

Changing Program Options

There are several options available in PowerPoint that may be customized to meet individual needs. These options are accessed through the **Tools** menu. To access these:

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Choose **Options** from the list.
- ❖ Click the **View** tab to change how the PowerPoint program will be configured when creating or presenting a Slide Show, such as having the presentation end with a Black slide.
- ❖ Click the **General** tab to change how the window is configured at startup.
- ❖ Click the **Edit** tab to specify how text will be handled while it is being input.
- ❖ Click the **Print** tab to specify printing options for the presentation.
- ❖ Click the **Save** tab to specify how presentations will be handled when they are saved.
- ❖ Click the **Spelling and Style** tab to specify how the Spelling and Styles will be handled in a presentation.