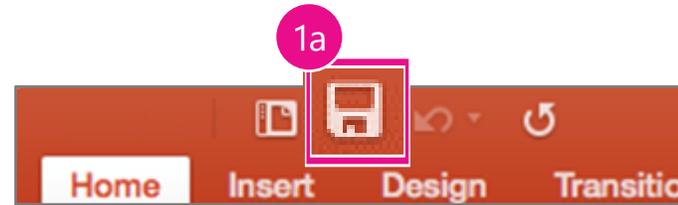
In this section, you'll learn how to:

- [Save a presentation](#)
- [Save a presentation anywhere](#)
- [Save a presentation to your Mac](#)
- [Save a presentation to OneDrive](#)
- [Save a presentation as a template](#)



# Save a presentation

1. To save for the first time, or to save to the same place as last time:
  - a. On the Quick Access toolbar, choose **Save this presentation**.
  - or -
  - b. On the menu bar, choose **File > Save**.
2. To save with a different name, on the menu bar, choose **File > Save As**.



# Save a presentation anywhere

You have options!

- Save to your Mac or to other offline locations you can access
- Save to any of these online locations you can access:
  - ✓ Office 365 sites
  - ✓ SharePoint on-premises
  - ✓ OneDrive
  - ✓ OneDrive for Business

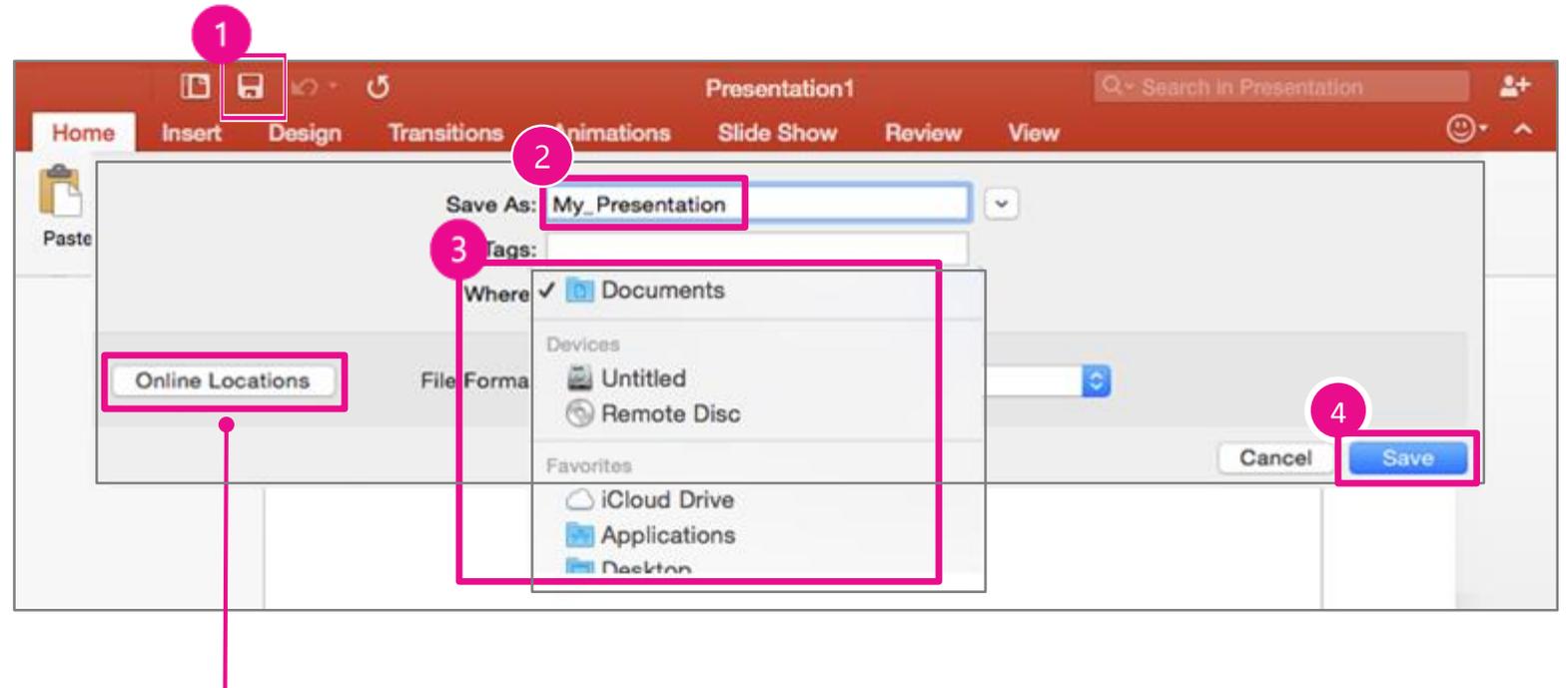


# Save a presentation to your Mac

1. On the Quick Access toolbar, choose **Save this presentation**.
2. In the **Save As** box, enter a name for your presentation.
3. In the **Where** list, choose a save location.

