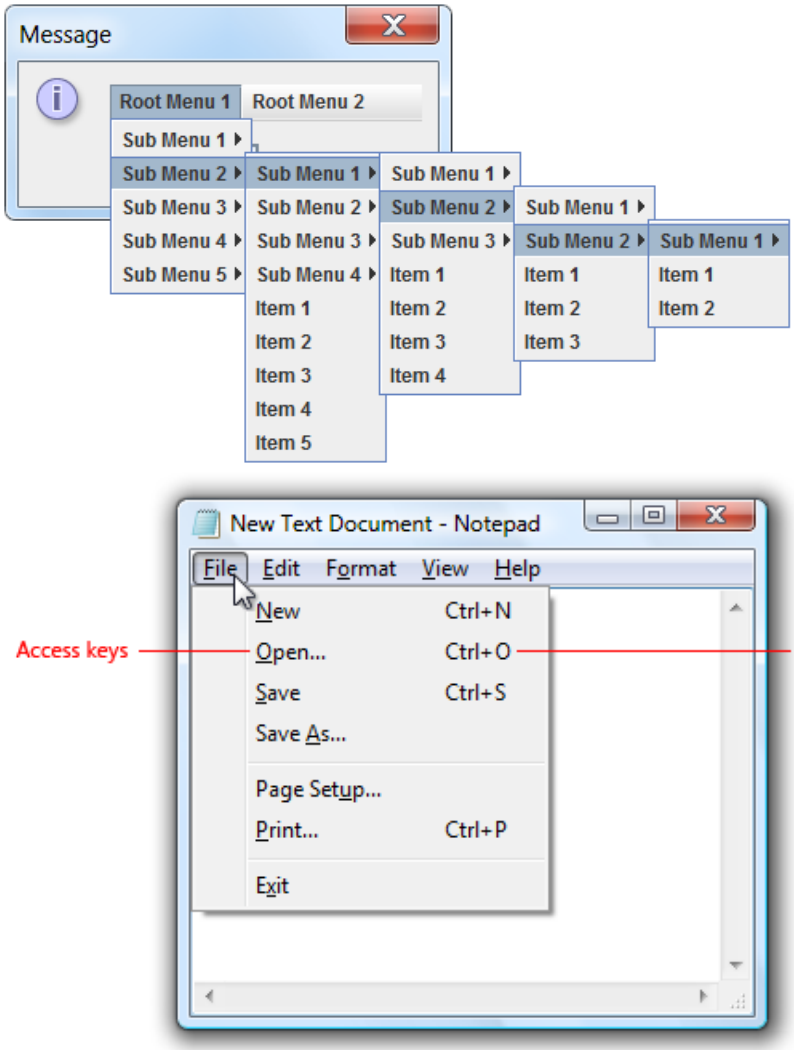
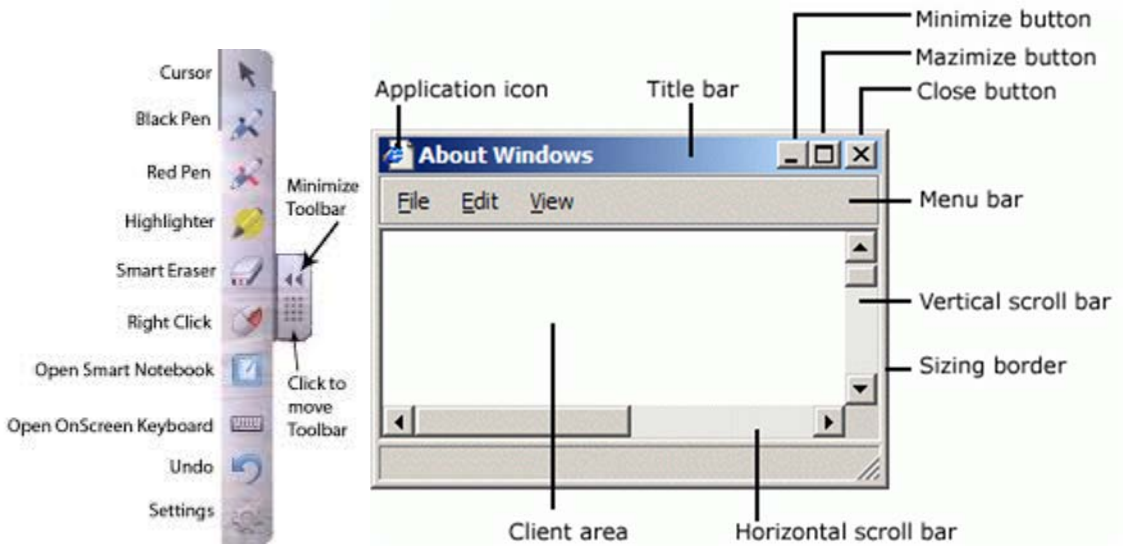
