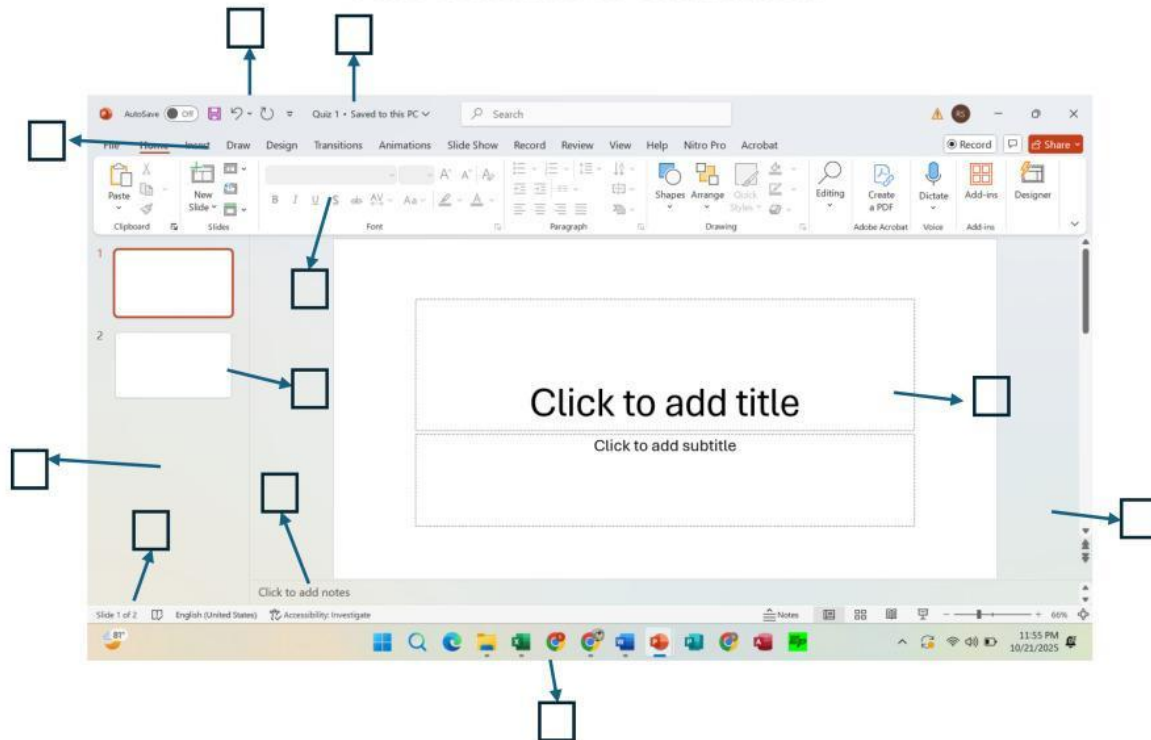


Parts of the PowerPoint Window



- | | | | |
|--------------|---------------|-------------------------|----------------|
| 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/slider 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.