**TIP** You can even save to iCloud Drive if it's in the list.

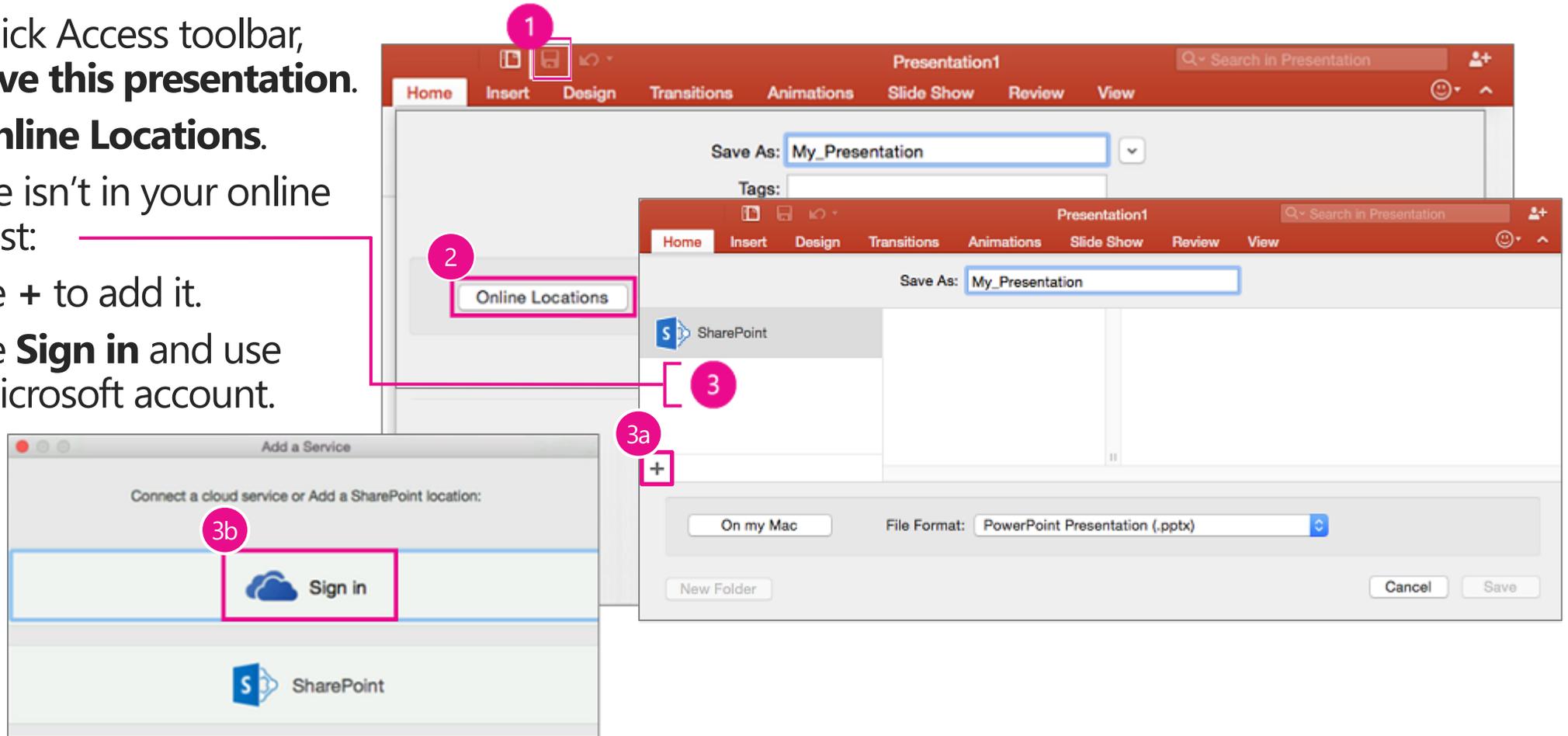
4. Choose **Save**.