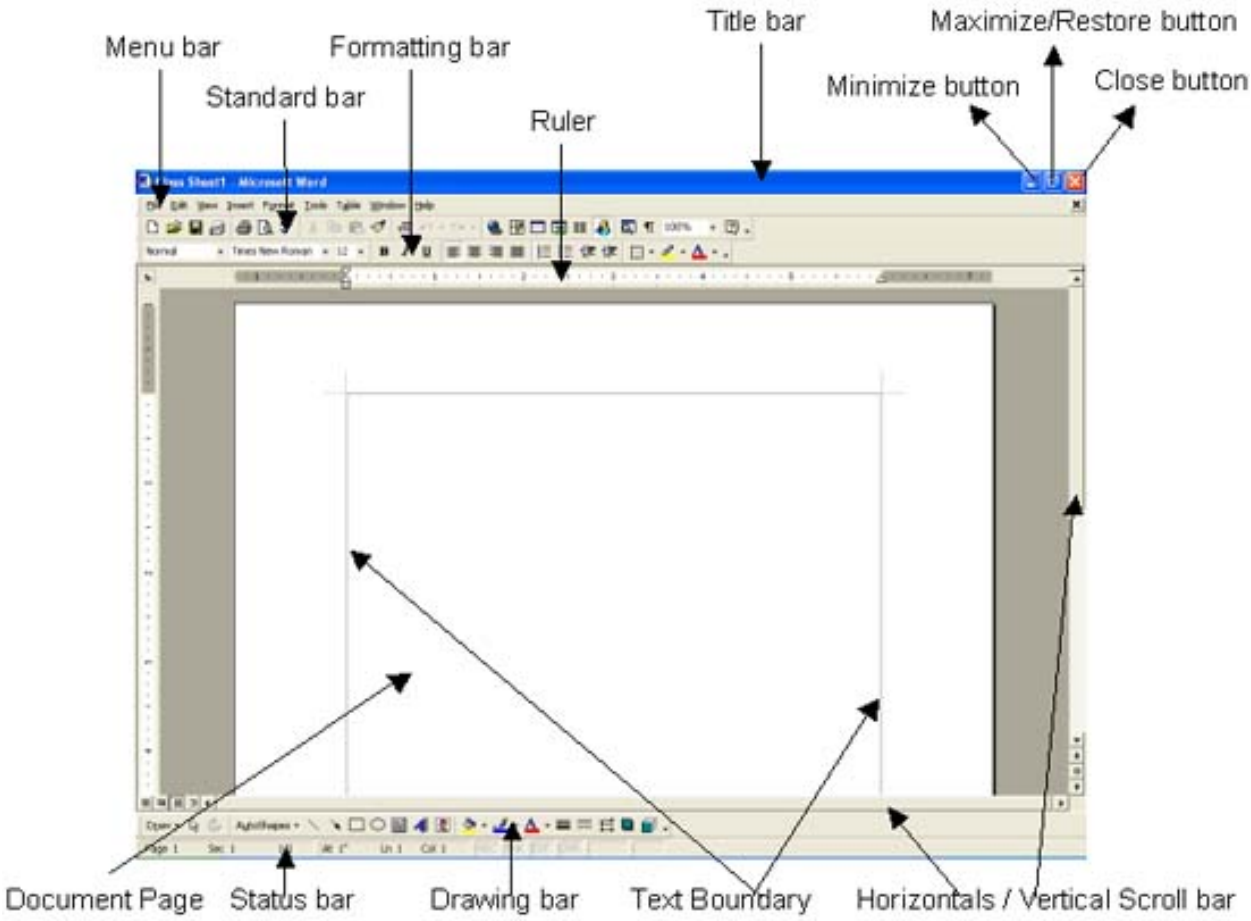
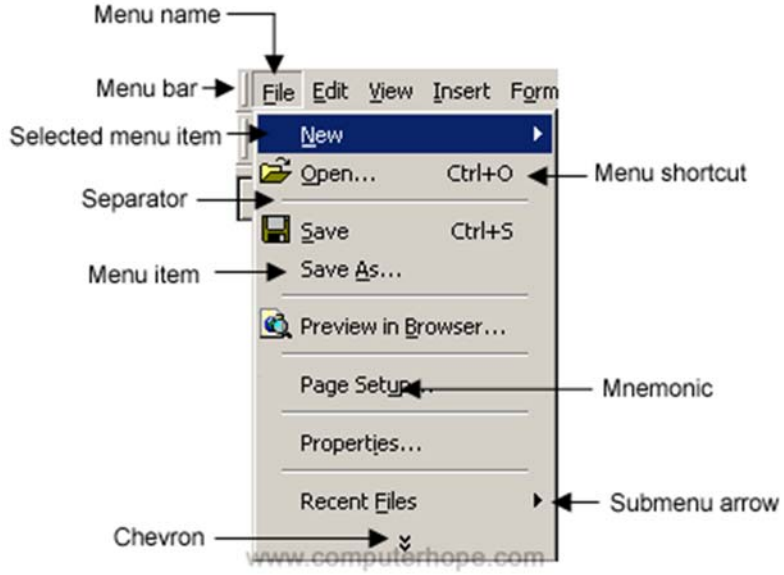

