



Introduction

- ❖ Microsoft PowerPoint comes packed with a ton of features. And, all these features are usually accessible using the “Tabs” and “Ribbons” in PowerPoint.
- ❖ It is important to know about each “Tab” in PowerPoint in further detail to help you remember its features. Knowing how to access each feature can drastically reduce the time you spend creating a presentation.
- ❖ The lecture will provide an in-depth exploration of the "Home" tab in PowerPoint, shedding light on its features and functionalities.
- ❖ The “Home” tab in Microsoft PowerPoint contains all the necessary commands for inserting and editing slides in a presentation. It usually contains shortcuts to some of the most commonly used features that are available in other tabs in PowerPoint.
- The “Home” tab is the second tab in the menu ribbon located at the top of the screen. It is between the “File” tab and the “Insert” tab. When you open a new PowerPoint file, the “Home” tab will open in the menu ribbon by default.
- In Microsoft PowerPoint, the commands in the “Home” menu are arranged in 6 groups based on the similarity of their functions (**Clipboard, Slides, Font, Paragraph, Drawing, Editing**). Each of these groups contains a range of functions.

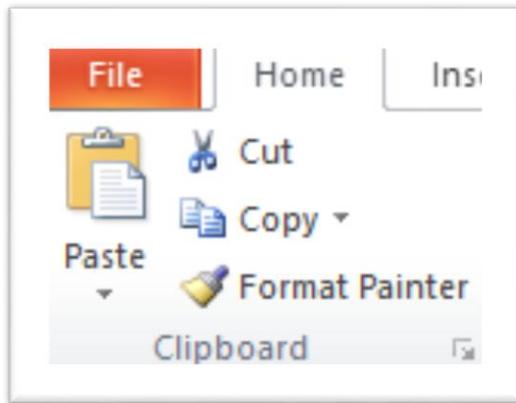




Home Tab- Clipboard Group

The “Clipboard” feature allows you to copy items from any source and paste it into your presentation slides. You can keep copied texts, pictures, graphics, charts, datasheets, slides, etc. in the PowerPoint Clipboard.

The “Clipboard” option contains (**Copy**, **Cut**, **Paste**, **Format Painter**)



- **Copy**

This command allows you to make a copy of selected text, objects, or slides and store it on the clipboard. To use this command, select the content you want to copy and click the "Copy" button or press (**Ctrl+C**) on your keyboard.

- **Cut**

The "Cut" command works similarly to the copy command but also removes the selected content from its original location. To use this command, select the content you want to cut and click the "Cut" button or press (**Ctrl+X**) on your keyboard.

- **Paste**

Once you have copied or cut content, you can use the "Paste" command to insert it into a new location within your presentation. Place the cursor where you want to paste the content, click the "Paste" button, or press (**Ctrl+V**) on your keyboard.



The Paste Options in PowerPoint 2010 provide the following choices when pasting content:

- 1. Use Destination Theme:** Applies the formatting of the destination presentation's theme to the pasted content, ensuring consistency with the overall theme of the presentation.
- 2. Keep Source Formatting:** Preserves the original formatting of the copied content, including font styles, colors, and other formatting attributes.
- 3. Picture:** When copying an image or screenshot, allows you to paste it as an independent image file, without any text or formatting.
- 4. Keep Text Only:** Pastes only the plain text from the copied content, discarding any formatting or styling. Useful for removing formatting inconsistencies or when the source formatting is not important.

Slides group provides options for managing and modifying slides in your presentation. It includes commands such as New Slide, Layout, Reset, and Section.

New Slide: Insert a new slide into your presentation, offering different layout options.

Layout: Changes the layout of the selected slide, determining the arrangement of text and content placeholders.