**TIP** Don't choose **Online Locations** if you want to save to your Mac.

# Save a presentation to OneDrive (Part 1: Add OneDrive as a location)

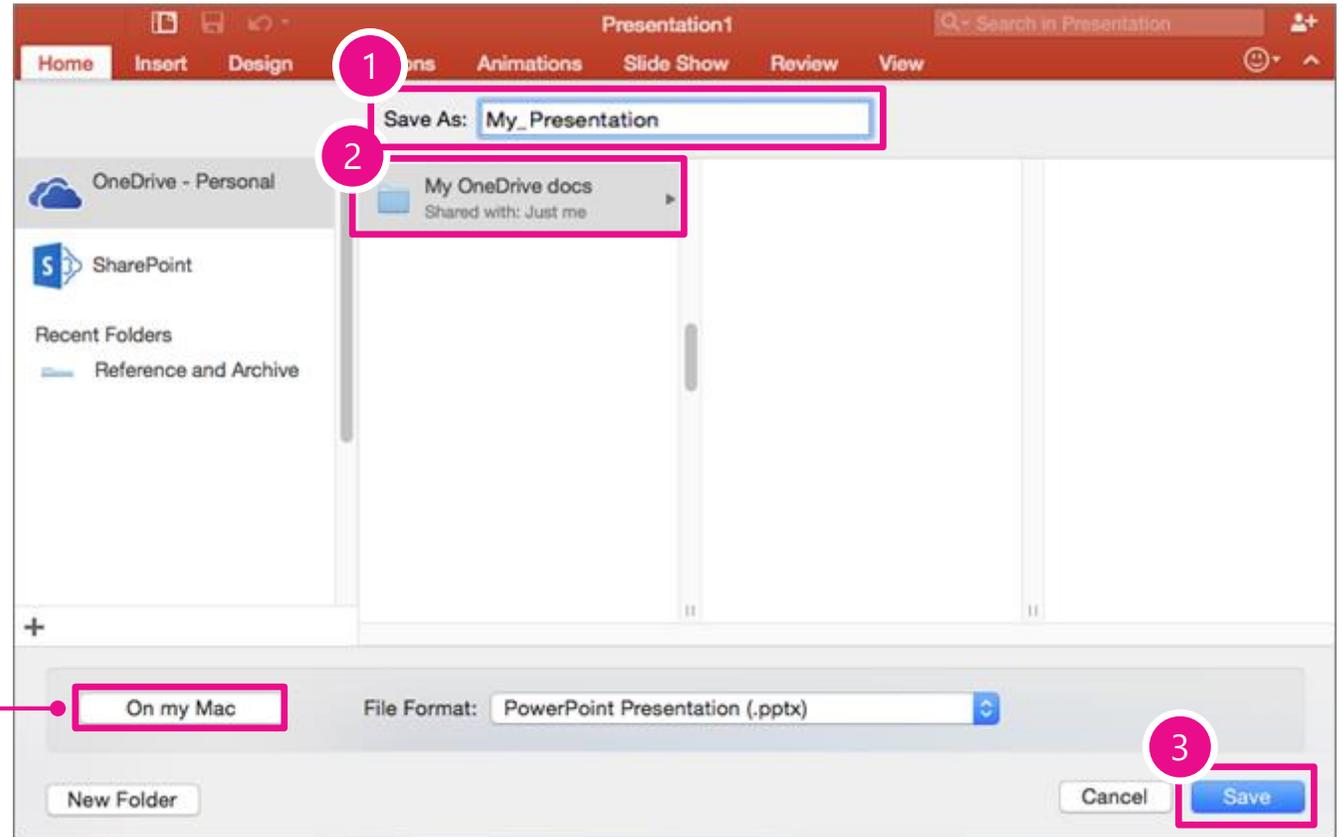
1. On the Quick Access toolbar, choose **Save this presentation**.
2. Choose **Online Locations**.
3. If OneDrive isn't in your online locations list:
  - a. Choose **+** to add it.
  - b. Choose **Sign in** and use your Microsoft account.



