

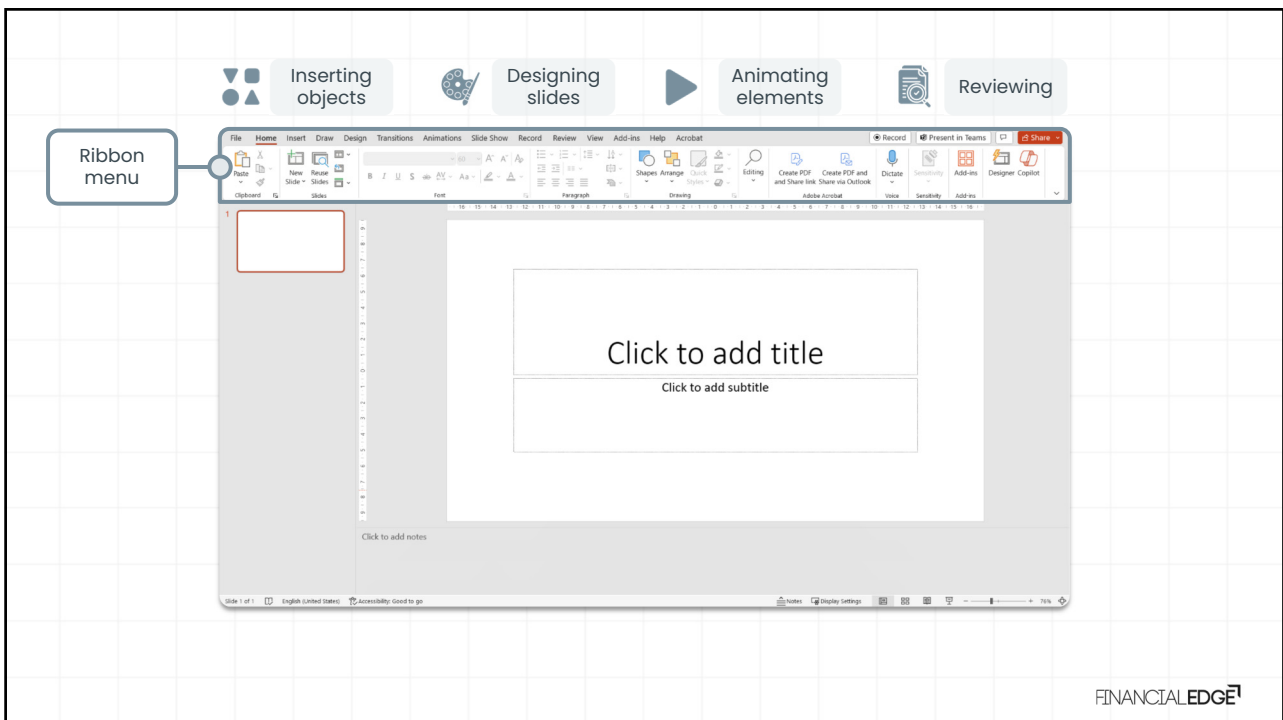
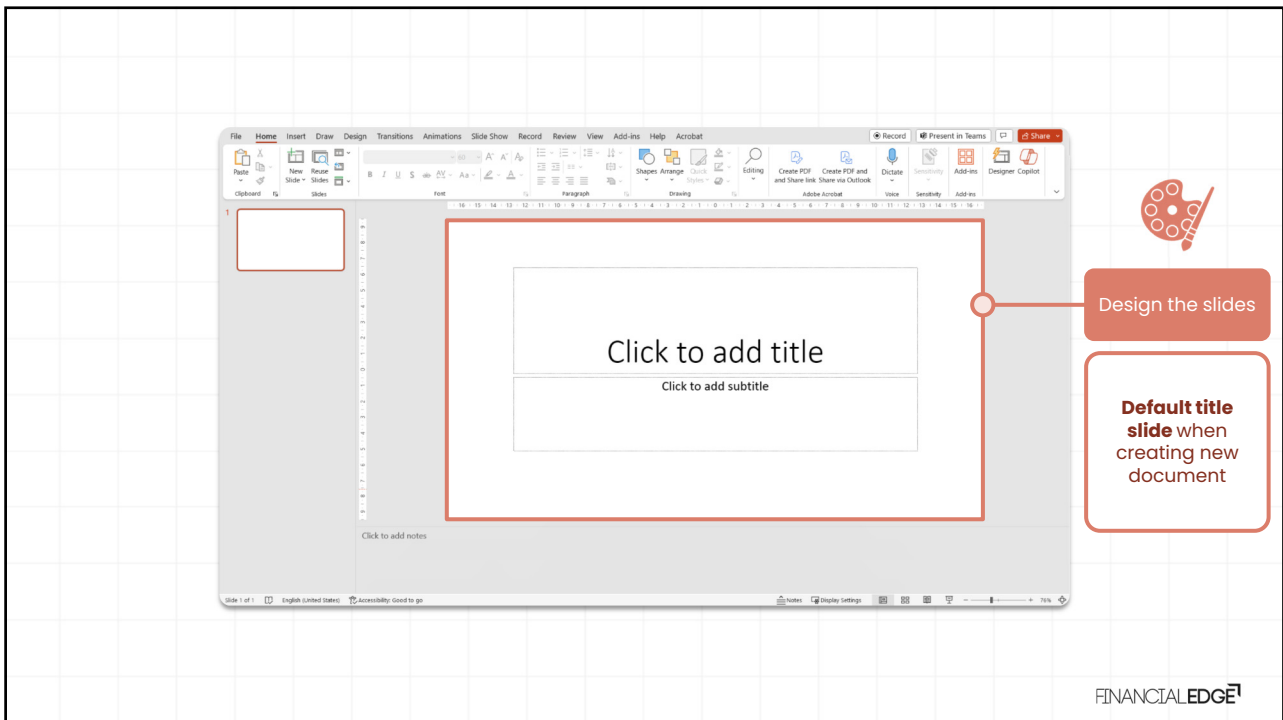


