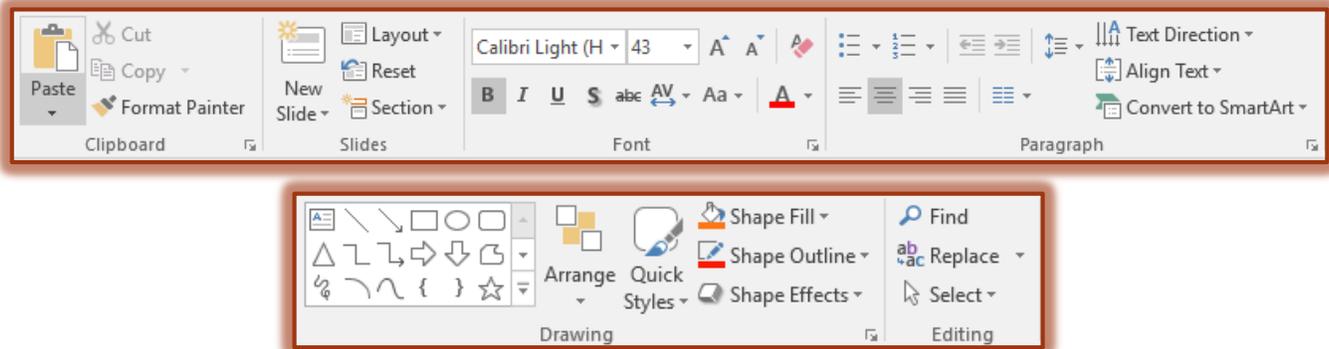# POWERPOINT HOME TAB

The Home Tab is used to perform many of the common tasks such as changing fonts, cutting and pasting text and images into presentations, changing paragraph formats, drawing objects, and editing text. The groups and buttons for this ribbon are described in the table below.

Groups/Buttons	Description
Clipboard Group	
Paste	This button is used to insert items into a document that have been stored on the clipboard.
Cut	To remove text or other items from a document and store it on the clipboard, click this button.
Copy	Click this button to make a copy of selected text or other items in a presentation and store it on the clipboard.
Format Painter	To make a copy of selected text and then apply the formatting to other text in a slide, click this button. A single click will apply the formatting to other selected text one time. To apply the formatting to other selected text several times, double-click the format painter button. When all the formatting has been applied, click the button again to deactivate the format painter.
Clipboard Task Pane Launcher	This button is located in the lower right corner of the Clipboard group. It is used to open the Clipboard Task Pane. This is the task pane that will display when items that are added to the clipboard are displayed. This allows more than one item to be added to the clipboard before the items are pasted into the document.
Slides Group	
New Slide	Click this button to insert a new slide into the presentation. The slide will be inserted after the current slide with the same format as the current slide. Clicking the arrow will display a gallery of different slide layouts. Click any of the slide layouts to insert a new slide into the presentation.
Layout	When this button is clicked, a gallery of different slide layouts will appear. Click one of the layouts to apply it to the current slide; the slide where the insertion point is located.
Reset	This button is used to reset the slide position, size, and formatting to its default value.

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Groups/Buttons	Description
Section	Use this button to organize the slides in a presentation into sections.
Font Group	
Font Type	To select the type of font for a whole document or for selected text within the document, click this button.
Font Size	This button is used to change the size of the font for the whole document or for selected text within the document.
Increase Font Size	Click this button to increase the size of the font for selected text. Each time the button is clicked, the font size will increase by one or two point sizes.
Decrease Font Size	To decrease the size of selected text, click this button. The size of the font will decrease by one or two point sizes each time the button is clicked.
Clear All Formatting	To clear all the formatting that has been applied to selected text, click this button.
Bold	Click this button to **bold** selected text in a document. This is a toggle button. When the button is clicked the second time the bold formatting will be removed.
Italics	This button is used to *italicize* selected text in a document. This is a toggle button. When the button is clicked the second time the italics will be removed from the selected text.
Underline	To <u>underline</u> selected text in a document, click this button. This is a toggle button. When the button is clicked the second time the underline formatting will be removed.
Text Shadow	Use this button to apply a shadow behind the selected text to help it stand out on the slide. Click the button a second time to remove the shadow from the selected text.
Strikethrough	This button is used to draw a line through selected text in a document. To remove the strikethrough, click the button a second time.
Character Spacing	Click this button to change the spacing between characters. A list of spacing options will appear.
Change Case	To change the selected text to UPPERCASE, lowercase, or other common capitalizations, click this button. A list of possible capitalizations will appear.
Font Color	This button is used to change the color of the font for the selected text. When the button is clicked, a gallery of theme and standard colors will appear.
Font Dialog Box Launcher	This button is located in the lower right corner of the Font group. It is used to launch the Font dialog box where additional changes can be made to the Font.
Paragraph Group	
Bullets	To create a bulleted list within a slide, click this button. Click the list arrow to display a gallery of bullet styles.

