Digital Skills Training on Microsoft Office

PowerPoint Tutorial

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Lesson 6: Review and Collaborating

Checking Spelling and Grammar

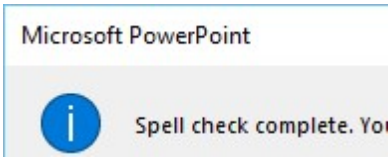
Worried about making mistakes when you type? Don't be. PowerPoint provides you with several **proofing features**—including the **Spelling and Grammar** tool—that can help you produce professional, error-free presentations.

To run a spell check:

1. From the **Review** tab, click the **Spelling** command.

2. The **Spelling** pane will appear on the right. For each error in your presentation, PowerPoint will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.

3. PowerPoint will move through each error until you have reviewed them all. After the last error has been reviewed, a dialog box will appear confirming that the spelling check is complete. Click **OK**.

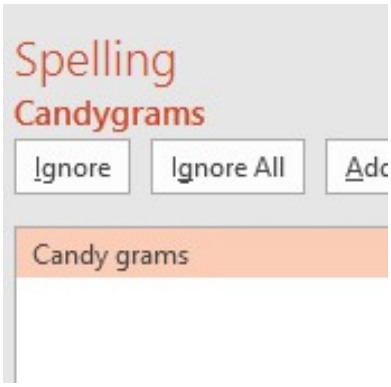


If no suggestions are given, you can manually type the correct spelling on the slide.

Ignoring spelling "errors"

The spell check is **not always correct**. It may sometimes think a word is spelled incorrectly when it's not. This often happens with people's names and proper nouns, which may not be in the dictionary. If PowerPoint says something is an error, you can choose **not** to change it using one of three options:

- **Ignore**: This will skip the word without changing it.
- **Ignore All**: This will skip the word without changing it, and it will also skip all other instances of the word in your presentation.
- **Add**: This adds the word to the dictionary so it will never come up as an error again. Make sure the word is spelled correctly before choosing this option.

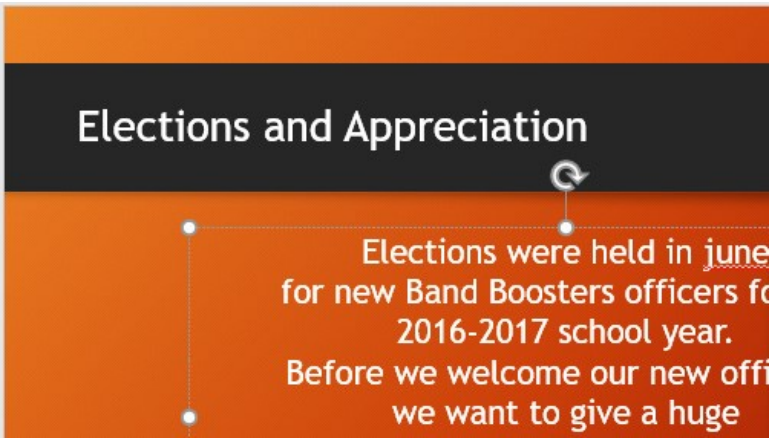


Automatic spell check

By default, PowerPoint **automatically** checks your presentation for spelling errors, so you may not even need to run a separate check using the Spelling command. These errors are indicated by **red wavy lines**.

To use the automatic spell check feature:

1. Right-click the **underlined word**. A menu will appear.
2. Click the **correct spelling** from the list of **suggestions**.



3. The correction will appear in the presentation.

You can also choose to **Ignore** an underlined word or **Add to Dictionary**.

