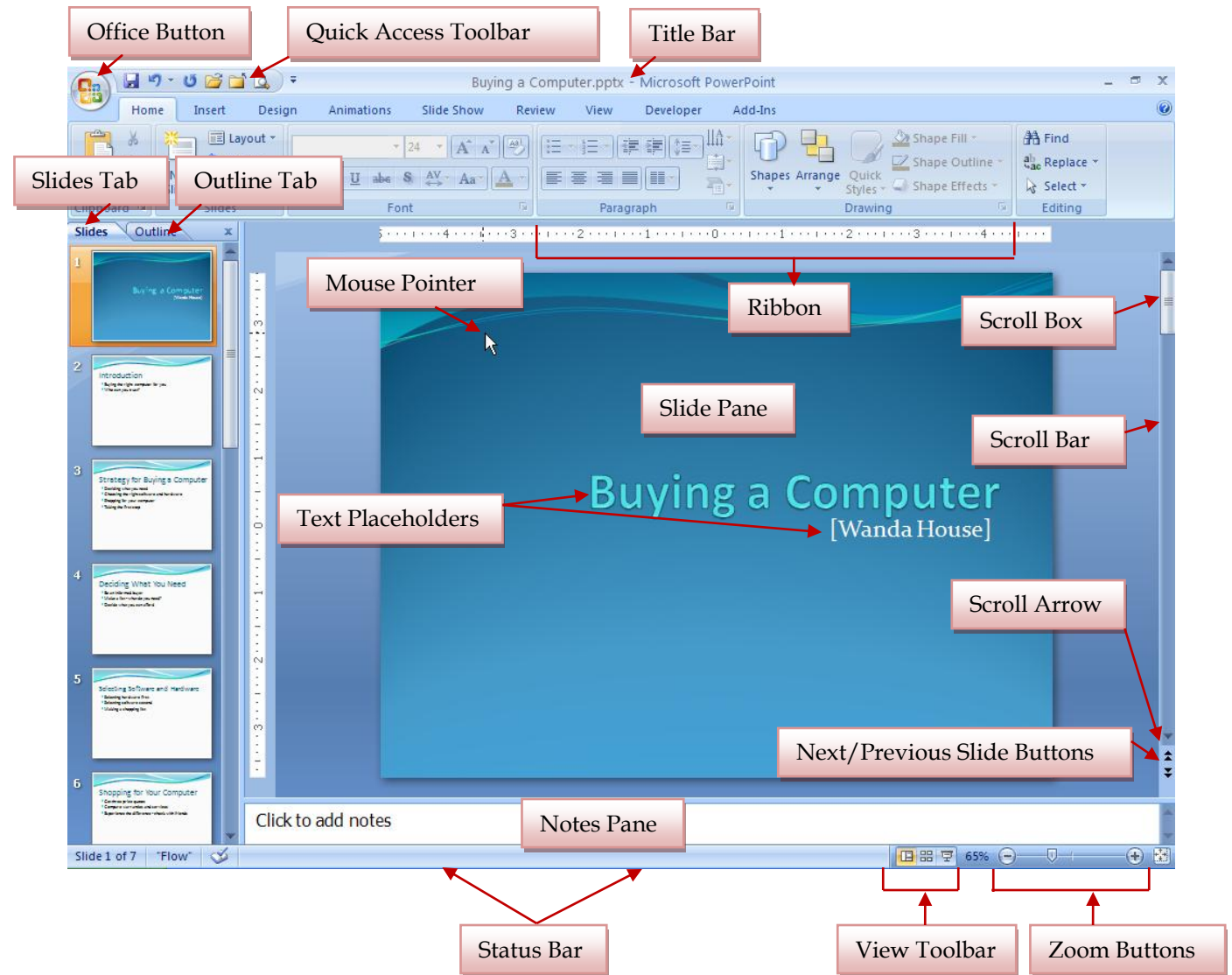


## POWERPOINT WINDOW

This window consists of a variety of components to make creating a presentation more efficient. These components include the document window, the Office Button, the Quick Access Toolbar, and the Mini Toolbar. Some of these components are common to other Microsoft Office programs such as Word or Excel. Some of the components are unique to PowerPoint. The illustration below shows the different components in the PowerPoint Window. The table explains each of these components.



Component	Description
<b>Mouse Pointer</b>	This pointer will change to different shapes depending on the task that is being performed in the PowerPoint window. It will also change depending on the location of the pointer in the window.
<b>Next/Previous Slide Buttons</b>	These buttons are used to move from one slide to another in the presentation. Each time the button is clicked, a new slide will appear on the screen.
<b>Notes Pane</b>	In this area of the PowerPoint window, it is possible to insert speaker notes. These notes can be printed and used during a presentation.

Component	Description
<b>Office Button</b>	This button is located in the upper left corner of the window. Contained within this button are commands for managing PowerPoint documents as a whole. For instance, this is the area where the Print, Save, Save As, Open, and Close options are located. It also contains the link to the Power Options area, where global changes to the PowerPoint program can be made.
<b>Outline Tab</b>	Click this tab to see the title and text of each slide in the presentation. This view will not show any objects that are inserted into a slide, such as text boxes, clip art, pictures, Smart Art, and Word Art.
<b>Quick Access Toolbar</b>	This toolbar is located next to the Office Button. The default buttons on this toolbar are the Save, Undo, and Redo buttons. The toolbar can be customized to contain any of the commands that you use frequently such as Open and Close.
<b>Ribbon</b>	The ribbon contains the commands that make it possible to use the different commands in the PowerPoint program. An explanation of some of these ribbons will be provided later in this lesson
<b>Scroll Arrow</b>	Click this arrow to move from one slide to another. Each time the arrow is clicked, a new slide will appear on the screen. There is a scroll arrow at the top and the bottom of the Scroll Bar.
<b>Scroll Bar</b>	This bar is used to display different slides in the document window. When a second slide is added to the presentation, this bar will appear in the PowerPoint window.
<b>Scroll Box</b>	The Scroll Box is used to move from one slide to another. When the bar is moved, a screen tip will display indicating which slide is to be viewed. When the mouse pointer is released, the slide number shown in the screen tip will display.
<b>Slide Pane</b>	This is the area of the PowerPoint window that shows the current slide as it will look during the Slide Show presentation
<b>Slides Tab</b>	To see a visual representation of several slides at one time, click this tab. This tab shows a thumbnail of each of the slides in a column along the left side of the PowerPoint window.
<b>Status Bar</b>	This bar provides information about the current document. To turn off the display of an item, right-click the status bar and then click on that item.
<b>Title Bar</b>	This bar displays the name of the program that is open, along with the document name. The minimize, maximize-restore, and close buttons are located at the right end of this bar.
<b>View Toolbar</b>	This toolbar is used to change to different views in PowerPoint. These are Normal View, Slide Sorter View, and Slide Show View. Each of these views will be described later in this lesson.
<b>Zoom Buttons</b>	These buttons are located on the far right of the status bar. With these buttons, it is possible to change the size of the view of the Slide Pane.