The first column in the following table lists your objective. In an open PowerPoint presentation, locate the correct command you need to use to achieve that objective. In the Command, Tab, and Group columns, note down the command name, and the tab and group to which it belongs, respectively. If a command does not belong to a group, note “N/A” in the Group column.

|  |  |  |  |
| --- | --- | --- | --- |
| Your objective | Command | Tab | Group |
| Add an additional slide |  |  |  |
| Insert a .jpg or .png file from your computer |  |  |  |
| View as many slides in one window as possible |  |  |  |
| Run a slide show from the beginning |  |  |  |
| Switch between Standard and Widescreen screen sizes |  |  |  |
| Apply the Morph effect to the entire presentation |  |  |  |
| Add or remove the Ruler |  |  |  |
| Export a presentation to PDF |  |  |  |
| Convert a bulleted list into a SmartArt graphic |  |  |  |