Groups/Buttons	Description
Numbering	This button is used to create a numbered list within a slide. When the list arrow is clicked, a gallery of number styles will display.
Decrease List Level	When an indent has been applied to text in a slide, this button is used to decrease the indent. Click the button to decrease each level of the indent.
Increase List Level	Click this button to increase the indent for a paragraph, numbered list, bulleted list, or a multilevel list. Each time the button is clicked, the indent will increase one level.
Line Spacing	This button is used to specify the amount of space between lines of text. When the button is clicked, a list of possible line spacing options will appear.
Align Left	Click this button to align all the text in a document or paragraph at the left margin. The text at the left margin will be even. The text in the right margin will be uneven. This is the default alignment for all presentations created in PowerPoint.
Center	To center selected text or a paragraph in a document, click this button.
Align Right	This button is used to align text in a slide at the right margin. The text at the right margin will be even. The text on the left side will be uneven.
Justify	When this button is clicked, the text in a slide will be aligned evenly at both the left and right margin. Additional spacing will be inserted between words as necessary.
Add/Remove Column	Click this button to split the text in the slide to two or more columns.
Text Direction	To change the orientation of text to vertical or stacked, click this button. It is also possible to rotate the text using this button.
Align Text	This button is used to specify how text is aligned vertically in the text box. The default options are top, bottom, and middle.
Insert Smart Art Graphic	When this button is clicked, the selected bullet items are converted to a Smart Art graphic. There are several different styles to choose from.
Paragraph Dialog Box Launcher	This button is located in the lower right corner of the Paragraph Group. It is used to open the Paragraph Dialog Box where additional Paragraph formatting options are available.
Drawing Group	
Shapes Gallery	Click the arrow next to this button and then select an item in the gallery to insert different shapes such as rectangles, triangles, and circles into a slide. When the button is clicked, a gallery of different shapes will appear.
Arrange	To arrange objects on the slide by changing the order, position, and rotation click this button. A list of different options will appear when the button is clicked.

Groups/Buttons	Description
Quick Styles	Use this button to apply a visual style to the shape or text. A gallery of different styles will appear when the button is clicked.
Shape Fill	This button is used to change the fill color for the selected shape. A gallery of different colors and formatting options will appear when the button is clicked.
Shape Outline	When this button is clicked, a gallery of different outline colors and options that can be applied to the selected shape will appear.
Shape Effects	To apply shadows or other effects to a shape, click this button. A list of different categories of effects will appear. Move the mouse pointer over any of the effects to see a gallery of effects for each category.
Format Shape Task Pane Launcher	This button appears in the lower right corner of the Drawing group. It is used to launch the Format Shape Dialog Box.
Editing Group	
Find	To locate a particular word or phrase within a presentation, click this button. The Find dialog box will display. Within this box, the word or phrase that is to be found can be specified.
Replace	This feature is used to locate text within a presentation and replace it with other text. When the button is clicked, the Replace dialog box will display. This is where the word(s) to be found and replaced are specified.
Select	Click this button to select text or objects within a presentation. The options are to select all the objects in the active slide, select objects within the presentation, or to open the Selection Task Pane.