

Ribbon Analysis

Directions:

Beneath each of the tabs, list at least the top five commands you think you will need to use when using PowerPoint®.

ANSWERS MAY VARY. SEE POTENTIAL ANSWERS BELOW.

- Backstage View/File Tab
 1. Save a presentation
 2. Open a presentation
 3. Create a new presentation
 4. Print a presentation
 5. Close the program
- Home Tab
 1. Copy and paste items from the clipboard
 2. Change font type, size, color and style
 3. Format a bulleted or numbered list
 4. Change the line spacing of a slide
 5. Add a new slide
- Insert Tab
 1. Add a new slide
 2. Add a table
 3. Add pictures
 4. Add SmartArt
 5. Add a chart
- Design Tab
 1. Add a theme to a presentation
 2. Change the colors of a theme by using variants
 3. Change the slide size
 4. Format slide backgrounds
 5. Change the fonts used in a theme
- Transitions Tab
 1. Add transitions to slides in a presentation
 2. Preview how a transition will look on a slide
 3. Add sounds to a presentation
 4. Choose how to advance to another slide during a presentation
 5. Apply the transitions to all of the slides in a presentation

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- Animations Tab
 1. Preview animations added to objects
 2. Add animations to objects
 3. Set up timings for animations added to objects
 4. Create custom animations
 5. Develop an order for the animations to occur in the presentation
- Slide Show Tab
 1. View the presentation in Slide Show View
 2. Setup timings for the slide show
 3. Record the slide show
 4. Record narration for the slide show
 5. Create a custom slide show
- Review Tab
 1. Add comments to a presentation
 2. Conduct a spell check
 3. Open the thesaurus
 4. Compare a presentation to other presentations
 5. Accept and reject changes
- View Tab
 1. Change how you view the presentation
 2. Open the Slide Master
 3. Add Rulers to the program window
 4. Open Handout Master
 5. Open a new window