

PowerPoint 2016 for Mac - Quick Start Guide

The Interface

1. **File Tab** - The file tab is where you can create new files and open previously created files.
2. **Quick Access Toolbar** - Allows you to keep shortcuts to your favorite and frequently used tools.
3. **Ribbon** - Tabbed interface, where you can access the tools for formatting your presentation. The Home tab will be used more frequently than the others.
4. **Contextual Tools** - A ribbon that appears by selecting relevant objects in your document.
5. **Search in Presentation** - Allows you to search the presentation.
6. **Ribbon Display Options** - You can collapse, auto hide, or show the whole ribbon.
7. **Slides Tab** - Use this to navigate through your slides within your presentation.
8. **Slide** - This is where you type, edit, insert content into your selected slide.
9. **Status Bar** - View which slide you are currently on, how many slides there are, speaker notes or comments in your presentation, change your views, or change your zoom level.

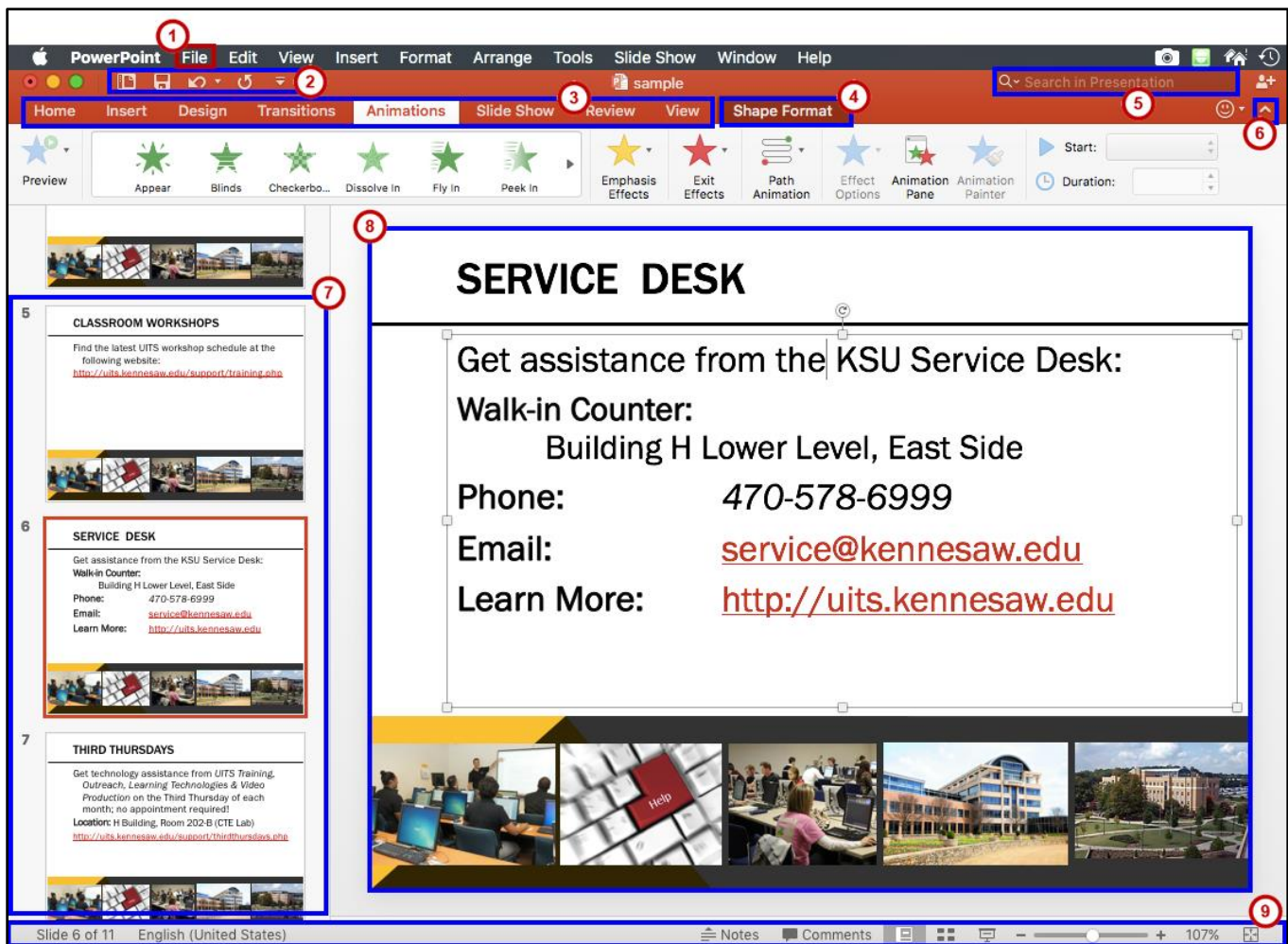


Figure 1 - Interface

Getting Started

When first opening *PowerPoint 2016*, you will be presented with several choices to get started; 1) selecting a **blank presentation**, 2) selecting a **template**, 3) selecting a **recent document**, or 4) **opening from your files** located on your computer.