Message
Root Menu 1
Root Menu 2
Sub Menu 1
Sub Menu 2
Sub Menu 3
Sub Menu 4
Sub Menu 5
Item 1
Item 2
Item 3
Item 4
Item 5
New Text Document - Notepad
File
Edit
Format
View
Help
New Ctrl+N
Open... Ctrl+O
Save Ctrl+S
Save As...
Page Setup...
Print... Ctrl+P
Exit
Access keys
Shortcut keys

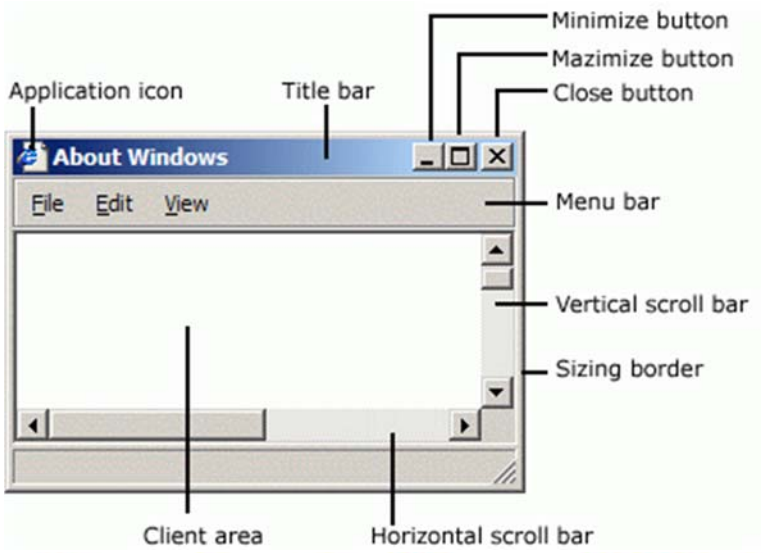
Menus and Toolbars - 2003

- In PowerPoint 2003, different functions within PowerPoint are accessed through the **Menu Bar**, **Standard Toolbar,** and the **Formatting Toolbar**