Modifying proofing options

PowerPoint allows you to modify the proofing options, giving you more control over how it reviews your text. For example, you can customize the **automatic spell check** to change the way PowerPoint marks spelling

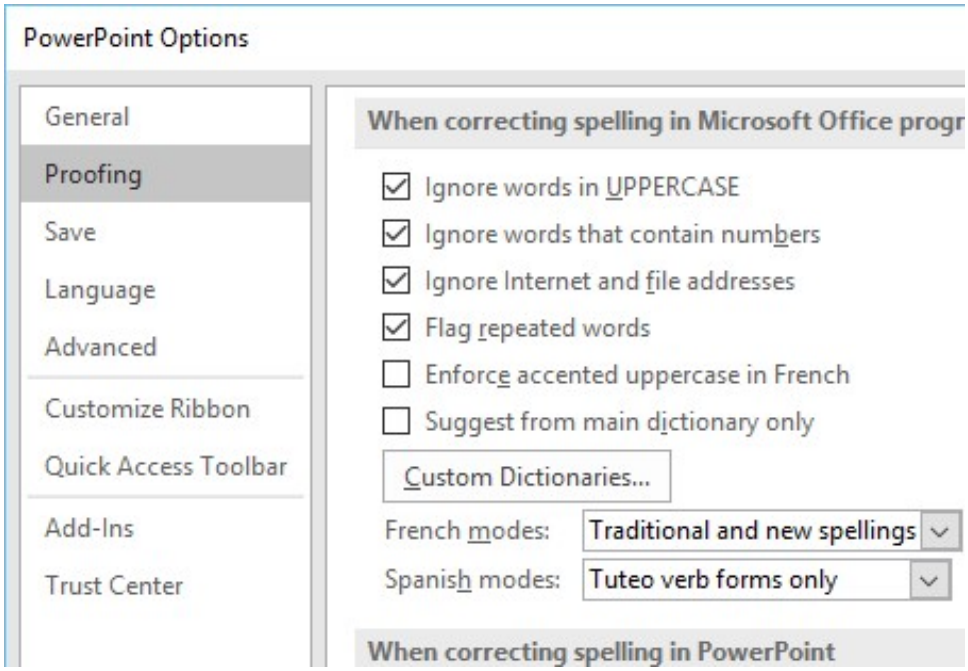
errors. You can also enable the **grammar check** option to help you find and correct **contextual spelling errors** (like **their** vs. **they're**).

To modify proofing options:

1. Click the **File** tab to access **Backstage view**.

2. Select **Options**. A dialog box will appear.

3. Select **Proofing**, then customize the options as needed. When you're finished, click **OK**.



Modifying settings in **PowerPoint Options**—including proofing—will affect **any presentation** you edit in PowerPoint, not just your current presentation.

Reviewing Presentations

Before delivering your presentation, you might ask someone else to review it and give you feedback on your slides. You might even work with a collaborator to create a presentation together. If you were revising a hard copy, you could add **comments** in the margins or **compare** your rough and final drafts side by side. You can do these things in PowerPoint using the **Comments** and **Compare** features.

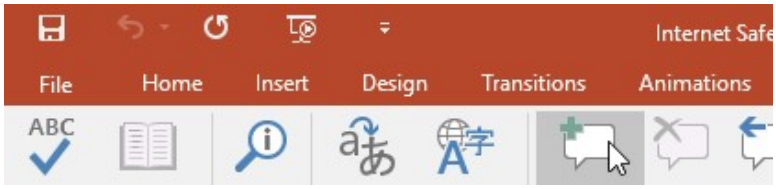
Commenting on presentations

When revising or collaborating on a presentation, you might want to make notes or suggestions without actually changing the slide. Leaving a **comment** allows you to take note of something without altering the slide itself. Comments can be added and read by the original author or any other reviewers.

