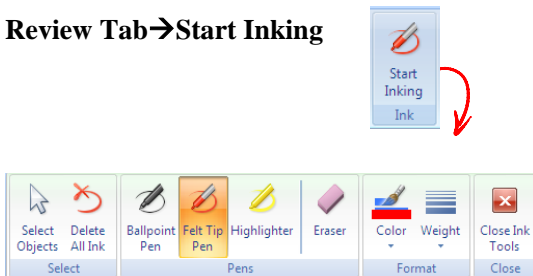


# INKING ABILITY OF MICROSOFT WORD, EXCEL, AND POWERPOINT

There are two ways to ink in Microsoft Word '07.

## 1. Review Tab → Start Inking



You can also use **Start Inking** to insert drawings into your Word documents.

## 2. Review Tab → Ink Comment

Comment [dtv1]:

*Ink comments are good for when you want to mark a selection with a comment.*

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Excel also has the Start Inking function under the Review tab.

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PowerPoint has the Start Inking Function plus the ability to ink during presentations. During a presentation, move your pen over the lower left part of the screen and look for these icons:



When your presentation is over, you will be prompted to save or discard the ink you added to your slides.