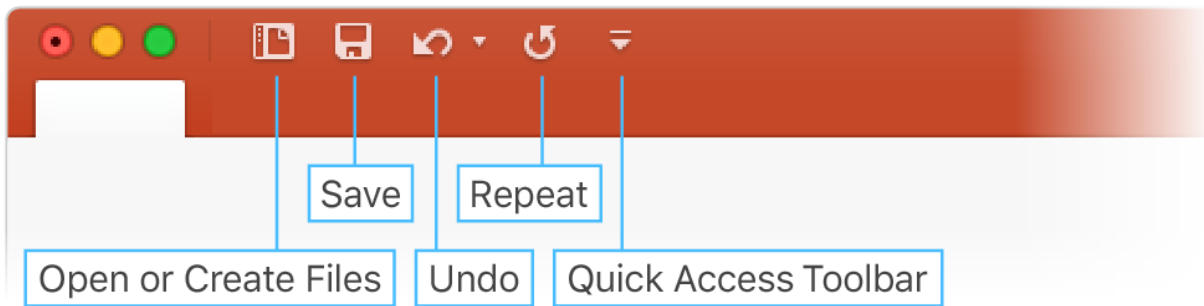


Example PDF

5 tips for a simpler way to work

Quick access to commands

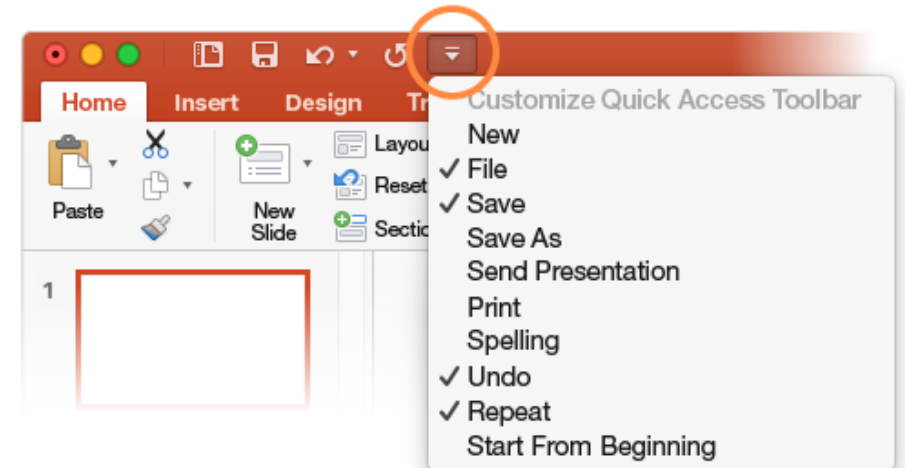
At the top of your document, the **Quick Access Toolbar** puts the commands you use frequently just one click away.



If the commands currently shown aren't quite what you need, customize the **Quick Access Toolbar**.

Try it:


Select **Customize Quick Access Toolbar** and select command names to add or remove them from the **Quick Access Toolbar**.

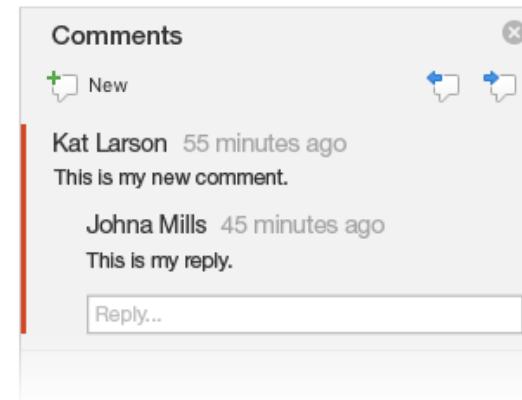
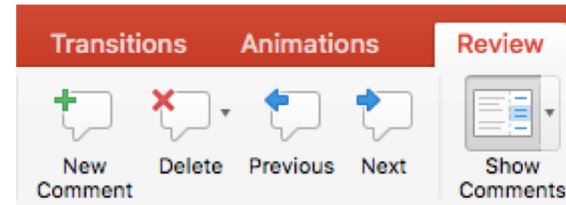


Give feedback in comments

Comments are organized as conversations, so you can easily discuss what's on a slide. This is a great way to quickly add your feedback.

Try it:

1. Select somewhere in this paragraph, and then select the **Review** tab.
2. Select **New Comment**  and type something.
3. Select **Reply**, and type something.