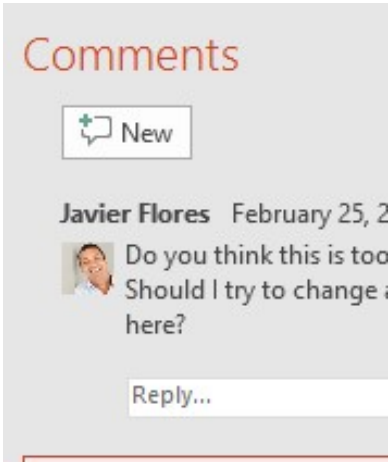
To add a comment:

1. Select the **text or object** (or click the area of the slide) where you want the comment to appear.

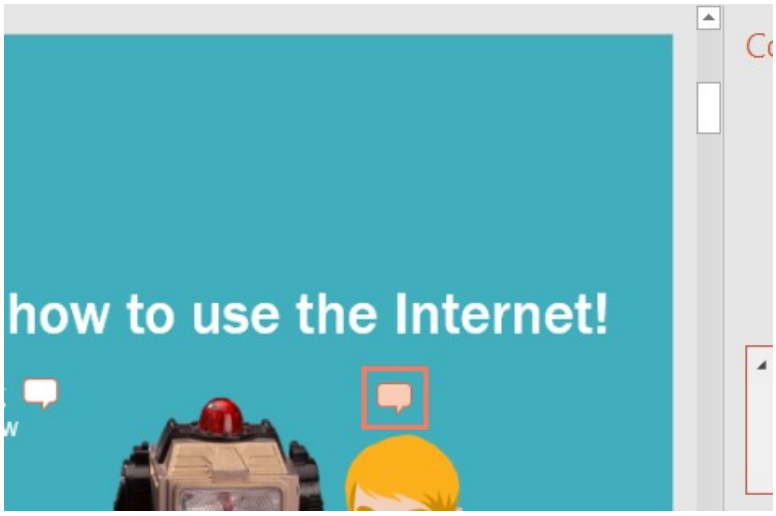
2. Go to the **Review** tab, then click the **New Comment** command.



3. The **Comments** pane will appear. In our example, it contains an existing comment by another review (**Javier**), plus a space for your comment.
4. Type your comment in the **box**, then press **Enter** or click anywhere outside the box to save the comment.