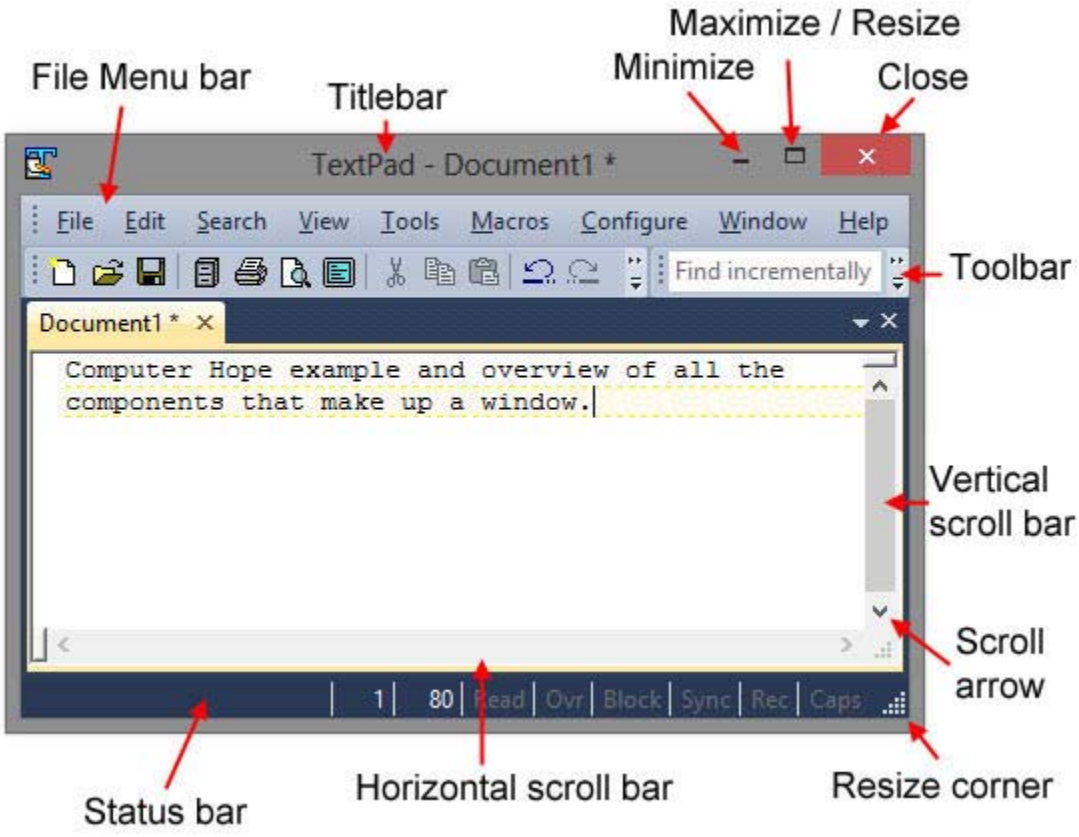


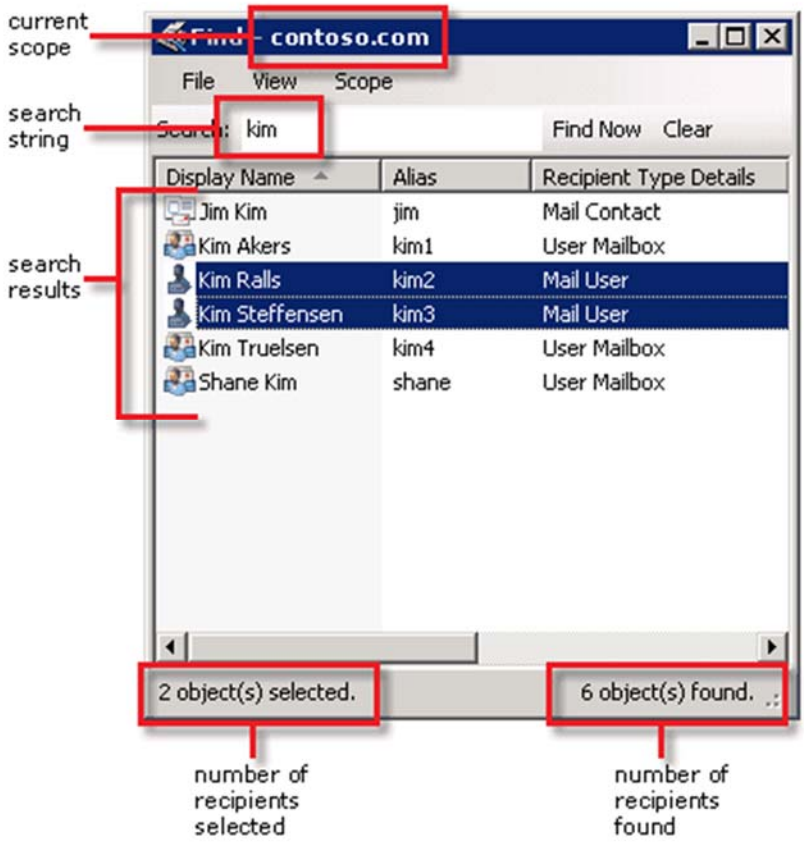

Menu bar
Formatting bar
Standard bar
Ruler
Title bar
Maximize/Restore button
Minimize button
Close button
Document Page
Status bar
Drawing bar
Text Boundary
Horizontals / Vertical Scroll bar

