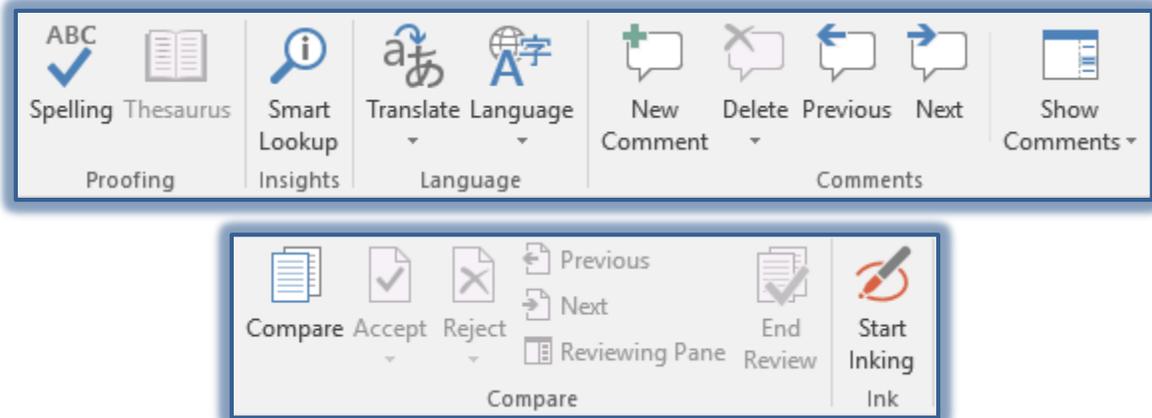


## PowerPoint Review Tab

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. This document lists each of the groups and buttons on the ribbon for this tab. A description of each of the buttons is also provided.



Groups/Buttons	Description
<b>Proofing Group</b>	
<b>Spelling</b>	To check the spelling in the presentation, click this button. The spell checker will check the whole presentation for spelling errors.
<b>Thesaurus</b>	This button is used to search for words that have the same or a similar meaning to the selected word.
<b>Insights Group</b>	
<b>Smart Lookup</b>	Use this button to learn more about selected text by seeing definitions, images, and other results from various online sources.
<b>Language Group</b>	
<b>Translate</b>	When this button is clicked, it is possible to translate the selected text into a different language.
<b>Language</b>	To display a list of different languages, click this button. This list can be used to change the language for the entire presentation.
<b>Comments Group</b>	
<b>New Comment</b>	Click this button to add a comment to a slide. The Comment Task Pane will appear on the right side of the window. This is the area where the comment is input.
<b>Delete</b>	Use this button to delete a comment from the slide.
<b>Previous</b>	This button is used to display a previous comment in a presentation.
<b>Next</b>	To display the next comment in the presentation, click this button.
<b>Show Comments</b>	This button is used to show the comments or to show the markups in the presentation.
<b>Compare Group</b>	
<b>Compare</b>	To compare or combine two or more versions of a presentation at one time, click this button.

Groups/Buttons	Description
<b>Accept</b>	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.
<b>Reject</b>	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.
<b>Previous</b>	To navigate to a previous revision in a presentation so that changes can be accepted or rejected, click this button.
<b>Next</b>	This button is used to navigate to the next revision in a presentation so that changes can be accepted or rejected.
<b>Reviewing Pane</b>	To show the changes in a presentation in a separate pane, click this option.
<b>End Review</b>	This button is used to end the current review and apply the current accept and reject decisions.
<b>Ink Group</b>	
<b>Start Inking</b>	To add pen and highlighter strokes to a document, click this button.