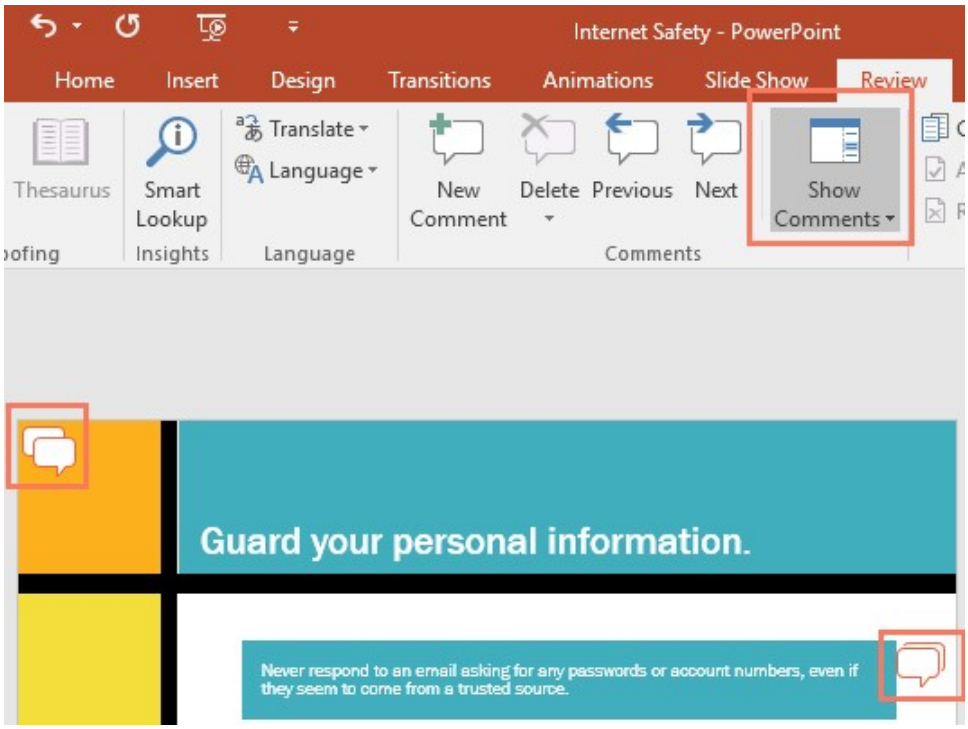


5. The comment will be represented by a small **icon** on the slide.



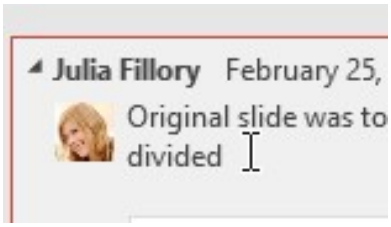
Viewing comments

You can view or reply to any comment—including other reviewers' comments—by returning to the **Comments** pane. Simply click a **comment icon** on the slide, or click the **Show Comments** command on the **Review** tab.



To edit a comment:

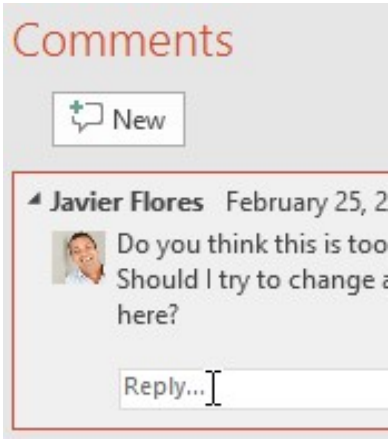
1. In the **Comments** pane, select the comment you want to edit.



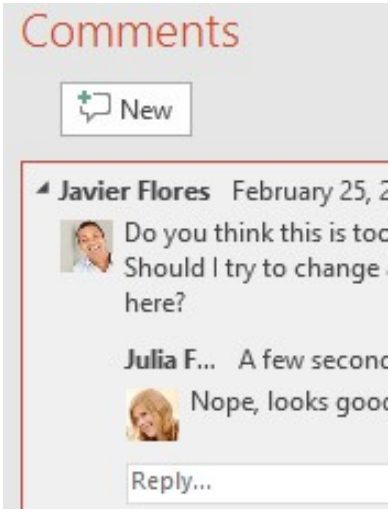
2. Type your desired changes, then press **Enter** or click anywhere outside the comment box. Your changes will be applied.

To reply to a comment:

1. In the **Comments** pane, click **Reply** below the comment you want to respond to.

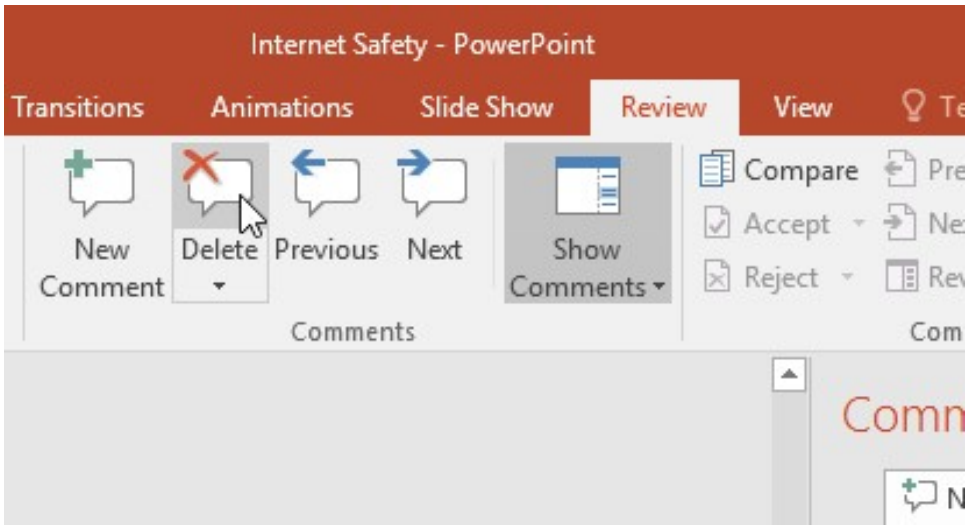


2. Type your response, then press **Enter** or click anywhere outside the box. Your comment will appear below the original comment, and an additional **icon** will be added to the slide.



