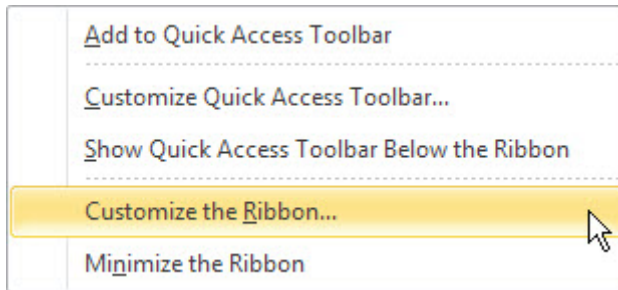
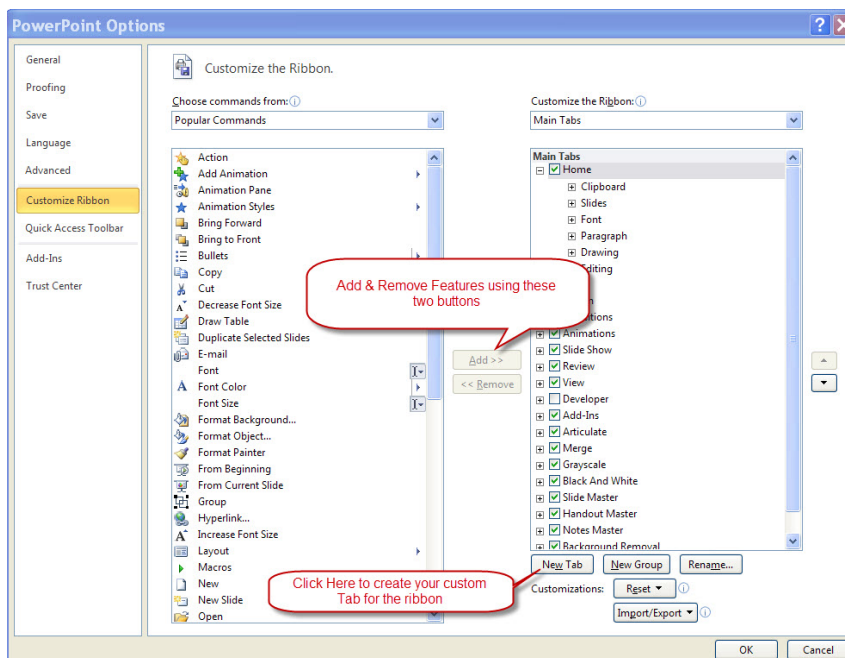


How to Customize the Ribbon in PowerPoint 2010



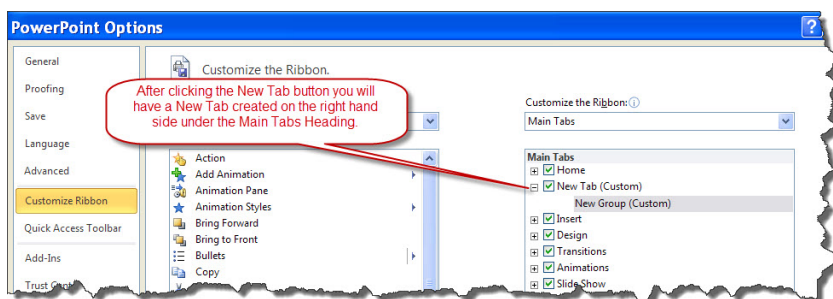
Customizing the ribbon in PowerPoint 2010 is very easy.

1. Right click the ribbon and select Customize the Ribbon to go to the next window.



At this window you are able to select a range of features from the left side and add them to the right side.

2. You will need to create a new custom tab to start this process. Click the New Tab button and go to the next screen.

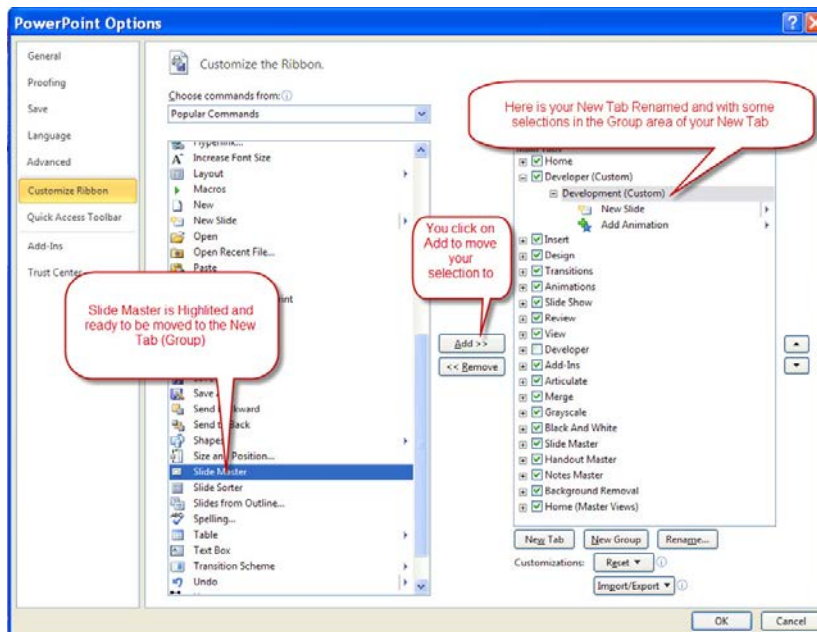


This view is a New Tab created.

3. Right click on the New Tab to do the following:

- Move the Tab up or down in the Main Tabs list

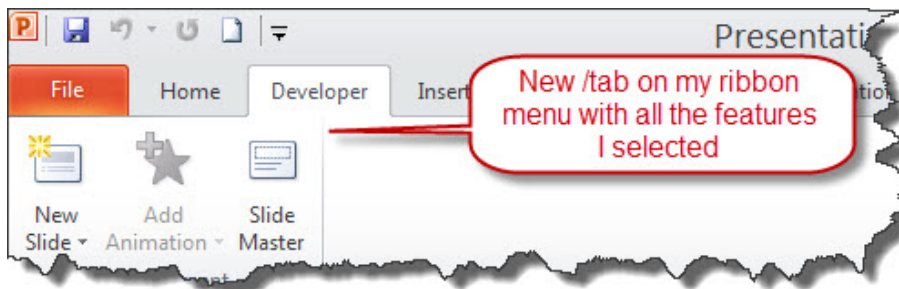
- Rename the Tab



You can now add features that you want to appear in your New Custom Tab.

4. Start by highlighting the New Tab
5. Highlight the feature
6. Click the Add button to move the feature over to your New Tab

When you have all the features in your New Tab click ok and your tab and selections will be on the ribbon menu.



Here is the New Tab and the Features I selected for the New Tab.