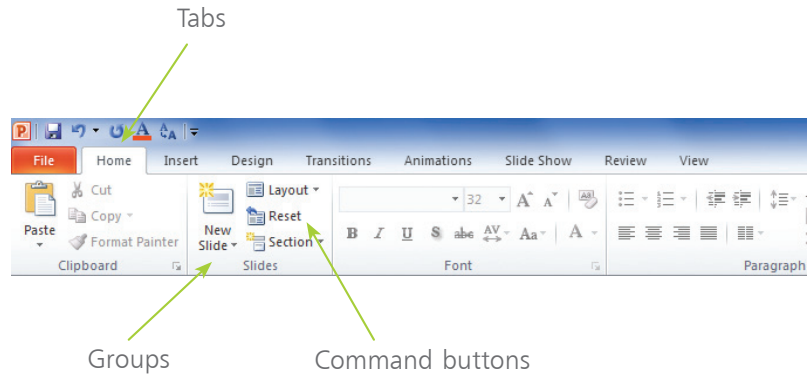


Hot tip

You will notice that if you use any other Microsoft Office 2010 application, the Ribbon is included in all of them in one form or another. So, when you are used to using it, you should have no problems in other applications.

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

Don't forget

Additional tabs will be displayed as and when they are needed, depending on what you select and what you are doing at that time.

...cont'd

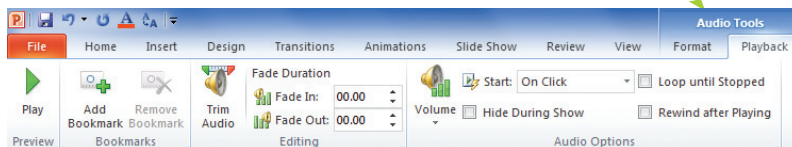
- Slide Show – includes command groups and buttons for starting slide shows, setting up slide shows and monitor settings
- Review – includes command groups and buttons for proofing, comments and protecting your presentation
- View – includes command groups and buttons for presentation views, show/hide functions, zoom, color/grayscale use, windows and using macros

There are two additional type of tabs that can appear when they are needed – Contextual tabs and Program tabs.

Contextual Tabs

Contextual tabs appear when you select an object, such as a picture or text box. Depending on what you select, a contextual tab will appear. For example, if you select a text box, the Drawing Tools tab will appear.

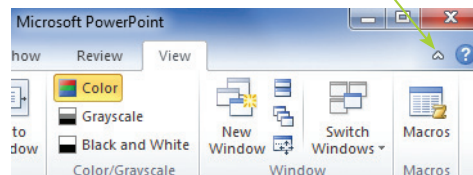
Contextual tab



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.

Minimize the Ribbon button



Hot tip



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.