Deleting comments

- To **delete a comment**, select the comment you want to **delete**, then go to the **Review** tab and click the **Delete** command.



- To delete **multiple comments**, click the **drop-down arrow** below the **Delete** command. You can delete comments from your current slide or from the entire presentation.

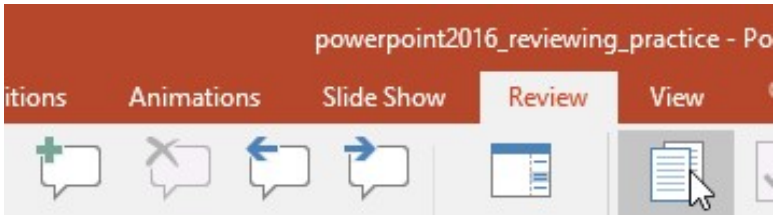
Comparing presentations

There are situations in which you might end up with **more than one version** of the same presentation. For instance, you could create multiple drafts, or a collaborator or coworker could save their own unique copy.
You can easily compare and combine multiple versions using PowerPoint's **Compare** feature. This allows you to see the differences between two versions of the same presentation, so you can decide which changes to include in the final version.

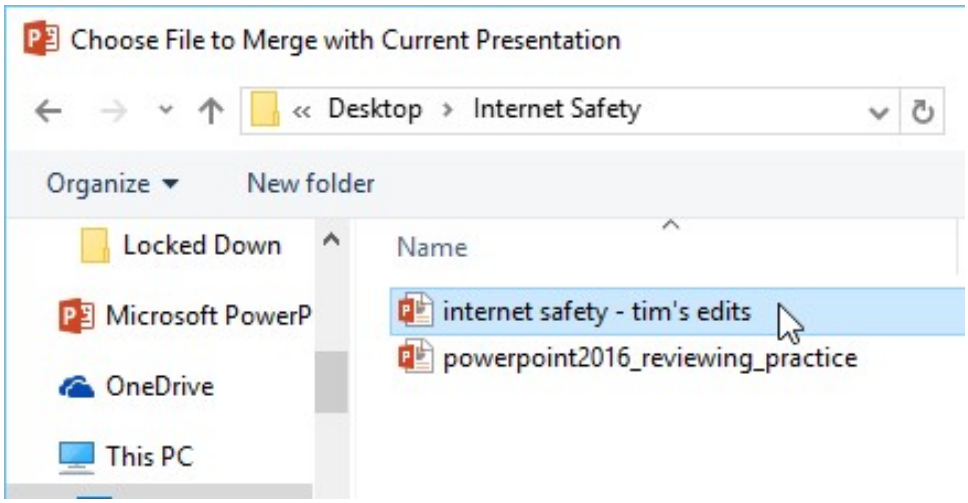
To compare two presentations:

In this example, we'll be comparing two versions of the **Internet Safety for Everyone** presentation. To follow along, you'll need the **original** practice presentation (**powerpoint_reviewing_practice**), plus a version that's been **slightly altered**: **internet safety - tim's edits**.

1. Open **one version** of the presentation you want to compare. In this example, we'll start with **powerpoint_reviewing_practice**.
2. From the **Review** tab, select the **Compare** command.



3. A dialog box will appear. Select the **second version** of the presentation you want to compare, then click **Merge**. In this example, we'll choose **internet safety - tim's edits**.



