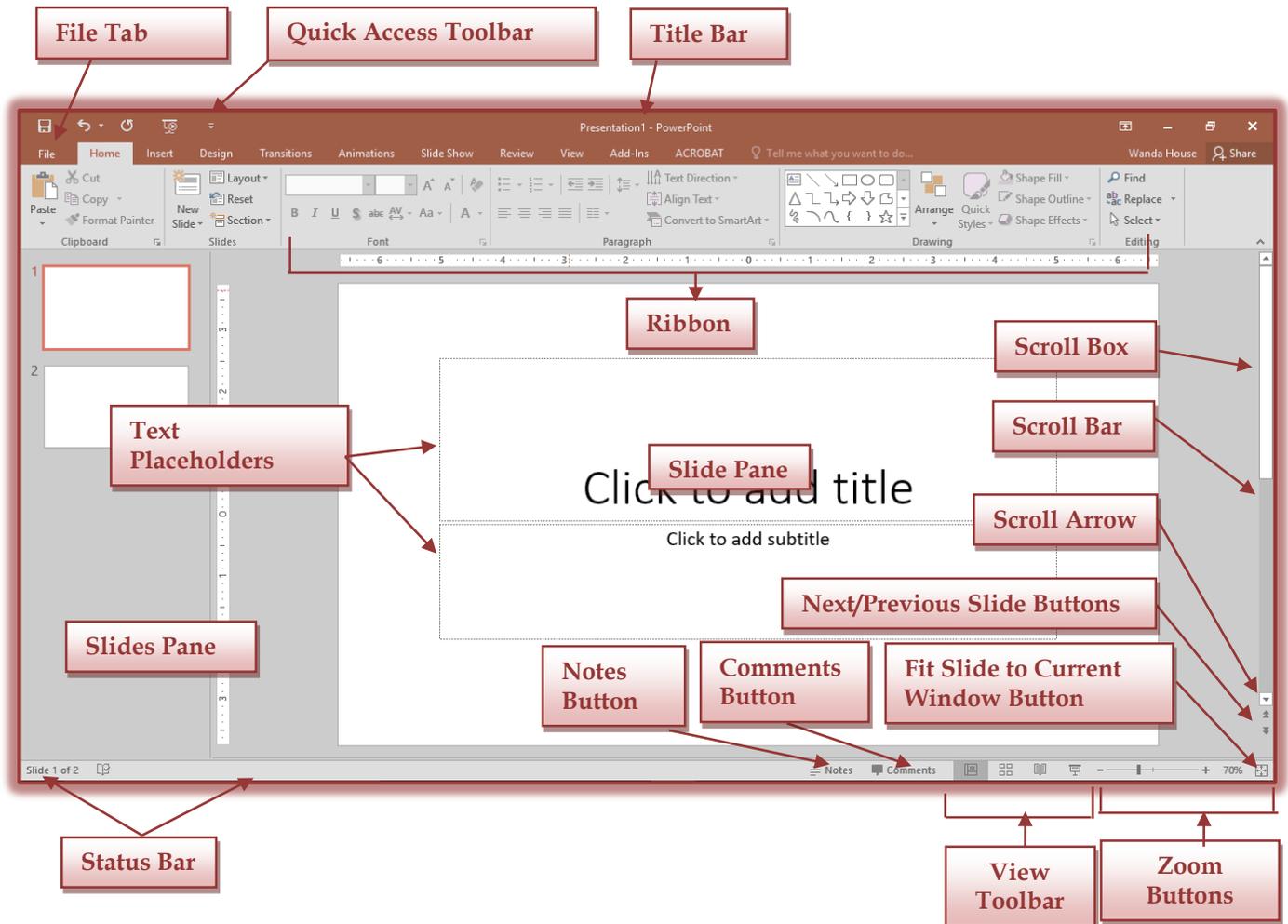# POWERPOINT WINDOW

This window consists of a variety of components to make creating a presentation more efficient. Some of these components are common to other Microsoft Office programs such as Word or Excel. Some of the components are unique to PowerPoint.

Component	Description
Comments Button	To insert a Comment into a presentation slide, click this button. When the button is clicked, the Comment Task Pane will appear. This pane can be used to insert a Comment or respond to a Comment.
File Tab	When this tab is clicked, the Backstage View will display. Contained within this area are commands for managing PowerPoint documents as a whole such as Print, Save, or Open. It also contains the link to the PowerPoint Options area, where global changes to the Power Point program can be made.
Fit Slide to Current Window Button	If a PowerPoint slide is larger than the current window, this button resizes the slide so it will fit in the current window.
Next/Previous Slide Buttons	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.

Component	Description
Notes Button	Click this button to display the Notes Pane below the current slide. In this area, it is possible to insert speaker notes. These notes can be printed and used during a presentation.
Quick Access Toolbar	This toolbar is located above the Ribbon. 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.
Ribbon	The ribbon contains the commands that make it possible to use the different options in the PowerPoint program. The ribbon can be customized to meet individual needs. However, the default tabs and buttons cannot be changed. New tabs may be added and additional groups and buttons may be added to a group.
Scroll Arrow	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.
Scroll Bar	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.
Scroll Box	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.
Slide Pane	This is the area of the PowerPoint window that shows the current slide as it will look during the Slide Show presentation
Slides Pane	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.
Status Bar	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.
Text Placeholders	These placeholders are used to insert text into a presentation. There are also placeholders for images, SmartArt, Clip Art, and other objects used in the PowerPoint presentation.
Title Bar	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.
View Toolbar	This toolbar is used to change to different views in PowerPoint. These are Normal View, Slide Sorter View, Reading View, and Slide Show View.
Zoom Buttons	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 slides in the Slide Pane.