# Save a presentation to OneDrive (Part 2: Save to OneDrive)

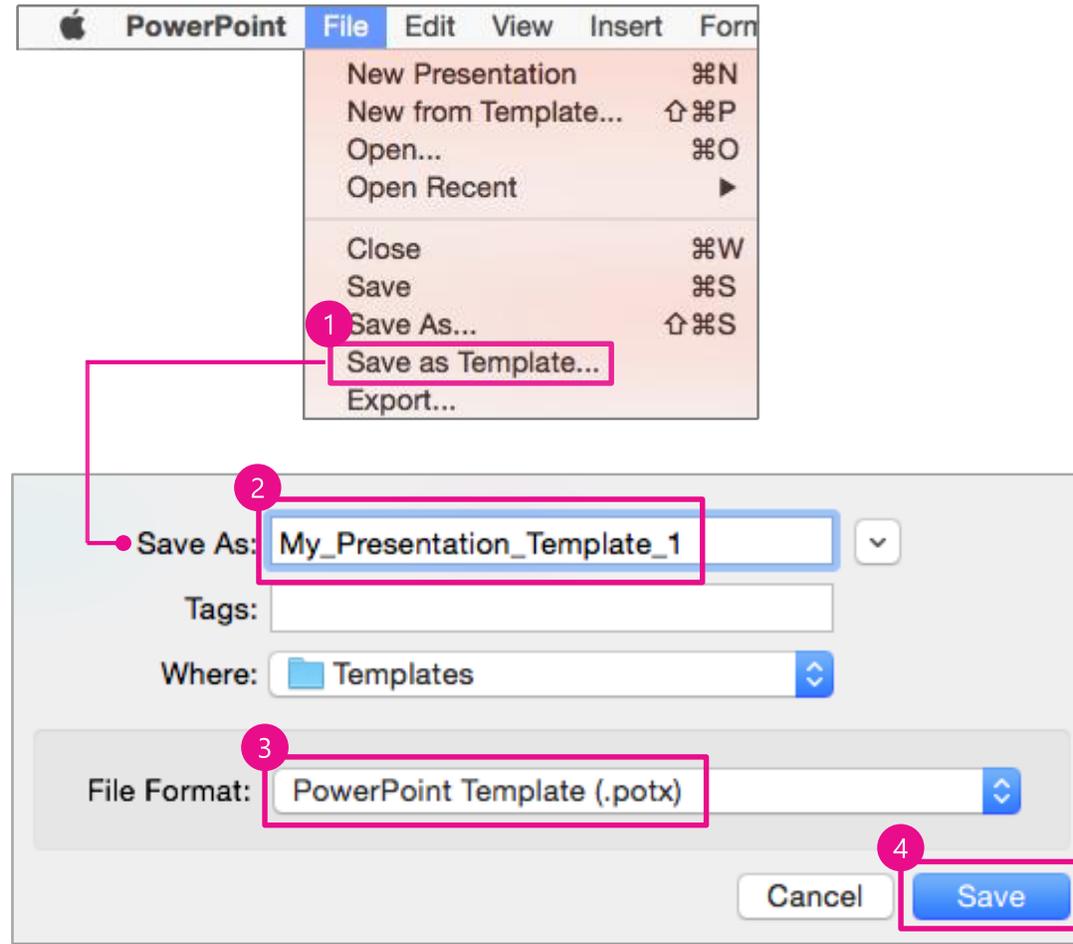
1. In the **Save As** box, enter a name for your presentation.
2. Choose a location on your OneDrive.
3. Choose **Save**.

**TIP** Don't choose **On my Mac** if you want to save to an online location such as OneDrive, OneDrive for Business, or SharePoint.



# Save a presentation as a template

1. On the menu bar, choose **File > Save as Template.**
2. In the **Save As** box, enter a template name.
3. In the **File Format** box, choose **PowerPoint Template (.potx).**
4. Choose **Save.**



# Additional resources

## PowerPoint 2016 for Mac

- [PowerPoint 2016 for Mac Quick Start Guide](#)
- [PowerPoint 2016 for Mac training](#)
- [PowerPoint 2016 for Mac Help](#)
- [Compare PowerPoint for Mac 2011 with PowerPoint 2016 for Mac](#)
- [Compare PowerPoint 2016 for Mac with PowerPoint 2013 for Windows desktop](#)
- [More about PowerPoint 2016 for Mac at http://support.office.com](http://support.office.com)
- [Discover PowerPoint](#)

## Office and Office 365

- [Office training and tutorials](#)
- [Office 365 business support](#)
- [Office 365 Modern Learning Yammer group](#)

# Microsoft