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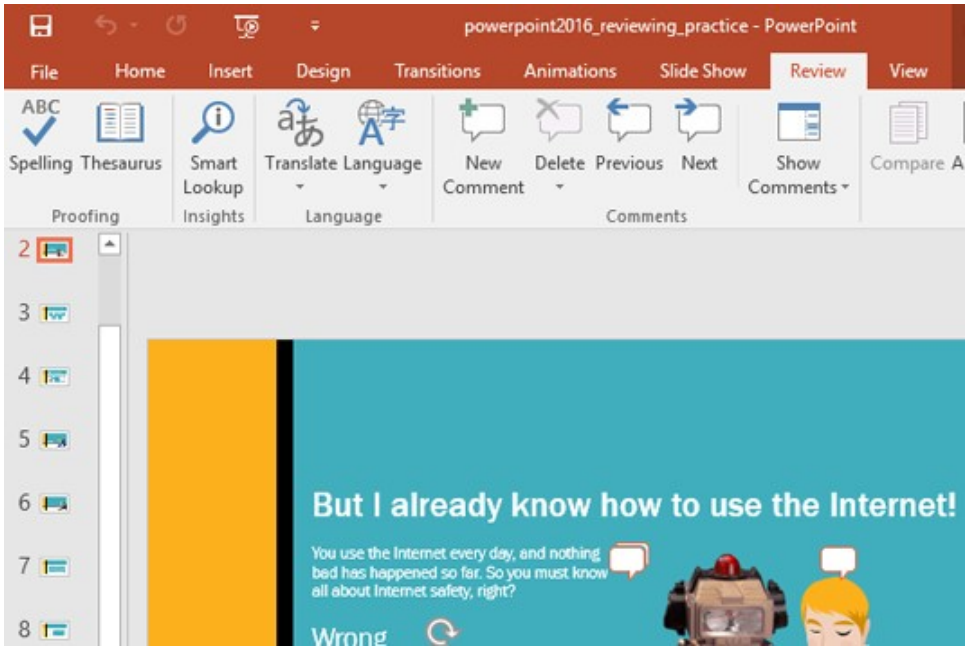
4. The **Revisions** pane will appear, allowing you to compare the two presentations.

Click the buttons in the interactive below to learn how to review changes using the **Compare** feature.



Heading

Inspecting and Protecting Presentations

Before sharing a presentation, you'll want to make sure it doesn't include any information you want to keep private. You may also want to discourage others from editing your file. Fortunately, PowerPoint includes several tools to help **inspect** and **protect** your presentation.

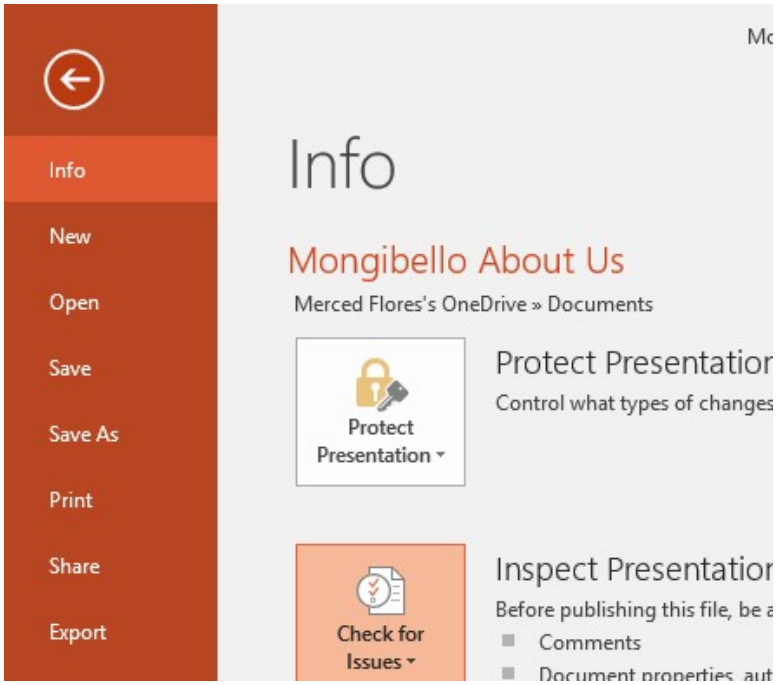
The Document Inspector

Whenever you create or edit a presentation, certain **personal information** may be added to the file automatically—like information about the document's author. You can use the **Document Inspector** to remove this type of information before sharing a presentation with others.

