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|---|----------------|--|
| Office Button  | New | Templates |
| | Open | |
| | Save | |
| | Save As | PowerPoint Presentation PowerPoint Show PowerPoint 97-2003 Presentation Find add-ins for other file formats Other Formats |
| | Print | Quick Print Print Preview |
| | Prepare | Properties Inspect Document Encrypt Document Restrict Permission Add a Digital Signature Mark as Final Run Compatibility Checker |
| | Send | E-mail Internet Fax |
| | Publish | Create Document Workspace Create Handouts in Microsoft Office Word Document Management Server Package for CD Publish Slides |
| | Close | |

| TAB | RIBBON | COMMAND | TAB | RIBBON | COMMAND |
|-------------|------------------|---|---------------|----------------------|---|
| Home | Clipboard | Copy Cut Format Painter Paste | Insert | Tables | Insert Table Draw Table Excel Spreadsheet Quick Tables |
| | Slides | Delete Layout New Slide Reset | | Illustrations | Clip Art Insert Chart Insert SmartArt Graphic Photo Album Picture Shapes |
| | Font | Bold Character Spacing Clear All Formatting Decrease Font Size Font Color Font Font Size Increase Font Size Italic Text Shadow Underline | | Links | Action Hyperlink |
| | Paragraph | Align Text Left Align Text Right Borders Bullets Center Columns Convert to SmartArt Decrease List Level Increase List Level Justify Line Spacing Numbering Text Direction | | Text | Date & Time Header & Footer Object Slide Number Symbol Text Box WordArt |
| | Drawing | Arrange AutoShapes Shape Effects Shape Fill Shape Outline Shape Quick Styles | | Media Clips | Movie Sound |
| | Editing | Find Replace Select | | | |

| TAB | RIBBON | COMMAND | TAB | RIBBON | COMMAND |
|-------------------|---------------------------------|---|-------------------|-------------------------|---|
| Design | Page Setup | Slide Orientation Landscape Slide Orientation Portrait | Slide Show | Start Slide Show | Custom Slide Show From Beginning From Current Slide |
| | Themes | Theme Colors Theme Fonts Theme Effects | | Set Up | Hide Slide Record Narration Rehearse Timings Set Up Slide Show Use Rehearses Timings |
| | Background | Background Styles Hide Background Graphics | | Monitors | Resolution Show Presentation On Use Presenter View |
| | Paragraph | Indent Left Indent Right Spacing After Spacing Before | | | |
| Animations | Preview | | Review | Proofing | Language Research Spelling Thesaurus Translate |
| | Animations | Animate Custom Animation | | Comments | Delete Comment Edit Comment Next Comment Previous Comment Insert Comment Show Markup |
| | Transition To This Slide | Advance Slide On Mouse Click Advance Slide Automatically After Apply to All Transition Sound Transition Speed Transition Style | | Protect | Manage Credentials Restricted Access Unrestricted Access |

| TAB | RIBBON | COMMAND | TAB | RIBBON | COMMAND |
|----------------|---------------------------|---|---------------------|----------------------|--|
| View | Presentation Views | Handout Master View Notes Page Normal Slide Master View Slide Show Slide Sorter View Notes Master | Slide Master | Edit Master | Delete Slide Insert Layout Insert New Slide Master Preserve Rename |
| | Show/Hide | Gridlines Message Bar Ruler | | Master Layout | Footers Insert Placeholder Title |
| | Zoom | Fit to Window Zoom | | Edit Theme | Themes Theme Colors Theme Effects Theme Fonts |
| | Color/ Grayscale | Color Grayscale Pure Black and White | | Background | Background Styles Hide Background Graphics |
| | Window | Arrange All Cascade Windows Move Split New Window Switch Windows | | Page Setup | Slide Orientation Landscape Slide Orientation Portrait |
| | Macros | | | Close | Close Master View |
| Add-Ins | Menu Commands | Bluetooth Other | | | |

| TAB | RIBBON | COMMAND | TAB | RIBBON | COMMAND |
|-----------------------|---------------------|---|---------------------|---------------------|--|
| Handout Master | Page Setup | Handout Orientation Landscape Handout Orientation Portrait Slide Orientation Landscape Slide Orientation Portrait Slides Per Page | Notes Master | Page Setup | Notes Page Orientation Landscape Notes Page Orientation Portrait Slide Orientation Landscape Slide Orientation Portrait |
| | Placeholders | Date Footer Header Page Number | | Placeholders | Body Date Footer Header Page Number Slide Image |
| | Edit Theme | Themes Theme Colors Theme Effects Theme Fonts | | Edit Theme | Themes Theme Colors Theme Effects Theme Fonts |
| | Background | Background Styles Hide Background Graphics | | Background | Background Styles Hide Background Graphics |
| | Close | Close Master View | | Close | Close Master View |

| TAB | RIBBON | COMMAND | TAB | RIBBON | COMMAND |
|-----------------------------|-----------------------|--|-----------------------------|-----------------------|--|
| Drawing Tools Format | Insert Shapes | Edit Shape Text Box | Picture Tools Format | Adjust | Brightness Change Picture Compress Picture Contrast Recolor Reset Picture |
| | Shape Styles | Shape Effects Shape Fill Shape Outline | | Picture Styles | Picture Border Picture Effects Picture Shape |
| | WordArt Styles | Text Effects Text Fill Text Outline | | Arrange | Align Bring to Front Group Rotate Selection Pane Send to Back |
| | Arrange | Align Bring to Front Group Rotate Selection Pane Send to Back | | Size | Crop Shape Height Shape Width |
| | Size | Shape Height Shape Width | | | |

| TAB | RIBBON | COMMAND | TAB | RIBBON | COMMAND |
|---------------------------|--------------------------|--|---------------------------|--------------------------|---|
| Chart Tools Design | Type | Change Chart Type Save As Template | Chart Tools Layout | Current Selection | Chart Elements Format Selection Reset to Match Style |
| | Data | Edit Data Refresh Data Select Data Switch Row/Column | | Insert | Picture Shapes Text Box |
| | Chart Layouts | | | Labels | Axis Titles Chart Title Data Labels Data Table Legend |
| | Chart Styles | | | Axes | Gridlines |
| | | | | Background | 3-D Rotation Chart Floor Chart Wall Plot Area |
| | | | | Analysis | Error Bars Lines Trendline Up/Down Bars |
| Chart Tools Format | Current Selection | Chart Elements Format Selection Reset to Match Style | | | |
| | Shape Styles | Shape Effects Shape Fill Shape Outline | | | |
| | WordArt Styles | Text Effects Text Fill Text Outline | | | |
| | Arrange | Align Bring to Front Group Rotate Selection Pane Send to Back | | | |
| | Size | Shape Height Shape Width | | | |