

Microsoft PowerPoint 2007 – Commonly Used Ribbon Tabs and Groups

1. Home
 - a. Clipboard – cut, copy, paste, format painter
 - b. Slides – new slide, layout, reset, delete slide
 - c. Font
 - d. Paragraph – bullets and numbering, indentation, alignment
 - e. Drawing – autosshapes, arrange objects, shape properties
 - f. Editing – find, replace, select
2. Insert
 - a. Tables
 - b. Illustrations
 - c. Links
 - d. Text – text box, header & footer, WordArt, date & time, slide number, symbol, object
 - e. Media Clips
3. Design
 - a. Page Setup – page setup, slide orientation
 - b. Themes
 - c. Background
4. Animations
 - a. Preview
 - b. Animations (applies to elements within a slide)
 - c. Transition to this slide (applies to the entire slide) – transition sound, transition speed, apply to all
 - d. Advance Slide
5. Slide Show
 - a. Start Slide Show – from beginning, from current slide, custom slide show
 - b. Set Up – set up slide show, hide show, record narration, rehearse timings
 - c. Monitors – resolution, show presentation on, use presenter view
6. Review
 - a. Proofing – spelling, research, thesaurus, translate, language
7. View
 - a. Presentation Views – normal, slide sorter, notes page, slide show, slide master, handout master, notes master
 - b. Show/Hide – ruler, gridlines, message bar
 - c. Zoom
 - d. Color/Grayscale
 - e. Window
 - f. Macros