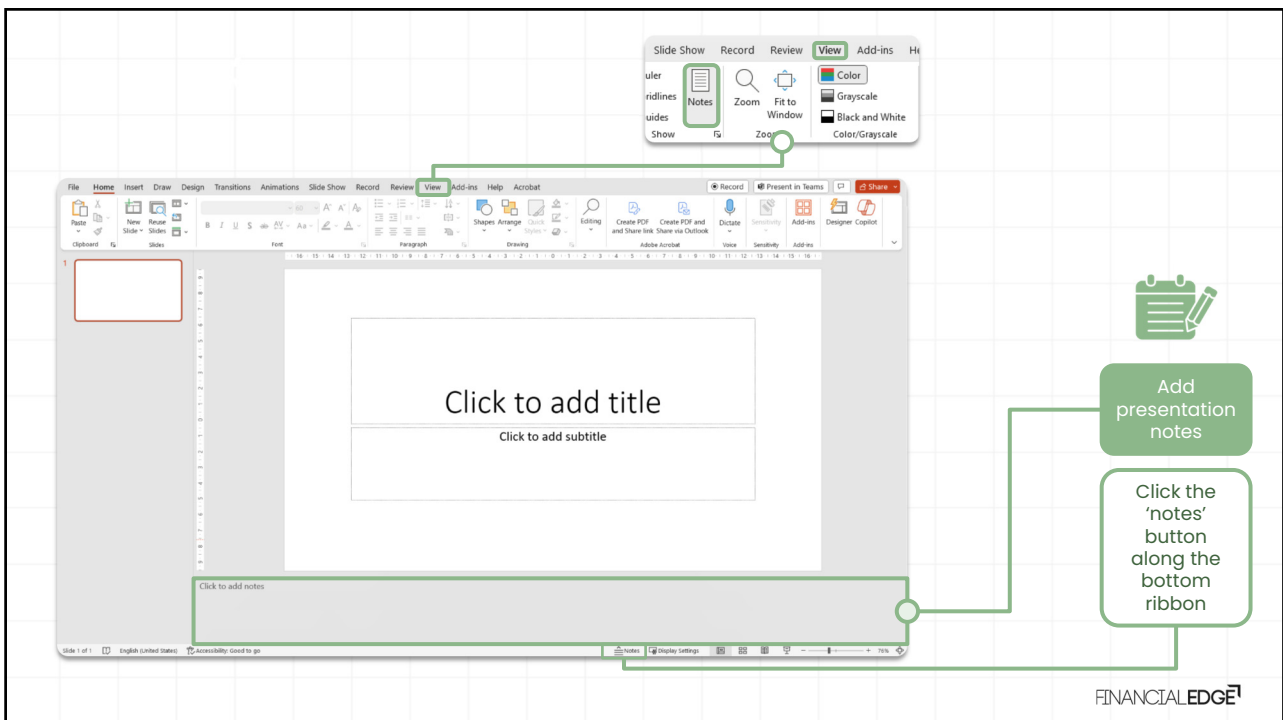
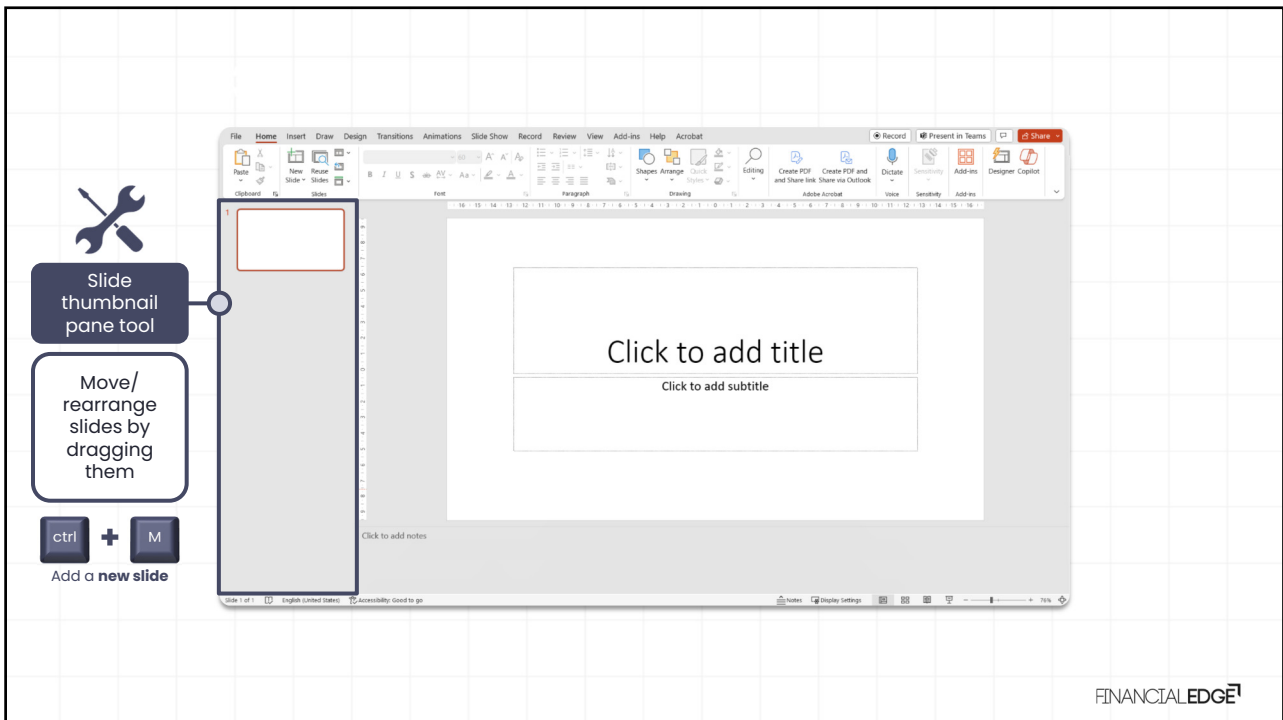
The Ribbon & Quick Access Toolbar