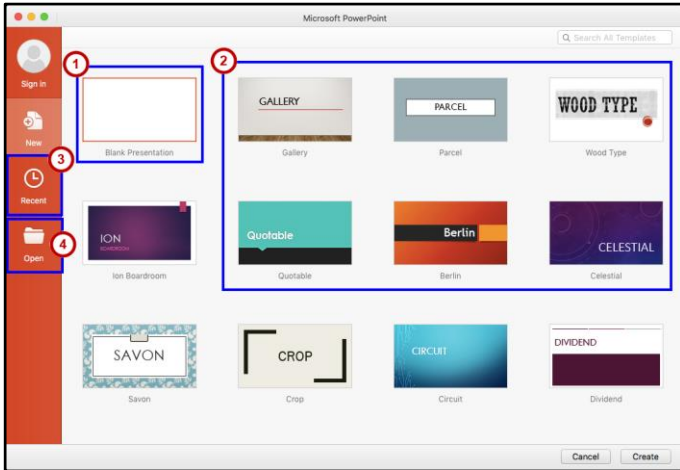


Figure 2 - Getting Started

Presenter View

The **Presenter View** enables the presenter to see their notes, while the audience only sees their current slide.

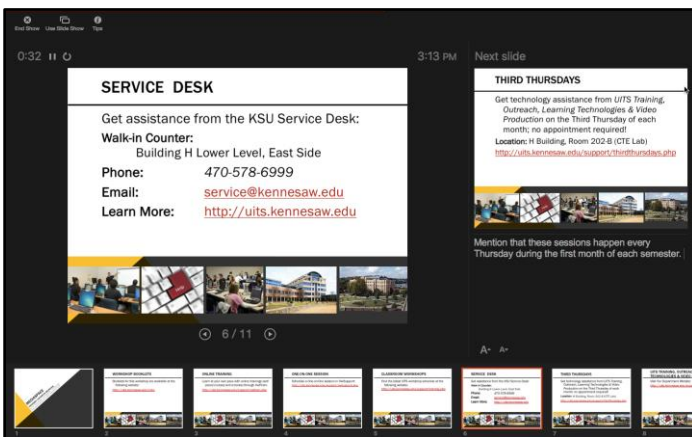


Figure 3 - Presenter View

Animations Panel

The **Animations Panel** has been altered to now allow users to preview their animations within their presentations and to edit them to better suit their needs.

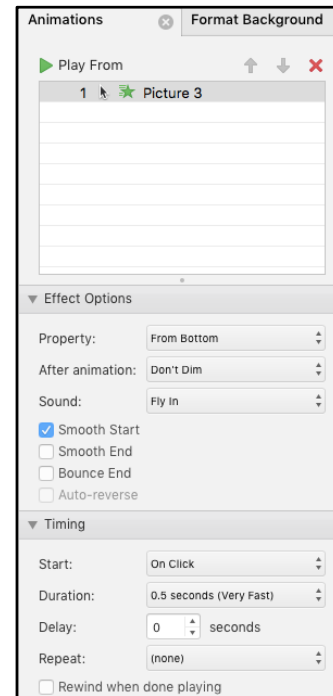


Figure 4 - Animations Panel

Contextual Tools

Located in the status bar at the bottom of the screen, the following tools are available:

1. **Normal** - Vertically displays your slides along the left hand side.
2. **Slide Sorter** - An overview of what your slides look like.
3. **Slide Show** - Click to begin your presentation. Click Esc to get out of presentation mode.
4. **Zoom Level** - Zoom in or out with the slider to magnify the slide.
5. **Fit Slide** - This allows you to fit the current slide to the window.

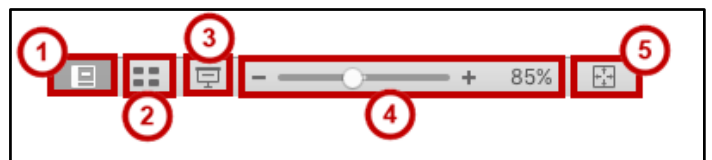


Figure 5 - Presentation Views

For additional support, please contact the KSU Service Desk

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