

Home Tab

This tab contains the most commonly used commands. These commands are organized into the following logical groupings:

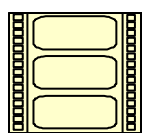


- **Clipboard:** Contains the standard **Copy** and **Paste** commands. Items copied to the Clipboard can be selected and pasted into any Office document at a later time. The items stay on the Office Clipboard until you exit all Office programs or you delete the items from the Clipboard.
- **Slides:** Contains the settings related to inserting and deleting new slides and their layout.
- **Font:** Contains the settings related to the formatting of the slide content.
- **Paragraph:** Contains the settings related to the layout of a paragraph or section of the slide. Settings within this tab include text alignment, indentation, bulleted, numbered, or multi-level lists, tabs, line spacing, and the ability to convert to SmartArt.
- **Drawing:** Contains a selection of pre-defined sets of styles and shapes that can be inserted into the slide. Those shapes be edited for color, outline and effect.
- **Editing:** This tab includes the buttons to find, select, and/or replace text within a slide.

Insert Tab

This tab contains the commands normally needed to insert text, illustrations, symbols, etc., into a slide. This tab contains the following groups:

- **Tables:** Includes commands to Insert or Draw a new table, or insert an existing table from an Excel spreadsheet.
- **Illustrations:** Contains the commands needed to insert pictures, Clip Art, Photo Albums, Shapes, SmartArt, or Charts into a slide.
- **Links:** Provides the ability to insert hyperlinks or add Actions into the slide. Hyperlinks give links to other slides, or programs and the Action settings allow you to assign actions such as running a program or playing a sound at a mouse click or a mouse over.
- **Text:** Contains various options to insert or modify different types of text fields in the slide, including text boxes, Header and Footer, Word Art, date/time stamps, slide numbers, symbols, and objects.
- **Media clips:** Includes commands to insert movies or sounds into the presentation. You can insert sounds from a file, you can play a specific track on a CD or you can record sound to be inserted into that slide.



Design Tab

This tab contains the commands related to the layout and appearance of the slides in the presentation. The Design commands are divided into the following groups:

- **Page Setup:** Includes the commands to change the parameters that determine the overall appearance of the slide. These parameters include: size of the onscreen show, the width and height of the slides, orientation of slides (portrait or landscape) and orientation of notes and handouts (portrait or landscape). Also you can choose whether to number the slides from the first slide or the second slide, etc.
- **Themes:** This grouping allows the user to change the overall design of the entire presentation. Once the user picks a particular theme, that theme can be altered by choosing different colors, fonts and effects. The new theme can then be saved as a custom theme to be used at a different time.
- **Background:** Provides the ability to format the slide background with different colors, different textures of color and different levels of transparency.

Animations Tab

This tab contains a variety of ways to add animation to a slide show presentation.

- **Preview:** Provides ability to preview your slide show.
- **Animations:** Allows the user to add animation to specific slides or to specific objects within the slide. There are set animations such as fade, wipe, fly in or you can set up custom animations. Custom animations include a variety of different animations for entrance, emphasis, exit or for a specific motion path.
- **Transition to this slide:** The transition commands allow you to set up transitions between specific slides or between all the slides in your presentation. You can choose to have no transition between slides or you can choose transitions which fade or dissolve between slides, or wipe one slide away before showing the next, or push or cover one slide before showing the next. It is also possible to have the slides changes to stripes or bars on transition or have totally random transitions between each slide. In addition you can choose to add sound to the transition and you can choose a generic slow medium or fast speed or you can specifically time the transition between each slide. It is also possible to select the transition to be on each mouse click.



Slide Show Tab

This tab contains the commands commonly used when creating running the slide show presentation:

- **Start Slide Show:** Includes the commands needed to start the slide show from the beginning, start the slide show from the current slide that you are viewing, and then the custom slide show command. The custom slide show command allows the user to pick selected slides from a presentation and just show those selected slides.
- **Set Up:** Allows user to set up the type of show that they want to present. The user can pick the show type such as presented by a speaker or browsed by an individual or in a kiosk. The show can loop continuously and can be played without narration or animation. The user can choose option for showing all slides or specific slides and the user can choose whether slides advance manually or whether timings are chosen. The user can also choose the resolution of the show. Under Set Up, specific slides can be hidden so that they do not show. The user can record narration, rehearse the timings of the show and then use the rehearsed timings in the show.
- **Monitors:** The user can choose the resolution of the show and also the user can elect to use the Presenter View option. For presenter view to work, the presenter must have access to two monitors. One monitor will show the presentation and the other monitor will show notes.

View Tab

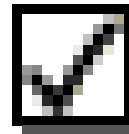
This tab contains settings that affect how the presentation appears on the screen:

- **Presentation Views:** Allows the user to specify how the slides in a presentation are viewed. Slides can be viewed in normal view, slide sorter view, notes page view or in a slide show. Also in presentation views, the user can view the slide master, the handout master and the notes master.
- **Show/Hide:** Provides the user with the ability to display or hide various features associated with a slide including a ruler, gridlines, and a message bar.
- **Zoom:** Includes options to specify the zoom level of a document and the option to fit the slide to the window.
- **Color/Grayscale:** Contains settings that allow the user to view the slides in color, grayscale or black and white. Within the grayscale and black and white options, there are many choices of shading.
- **Window:** Includes options to view the current slide in a new window. Arrange All allows you to view the two windows side by side. Cascade allows you to have the two windows overlap each other. Move Split allows you to move the splitters which separate the different parts of the window. Switch windows lets you switch windows to a different open presentation.
- **Macros:** Provides the ability to define a sequence of actions to perform on a slide or multiple slides that can be executed again and again in one step—by running the macro.

Review Tab

This tab contains the commands needed to review and revise an existing presentation.

- **Proofing:** Assists the user with proofing and correcting a presentation. Allows the user to check the spelling and grammar, search through reference materials such as dictionaries or encyclopedias, find similar words in a thesaurus, translate text into a different language, enable a ScreenTip that translates the text into a different language, or set the language used for the spelling & grammar checks
- **Comments:** Provides ability to insert, delete, or navigate between comments about selected text in the presentation.
- **Protect:** Includes settings to restrict how people can access and edit the presentation.



Acrobat Tab

This tab contains supplemental functionality that adds custom commands and specialized features to Office products:

- **Create Adobe PDF:** Allows the user the ability to create a PDF document from the PowerPoint presentation. The Preferences button allows the user to make many different selections relating to how the presentation is converted into PDF. The user can choose whether animations are converted, slide transitions are converted, whether each slide is a different page in the PDF document, etc.
- **Create and Email:** Allows the user the ability to create a PDF document and then email it in Microsoft Outlook.
- **Review and Comment:** Allows the user the ability to create a PDF document and then email it in Microsoft Outlook to someone for review.
- **Connect:** Uses a product called Acrobat Connect to state an online meeting.