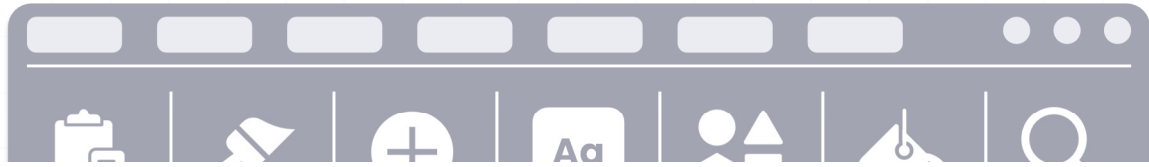
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PowerPoint Interface Overview

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The Ribbon

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The Ribbon

**Main
Ribbon Tabs**

Subtabs

Hide Ribbon

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The Ribbon

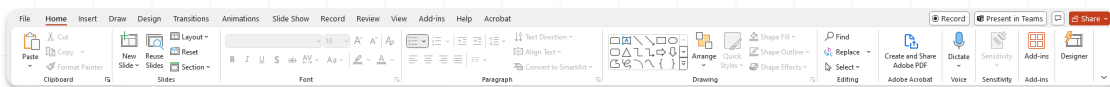
The ribbon is a **set of tools** that appears at the **top of the PowerPoint window**



