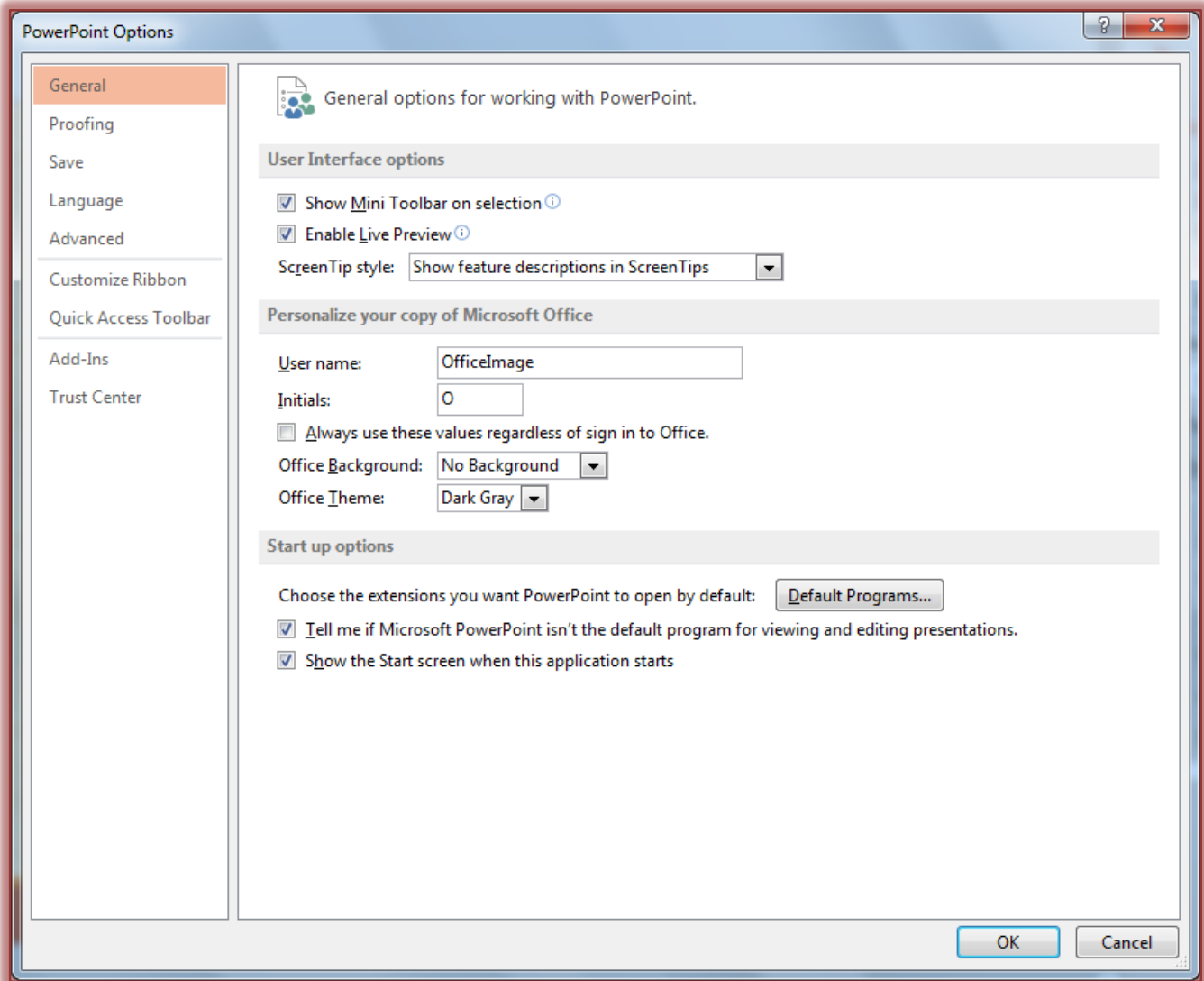


## Change PowerPoint Program Options

There are several options available in PowerPoint that may be customized to meet individual needs. To access the **PowerPoint Options** window:

- ✦ Click the **File Tab**.
- ✦ Click the **Options** link on the left side of the window.
- ✦ The **PowerPoint Options** window will display (see illustration below).



- ✦ Click one of the links along the left side of the window to see the available options.
  - ✦ **General** – This area is used to change the most popular items in PowerPoint such as whether or not the Mini Toolbar will be displayed, whether to enable Live Preview, and to change the Office Background. This is also the area where the Office Theme can be changed. The options for this are White, Light Gray, and Dark Gray. When some of these options are changed, they apply to all the Office programs, not just PowerPoint.
  - ✦ **Proofing** – To change options pertaining to formatting and changing the text in the presentation, click this link. Options for customizing how spell checking should be handled and Auto Correct Options are available in this area.
  - ✦ **Save** – Click this link to make changes to how and where the presentation is saved.

- ✦ **Language** - To change the language options for the PowerPoint program, chose this option.
  - ✦ **Advanced** - This link is used to make changes to features such as editing, printing, and displaying of presentations.
  - ✦ **Customize Ribbon** - Use this link to add new groups to the ribbon or to add buttons to groups in the ribbon. This link will also allow you to change the order of the buttons in a group or to hide buttons or groups.
  - ✦ **Quick Access Toolbar** - To make changes to which buttons are displayed on the Quick Access Toolbar, click this button. In this window, it is also possible to specify the order in which the buttons are displayed.
  - ✦ **Add-Ins** - Use this link to manage how add-ins are handled within the PowerPoint program. Add-ins are features (programs) that are added to the regular program. These programs are used to perform different tasks within PowerPoint.
  - ✦ **Trust Center** - Click this link to manage the way security and protection of documents is handled.
- ✦ Once all the changes have been made, click the **OK** button to exit the window.