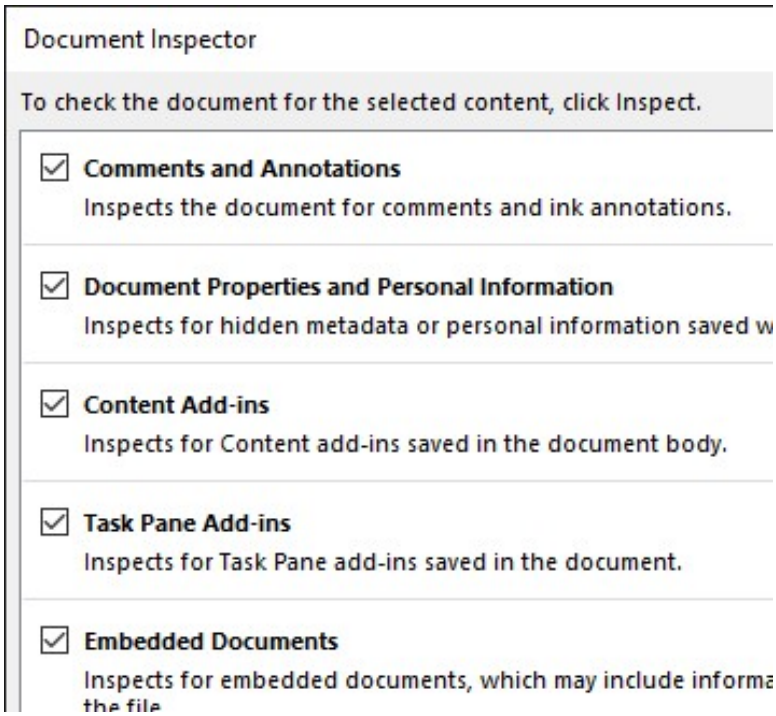
Because some changes may be permanent, it's a good idea to use **Save As** to create a backup copy of your presentation before using the Document Inspector.

To use the Document Inspector:

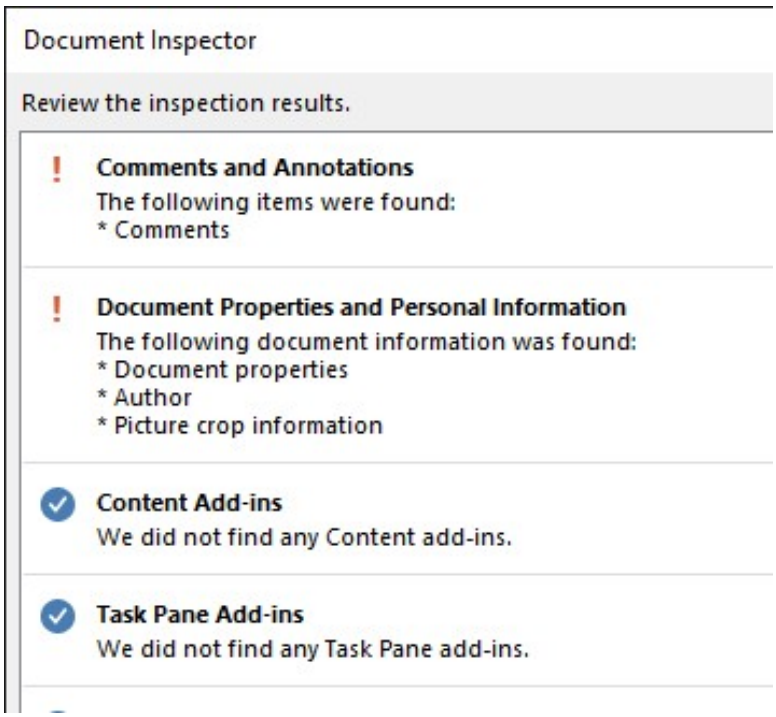
1. Click the **File** tab to go to **Backstage view**.
2. From the **Info** pane, click **Check for Issues**, then select **Inspect Document** from the drop-down menu.



