Exploring the Ribbon

The Ribbon is the replacement for the various menus and toolbars that you may be used to, if you have used a previous version of PowerPoint before 2007. Apart from looking completely different, the Ribbon provides both contextual tabs and menus. What this means is that different options will be available to you, depending on what you are doing and what you select. This reduces the clutter of menus and toolbars you may not need very often, and provides you with the menus you need when you need to use them.

The various commands are grouped together logically under different tabs. Each of the tabs relates to a different activity, and includes various command buttons. The initial tabs that are available for use are:

- **Home** – includes command groups and buttons for the clipboard, slides, fonts, paragraphs, drawing and editing, and also the new backstage view

- **Insert** – includes command groups and buttons for tables, illustrations, links, text and media clips

- **Design** – includes command groups and buttons for page setup, themes and backgrounds

- **Transitions** – includes command groups and buttons for transitions and timings

- **Animations** – includes command groups and buttons for previewing and animations

Additional tabs will be displayed as and when they are needed, depending on what you select and what you are doing at that time.
If you need to hide the Ribbon at any time, just press CTRL + F1 to hide it, and then press CTRL + F1 again to restore it.

Minimizing the Ribbon
If you decide that you don't want the Ribbon to be visible, you can easily hide it by clicking on the Minimize the Ribbon button.