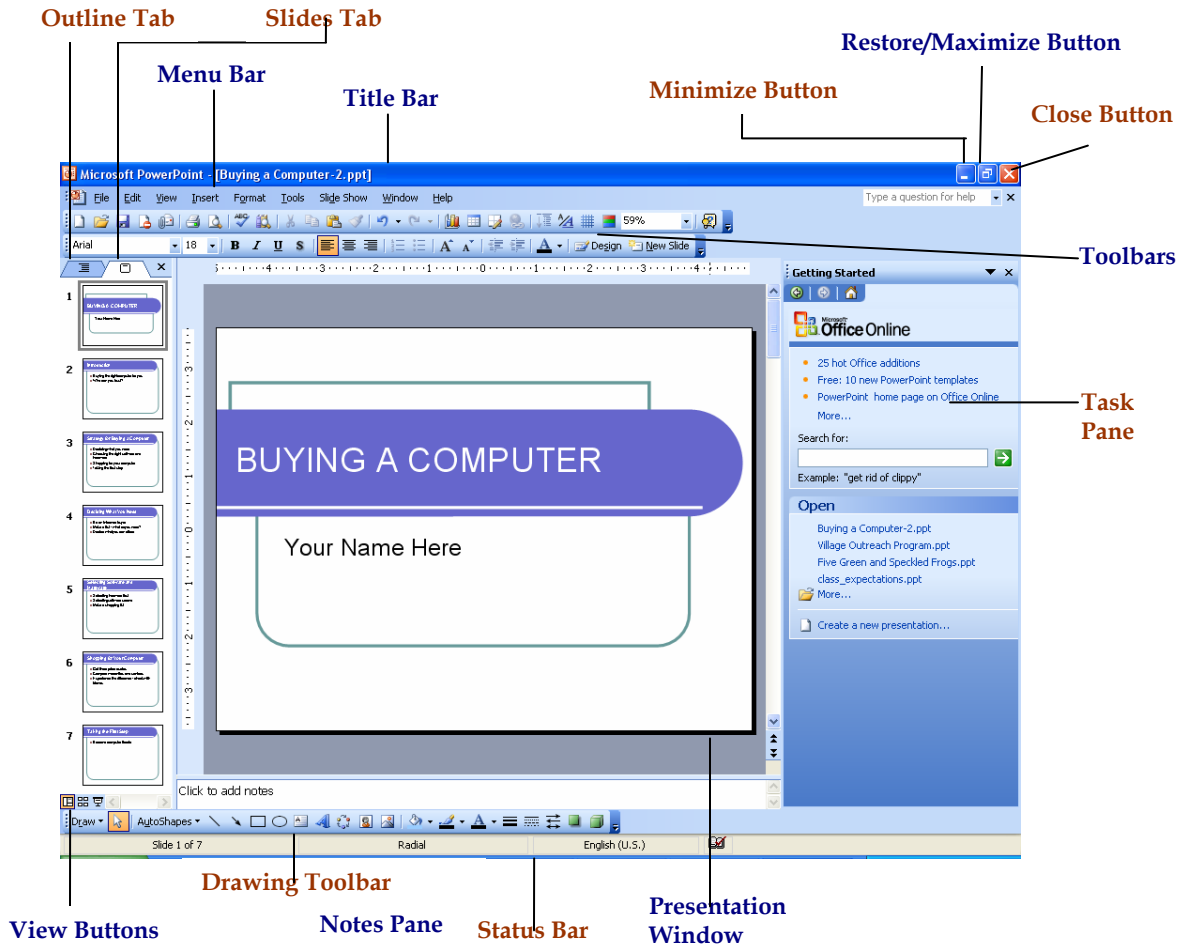


THE POWERPOINT WINDOW

There are several elements in the PowerPoint window that help in the preparation of a PowerPoint presentation. The illustration below describes the different parts of the PowerPoint window. The table provides you with an explanation of each of the parts of the Window.



Element	Description
Title Bar	This option displays the name of the program Microsoft PowerPoint and the name of the document, if the document window is maximized.
Menu Bar	The Menu Bar contains the names of the available PowerPoint menu commands. The menus change depending on the task being performed.
Minimize Button	This button shrinks the program so that it can be displayed as an item on the taskbar.
Restore/Maximize Button	The Restore button is used to restore a window to its original size. The Maximize button expands the program window so it fills the entire screen. This button changes depending on the operation being performed.

Element	Description
Close Button	The Close button is used to close the program window and to exit from the program.
Toolbars	Toolbars contain buttons that can be clicked to perform different tasks in the program. They may be customized to meet the needs of the person using the computer. There are three toolbars that are displayed when a program is opened: The Menu Bar, the Formatting toolbar, and the Standard toolbar. Additional toolbars may be displayed as they are needed. Other toolbars display when a particular operation is performed, such as when ClipArt is inserted.
Presentation Window	This window is used to display the presentation that is currently being worked on.
View Buttons	The View buttons are used to switch from one view to another. These buttons are located in the lower left corner of the PowerPoint window.
Status Bar	This bar indicates information about the current presentation, such as the number of the current slide and the design template that is being used for the presentation. This bar is located at the bottom of the presentation window.
Task Pane	This pane is used to perform many of the available tasks in PowerPoint such as creating a New Presentation, Changing Slide Transitions, and applying Animation to a presentation. It is located on the right side of the presentation window.
Outline Tab	This tab is used to show the presentation in an Outline format. The Outline displays just the text that is input, not graphics or other items. This tab is located on the left side of the presentation window. It is one of the two tabs located on the left.
Slide Tab	The Slide tab displays the presentation as thumbnail-sized images during the editing process. The thumbnails make it easier to navigate through a presentation to see the effects of any design changes. This tab is located on the left side of the presentation window. It is one of the two tabs located on the left.
Notes Pane	To add notes that relate to each slide's content, use this pane. After the notes are created, they can be printed so that they can be referred to when the slide show is being presented. The notes pane is located at the bottom of the presentation window when the presentation is in Normal view.
Drawing Toolbar	This toolbar is used to insert and format objects in a presentation, such as Clip Art, WordArt, textboxes, and other graphic images.