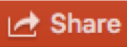


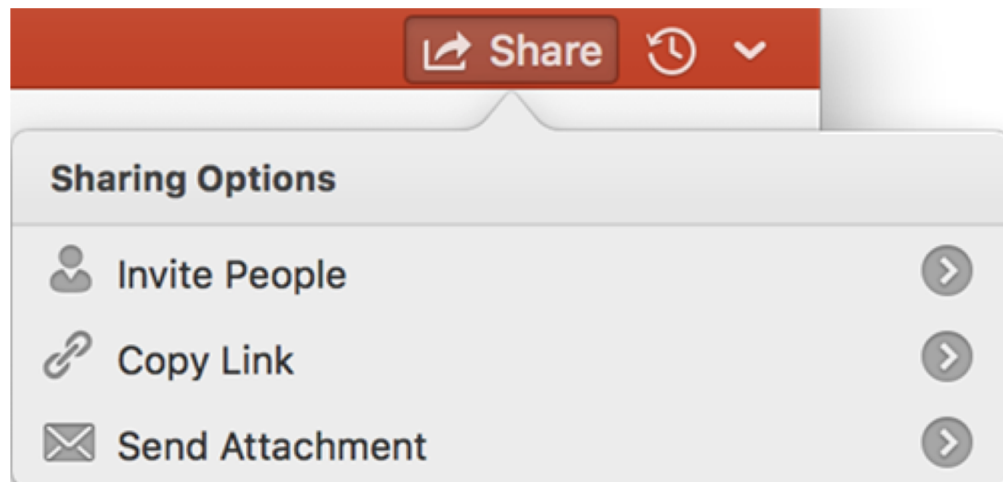
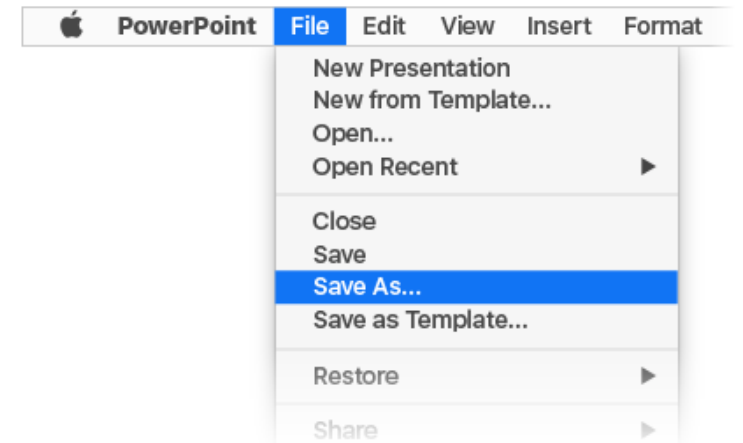
Hint: If you want a quick way to see comments in presentations, just select **Comments** in the **Status Bar** at the bottom of the screen.

Designed for teamwork

With your document stored online, your group can work on it together at the same time.

How it works:

1. Select **File** > **Save As** to save your document in an online location, like OneDrive.
2. Select **Share** from above the ribbon. 
3. Invite people or send a link so they can edit with you.