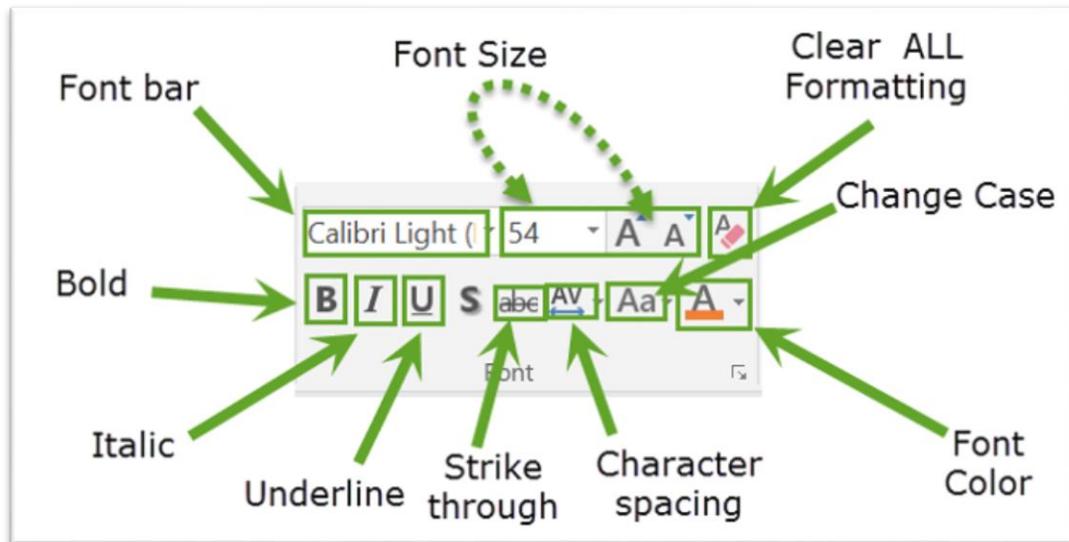
Reset: Restores the selected slide to its original layout and formatting.

Section: Help you organize your slides into logical groups, making it easier to navigate and manage larger PowerPoint presentations. You can collapse or expand sections to hide or show the slides within them by clicking on the arrow next to the section header.



Home Tab- Font Group

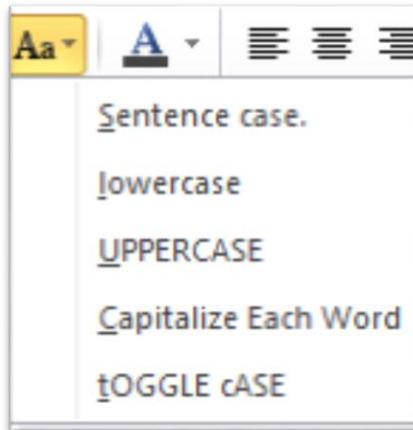
- The Font group provides options for modifying the appearance and formatting of selected text such as:
- **Font Bar/Name:** Allows you to select a specific font for the selected text.
- **Font Size:** Enables you to choose the size of the font for the selected text.
- **Bold:** Applies bold formatting to the selected text.
- **Italic:** Applies italic formatting to the selected text.
- **Underline:** Adds an underline to the selected text.
- **Strikethrough:** Adds a horizontal line through the middle of the selected text.





Home Tab- Font Group

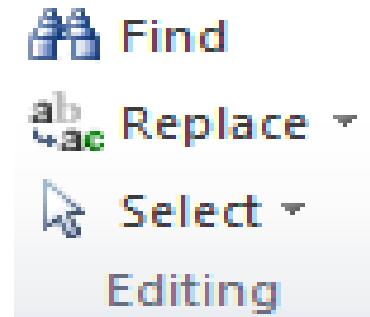
- **Character Spacing:** Modify the space between individual characters in the selected text.
- **Change Case:** Modify the capitalization of selected text.
 - **Sentence case:** Capitalizes the first letter of each sentence and converts the remaining text to lowercase.
 - **Lowercase:** Converts all the selected text to lowercase.
 - **Uppercase:** Converts all the selected text to uppercase.
 - **Capitalize Each Word:** Capitalize the first letter of each word in the selected text.
 - **Toggle Case:** Toggles the case of each character in the selected text, converting uppercase letters to lowercase and vice versa.





Home Tab- Editing Group

- By utilizing the "**Find**" and "**Replace**" options within the "**Editing**" group on the "**Home**" tab in PowerPoint, you can efficiently search for specific text within your presentation and make replacements as needed.
- "The '**Find**' option allows you to search for specific text within your presentation. By clicking on the 'Find' button, a dialog box will appear where you can enter the text you want to locate. PowerPoint will then highlight the instances of that text, making it easy for you to navigate through your slides."



- On the other hand, the '**Replace**' option goes a step further by finding specific text and allowing you to replace it with different text. When you click on the 'Replace' button, a dialog box appears where you can enter the text you want to find and the text you want to replace it with. PowerPoint will search for the specified text and allow you to replace individual occurrences or all instances of the text.

These 'Find' and 'Replace' options are handy when you need to make changes to your presentation. Whether you want to correct a typo, update a term, or replace a particular phrase throughout your slides, these tools make it quick and efficient.