Review tab Introduction

Use the Review tab to correct spelling mistake, commenting in any word and comparing between two presentations when creating a presentation.

Spelling ABC✓

To correct any word that has a spelling mistake in the slide

- ➤ Click on the word in which the spelling is incorrect.
- ➤ Review tab
- ➤ Click Spelling
- ➤ Click correct word
- ➤ Click Change

Note: - To change the spelling of all the words at once, click on

Change All.

Research 📖🔍 **and Thesaurus** 📖

In PowerPoint, research and thesaurus are used together and to find the English to English meaning of any word.

- ➤ Click on that word to find meaning
- ➤ Review Tab
- ➤ Click Research and Thesaurus
- ➤ See the meaning of that word
- ➤ To change that word, click on the arrow button of the meaning
- ➤ Click insert

Translate a文あ

To translate any word into a line in PowerPoint.

- ➤ Click on the word to translate in a line
- ➤ Review Tab
- ➤ Translate
- ➤ Click Translate Selected Text

➢ Now the clicked word is translated into a line.

Language

Language is used to work in another language in PowerPoint.

➢ Review tab
➢ Language
➢ Click Language Preferences
➢ Click on the language to work on (Under Choose Editing Language)
➢ Ok

Note: - To add the language in which you want to work in PowerPoint, go to the Start button and click on the Control Panel.

New Comment

Click on any word and write something about that word.

➢ Click on the word to write something on
➢ Review tab
➢ New Comment
➢ You can type whatever

Delete

To delete a comment posted on any word.

Previous

To see the comment of the previous word

Next

To see the comment of the later word.

Show Comments

Show comments are used to view and hide the comment symbol and comment panel.

➢ Review tab

➢ Click Show Comments
➢ Click Comments Pane or Show Markup for both hide or show

Compare

Compare is used to compare two presentations in PowerPoint and to add a slide to another presentation.

➢ Review tab
➢ Click **Compare**
➢ Computer part will open
➢ Select the second presentation saved on the computer
➢ Click Merge
➢ Now use the Revisions panel to compare slides or add slides from another presentation.

Accept

To add a slide from another presentation.

➢ Click on another presentation slide
➢ Review tab
➢ Accept

Reject

To delete the slide of another presentation.

➢ Click on another presentation slide
➢ Review tab
➢ Reject

Previous

To see the slide before the clicked slide

➢ Click any slide
➢ Review Tab
➢ To see the previous slide click **preview**

Next

To see the slide later the clicked slide

- ➢ Click any slide
- ➢ Review Tab
- ➢ To see the later slide click **next**

Reviewing Pane

To hide and show the Revisions panel. Using the Revision panel compare two slides

- ➢ Review tab
- ➢ Click on Reviewing Pane to hide or show the Revisions Panel.

End Review

End Review used to exit the comparison page after comparing two presentations or adding slides to the second presentation.

- ➢ Review tab
- ➢ Click **End Review**