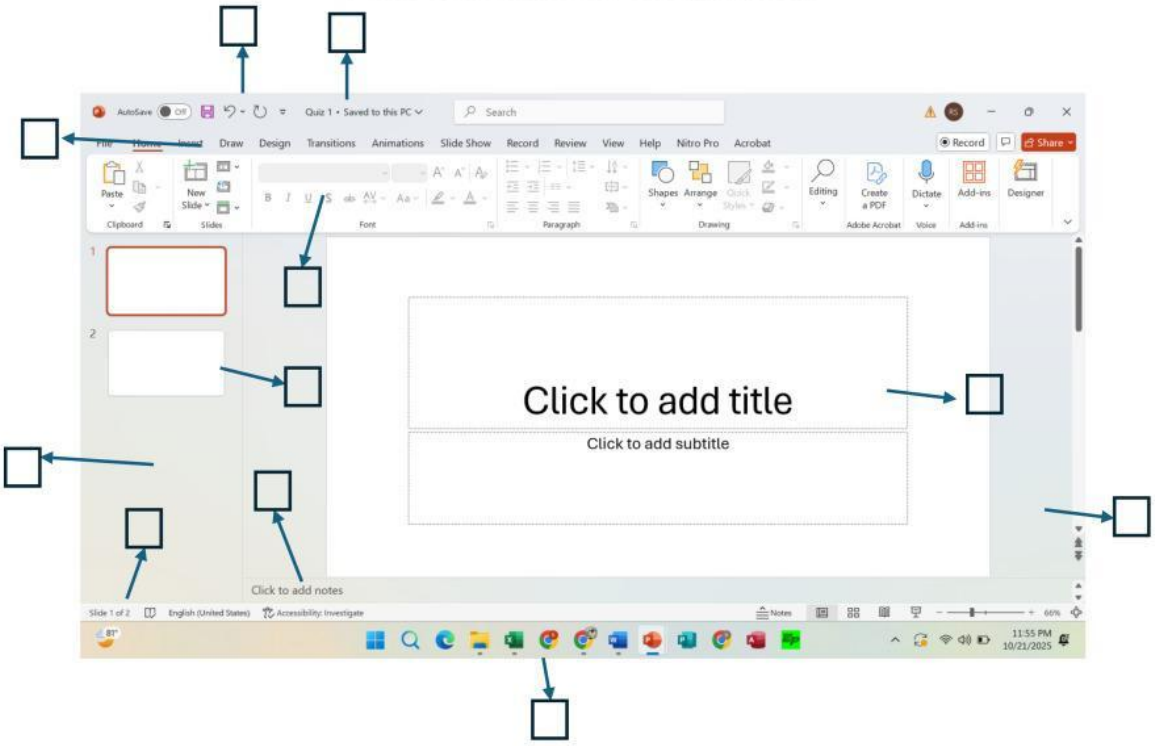
Parts of the PowerPoint Window



a. Menu bar	b. Status Bar	c. Task/slider pane	d. Ribbon
e. Task bar	f. Notes Area	g. Quick Access Toolbar	h. Placeholder
i. Thumbnail	j. Title bar	k. slide/ Work area	

	Used to insert text, content or SmartArt onto the slide
	Used to insert important points about the slide. This is only visible to the presenter during a presentation
	Shortcuts to regularly used commands
	Area on the window here the thumbnails are kept. Used to select and rearrange slides.
	A list of icons
	Individual slides in the task/slide pane
	This area displays the name of the slide and the program we are working in
	Individual sheets in a PowerPoint presentation
	The area on the window that displays the number of slides
	Also called the file tabs. It contains a list of options to choose from

_____ Microsoft PowerPoint is a type of _____ software

Outline one way how you can insert a new slide.

LIVEWORKSHEETS