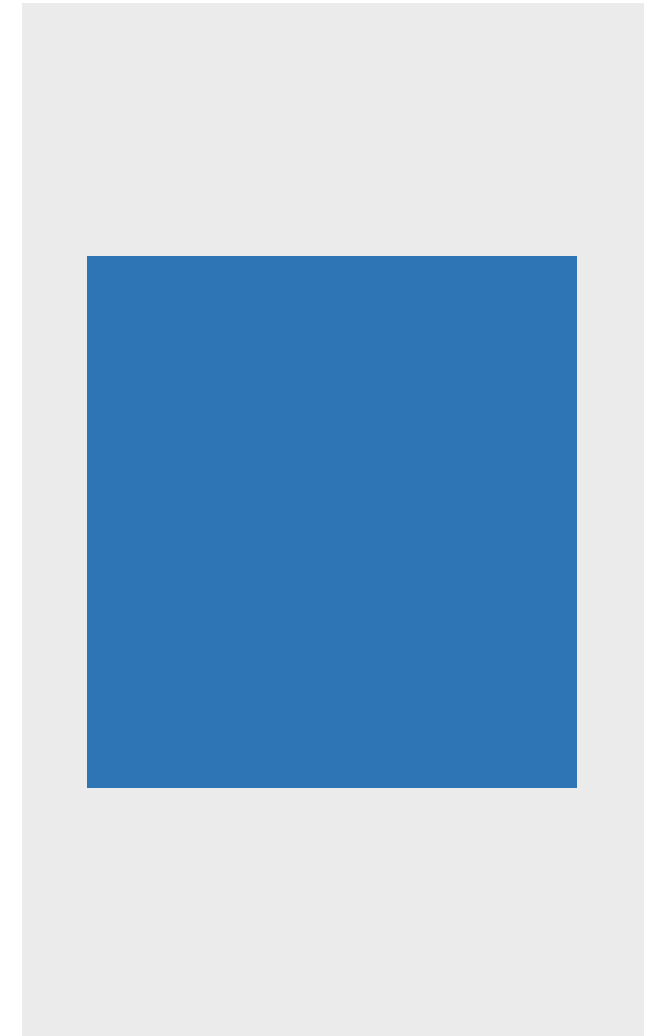
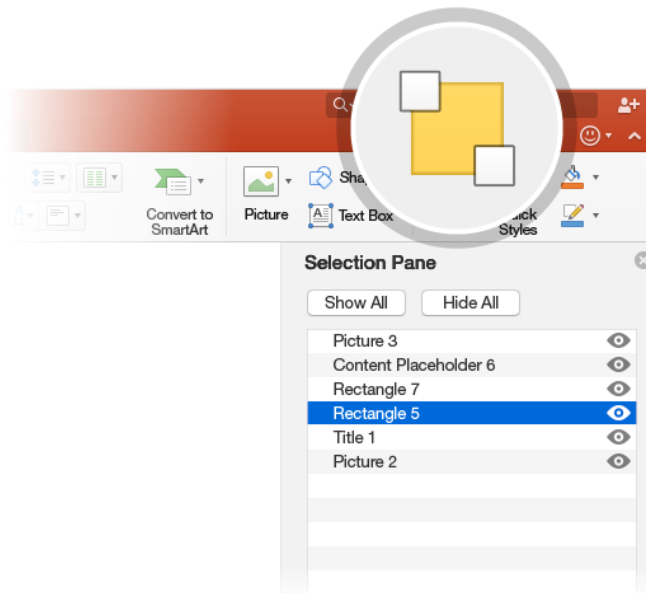


Get organized with the selection pane

The **Selection Pane** is a great tool to organize and manage the objects on a slide, such as images, shapes, and text boxes. The **Selection Pane** is a subscription-only feature. If you have an Office 365 subscription, you can try it yourself:

Try it:

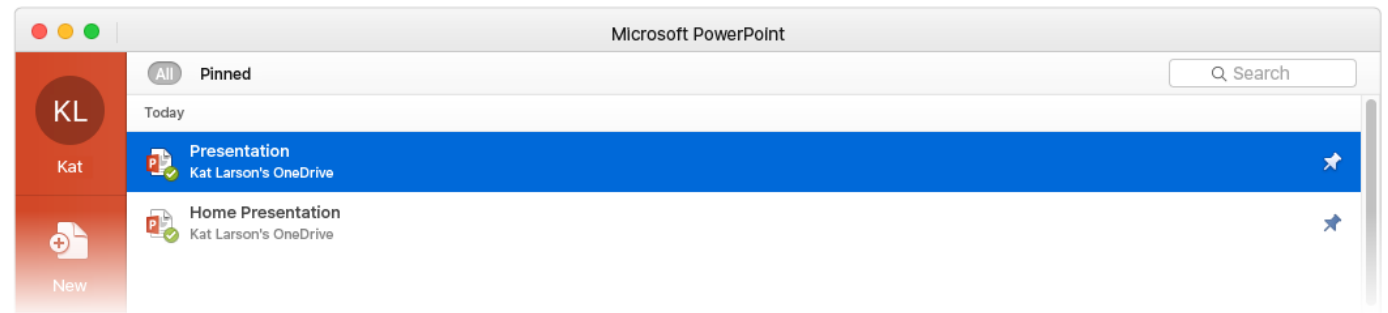
1. Go to the **Home** tab, select **Arrange** > **Selection Pane**.
2. Try renaming an object: Double-click the name “Large grey rectangle” in the **Selection Pane** and type a new name.
3. Try changing the order of objects: In the **Selection Pane**, drag and drop the large grey rectangle so it’s at the top.
4. To toggle visibility of objects in the **Selection Pane**, click Show/Hide checkbox.



Pick up where you left off

When you sign in to Office 365, your documents go with you wherever you are. Signing in connects Office to you and to the cloud.

- Whenever you launch a program, you'll see the documents you recently opened on any of your devices.
- Got a favorite presentation? Pin it to that first screen you see when you launch an Office program. It remains pinned even when you sign in to Office on another computer.
- PowerPoint keeps track of where you left off. The next time you open a presentation, PowerPoint invites you to jump directly to where you were last reading or editing.



Welcome back!

More questions about PowerPoint for Mac?

SELECT THE ARROW WHEN IN SLIDE SHOW MODE

Find out more at the PowerPoint for Mac Help Center.



Visit the PowerPoint team blog.



