People using PowerPoint favor certain commands, and they use those commands over and over.

To reflect and support this, we've made these commands the most prominent, the ones you see first. The goal is to make and keep them visible, so that you don't have to hunt for them on menus or toolbars that aren't displayed.

The most common commands are found under the **Home Tab**. These include copying and pasting, adding slides, changing slide layout, formatting and positioning text, finding and replacing text, and shape formatting.
Other Tabs You May Use

Insert tab  Here are all the things you might want to put on a slide — from tables, pictures, diagrams, charts, and text boxes to sounds, hyperlinks, headers, and footers.

Design tab  Choose a complete look for the slides that encompasses background design, fonts, and color scheme. Then customize that look.

Animations tab  All the animating effects are here. Basic animations for lists or charts are the easiest to add.

Slide Show tab  Select a pen color or a certain slide to start on. Record narration, run through the show, and do other preparatory things.

Review tab  Find the spelling checker and Research service here. Have your team use annotations to review the presentation, then review those comments.

View tab  Make a quick switch to Notes Page view, turn on gridlines, or arrange all your open presentations in the window.