3. The **Document Inspector** will appear. Check or uncheck the boxes, depending on the content you want to review, then click **Inspect**. In our example, we'll use the default selections.



4. The **inspection results** will show an **exclamation mark** for any categories where it found potentially sensitive data, and it will also have a **Remove All** button for each of these categories. Click **Remove All** to remove the data.



5. When you're done, click **Close**.

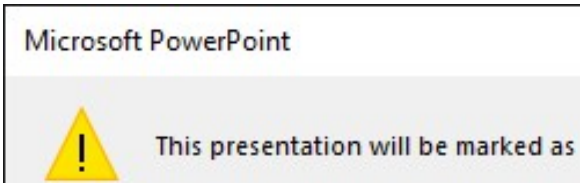
Protecting your presentation

By default, anyone with access to your presentation will be able to open, copy, and edit its content unless you **protect** it. There are several ways to protect a presentation, depending on your needs.

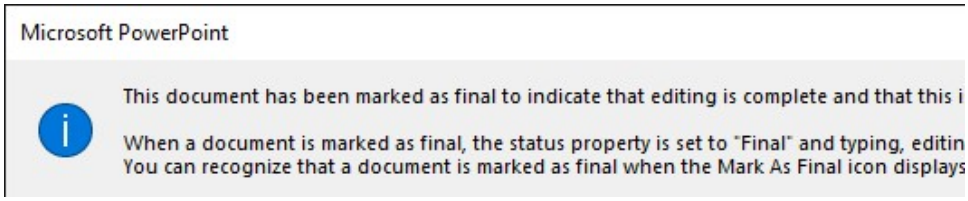
To protect your document:

1. Click the **File** tab to go to **Backstage view**.
2. From the **Info** pane, click the **Protect Presentation** command.
3. In the drop-down menu, choose the option that best suits your needs. In our example, we'll select **Mark as Final**. Marking your presentation as final is a good way to discourage others from editing the file, while the other options give you even more control if needed.

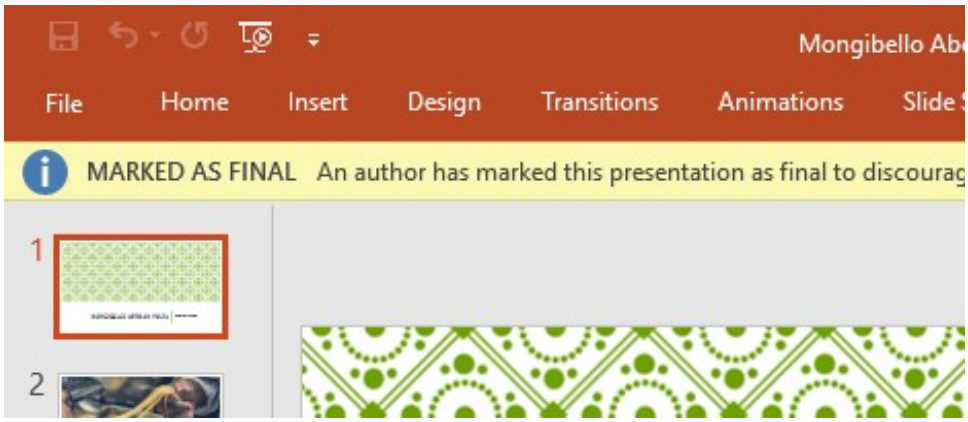
4. A dialog box will appear, prompting you to save. Click **OK**.



5. Another dialog box will appear. Click **OK**.



6. The presentation will be marked as final. Whenever others open the file, a bar will appear at the top to discourage them from editing the document.



Marking a presentation as final will not prevent someone from editing it because they can just select **Edit Anyway**. If you want to prevent people from editing it, you can use the **Restrict Access** option instead.

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