

DISPLAYING OR HIDING A TOOLBAR

There are many toolbars supplied with PowerPoint. However, there are only three of these toolbars that are displayed by default, the Standard toolbar, the Formatting toolbar, and the Drawing toolbar. Therefore, PowerPoint provides a way to display or hide a toolbar depending on the need. To display or hide a toolbar, complete the steps below:

- ❖ Click **View** on the **Menu Bar**.
- ❖ Choose **Toolbars** from the list of choices.
- ❖ Click the toolbar name that is to be displayed.
 - A check mark next to the toolbar means that it will be displayed.
 - If a checkmark doesn't display next to the toolbar, it means it will not be displayed.

Note

To quickly display a toolbar:

- ❖ Right-click a toolbar somewhere in the gray area.
- ❖ Click the toolbar to be displayed from the list that appears.