Multiple tabs, each with **several groups of commands**



Access the **most common features and functions** of PowerPoint



**Main
Ribbon Tabs**

Subtabs

Hide Ribbon

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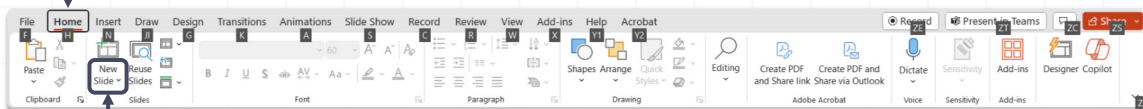


The Ribbon

Select a tab
from the ribbon



Click on a command from the ribbon to perform an action



Creating a
new slide

**Main
Ribbon Tabs**

Subtabs

Hide Ribbon

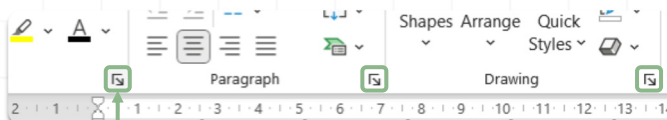
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The Ribbon

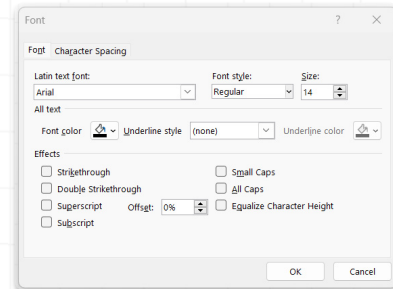
Subtabs

Smaller tabs that appear below the main tabs



Click on the arrow to **open a dialog box** or a **drop-down menu** with **more choices**

Example of dialog box



Main
Ribbon Tabs

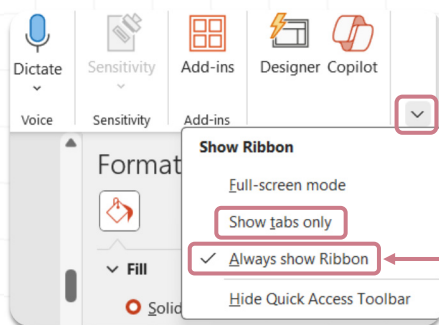
Subtabs

Hide Ribbon

FINANCIALEDGE⁷



The Ribbon



Select the arrow on the far right of the window and click **'show tabs only'**

To undo, click on one of the tabs, and then click into the arrow again and click **'always show ribbon'**

Main
Ribbon Tabs

Subtabs

Hide Ribbon

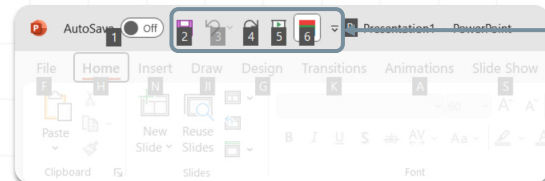
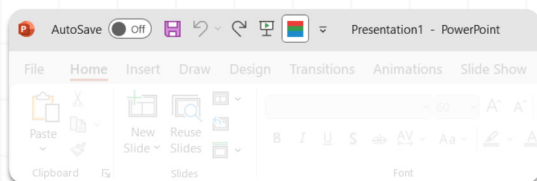
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Quick Access Toolbar (QAT) and Customizing the QAT

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Quick Access Toolbar



Click '**alt**' to access
shortcut tools in QAT

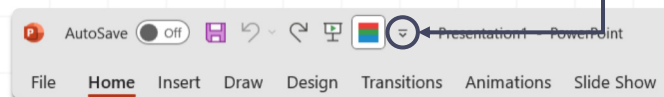
Default QAT Shortcuts

**Save****Undo****Redo**FINANCIALEDGE⁷



Customize the Quick Access Toolbar

Click on the down arrow



Step one

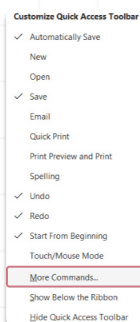
Step two

Step three

Step four



Customize the Quick Access Toolbar



Click on 'More Commands'

