

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 document so that others cannot make revisions to the document. 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.
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	
Show Markup	This button is used to show the comments and other annotations in a presentation.
New Comment	Click this button to add a comment to a slide in the presentation. A comment box will display in the slide. This is the area where the comment is input.
Edit Comment	Once a comment has been added to a slide, this button is used to make changes to the comment.
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.
Protect Group	
Protect Presentation	When edits by others who may have access to the presentation are to be restricted, use this button. A list of possible protections will display when the button is clicked.