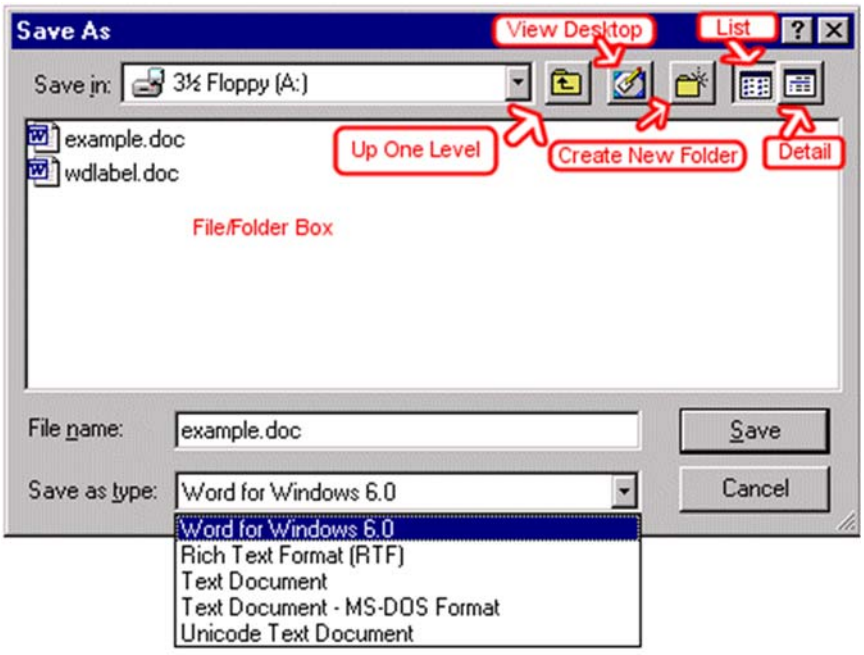

Menu name
Menu bar
File Edit View Insert Form
Selected menu item
New
Open... Ctrl+O
Menu shortcut
Separator
Save Ctrl+S
Menu item
Save As...
Preview in Browser...
Page Setup...
Mnemonic
Properties...
Recent Files
Submenu arrow
Chevron
www.computerhope.com

