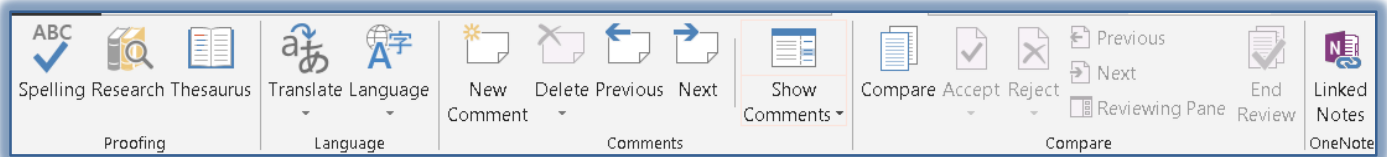


PowerPoint Review Tab

When working with PowerPoint, this tab is used to check the spelling in the presentation, to add comments to different slides within the presentation, and to protect the presentation so that others cannot make revisions to the presentation. This document lists each of the groups and buttons on the ribbon for this tab. A description of each of the buttons on the ribbon is also provided.



Groups/Buttons	Description
Proofing Group	
Spelling	To check the spelling in the presentation, click this button. The spell checker will check the whole presentation for spelling errors.
Research	Use this button to open the Research Task Pane. In this task pane, it is possible to perform research from online search areas such as Encarta, an online encyclopedia and dictionary.
Thesaurus	This button is used to search for words that have the same or a similar meaning to the selected word.
Language Group	
Translate	When this button is clicked, it is possible to translate the selected text into a different language.
Language	To display a list of different languages, click this button. This list can be used to change the language for the entire presentation.
Comments Group	
New Comment	Click this button to add a comment to a slide in the presentation. The Comment Task Pane will appear on the right side of the window. This is the area where the comment is input.
Delete	Use this button to delete a comment from the slide.
Previous	This button is used to display a previous comment in a presentation.
Next	To display the next comment in the presentation, click this button.
Show Comments	This button is used to show the comments or to show the markups in the presentation.
Compare Group	
Compare	To compare or combine two or more versions of a presentation at one time, click this button.
Accept	To accept a change in a presentation and move on to the next change, click this button. Click the arrow at the bottom of the button to accept several changes at one time.
Reject	Click this button to reject changes that have been made to a presentation. Click the arrow to choose from other options for making changes to the presentation.

Groups/Buttons	Description
Previous	To navigate to a previous revision in a presentation so that changes can be accepted or rejected, click this button.
Next	This button is used to navigate to the next revision in a presentation so that changes can be accepted or rejected.
Reviewing Pane	To show the changes in a presentation in a separate pane, click this option.
End Review	This button is used to end the current review and apply the current accept and reject decisions.
OneNote Group	
Linked Notes	This option is used to link each line of notes to the current slide.