Step one

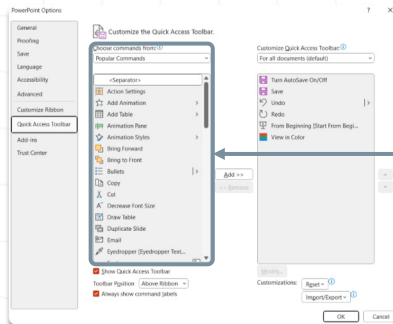
Step two

Step three

Step four



Customize the Quick Access Toolbar



Options will default to 'Popular Commands'

Step one

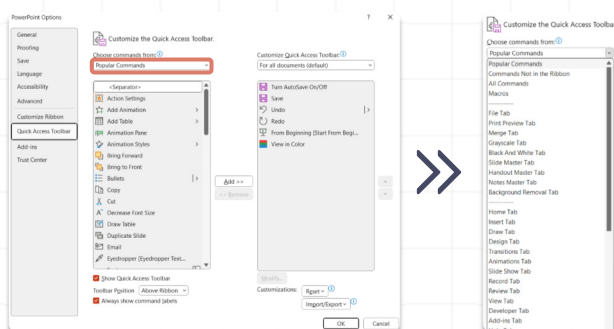
Step two

Step three

Step four



Customize the Quick Access Toolbar



Click on drop-down box to display all options

Step one

Step two

Step three

Step four

Customize the Quick Access Toolbar

1 Click on the shortcut you want to add

2 Click 'add' (you can also 'remove' shortcut here)

3 Use the up and down arrows to shift the order of the shortcuts

4 Click 'OK' to save the shortcut to the QAT

In the drop-down box here, you can set the QAT updates to only impact this document, or default to all documents

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Customize the Quick Access Toolbar



You can also add QAT shortcuts by **right-clicking on ribbon tools** and then clicking 'add to quick access toolbar'

Right-click

Add to Quick Access Toolbar

Hide Quick Access Toolbar

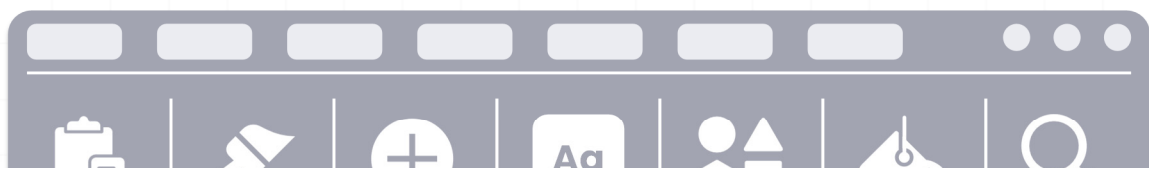
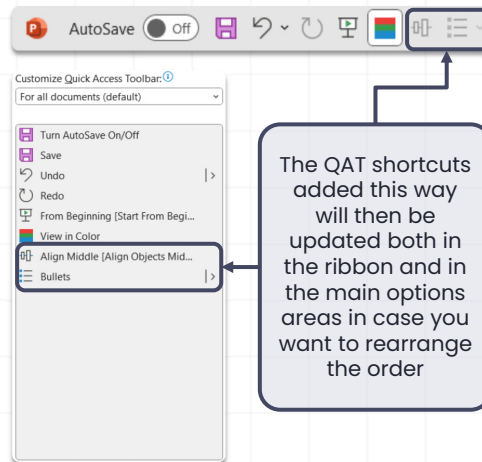
Customize the Ribbon...

Collapse the Ribbon

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Customize the Quick Access Toolbar



Productivity Tools





Shortcuts

Keyboard combinations that allow you to perform **certain tasks or commands faster and easier**



Copy



Paste



Start slideshow

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Essential Shortcuts

Copy, Paste & Select	General	Text	PowerPoint
Copy  	Save  	Left align  	New file  
Cut  	Save as 	Center  	New slide  
Paste  	Print  	Justify  	View slide master   
Duplicate  	Open  	Right align  	Toggle gridlines  
Select all  	Close  	Find  	View slideshow 
Group  	Quit application  	Decrease font   	Go straight to a slide in Slideshow mode  
Ungroup   		Increase font   	Copy styles   
Nudge (right)  		Replace  	Paste styles   
Repeat action 		Reorder list    	
Undo  			
Redo  			

All Default Shortcuts

<https://pptproductivity.com/powerpoint-addin/create-faster/search-shortcut-keys-hotkeys-list>

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