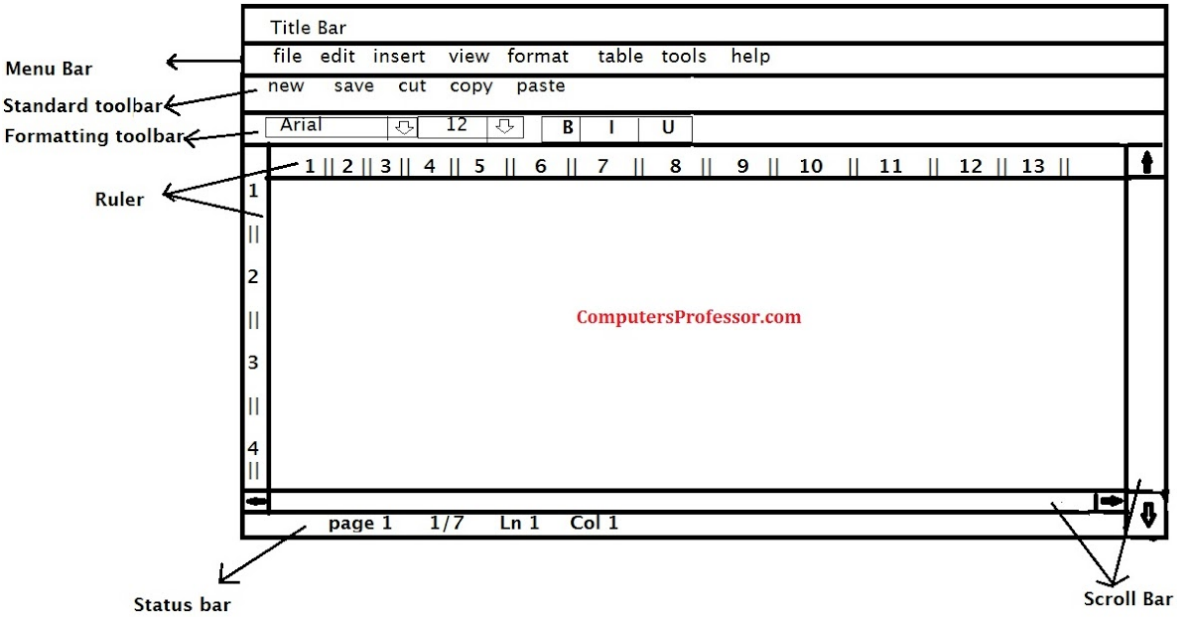


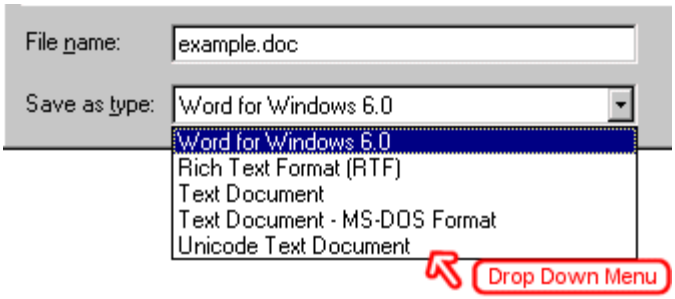
Example of a Microsoft Windows window

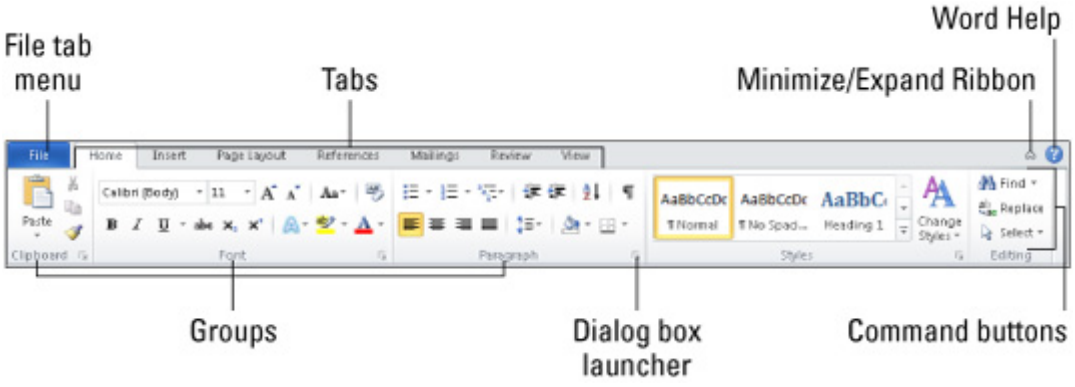


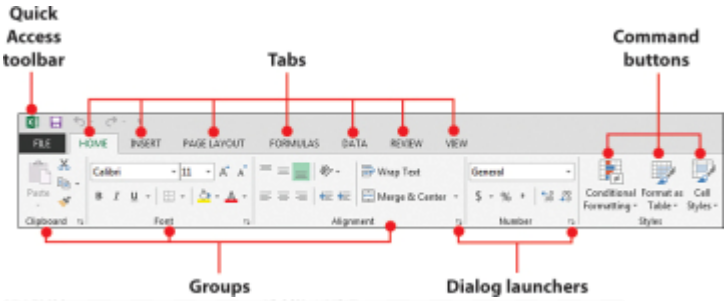

current scope
Find - contoso.com
File View Scope
search string
Search: kim
Find Now Clear
search results
Display Name
Alias
Recipient Type Details
Jim Kim
jim
Mail Contact
Kim Akers
kim1
User Mailbox
Kim Ralls
kim2
Mail User
Kim Steffensen
kim3
Mail User
Kim Truelsen
kim4
User Mailbox
Shane Kim
shane
User Mailbox
2 object(s) selected.
6 object(s) found.
number of recipients selected
number of recipients found

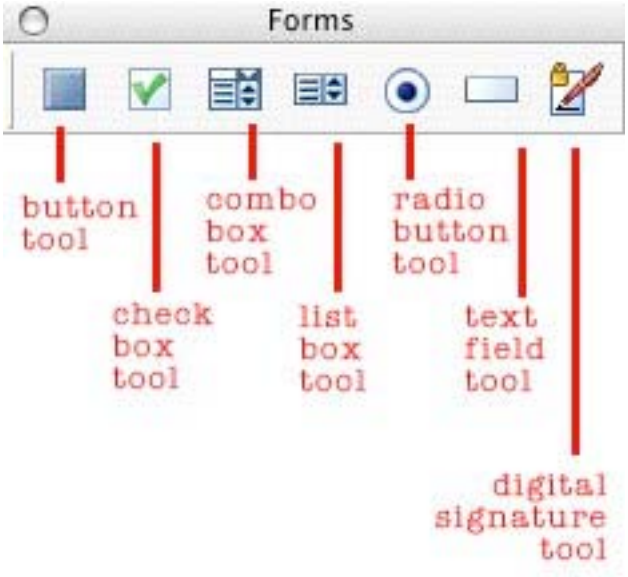

Save As
View Desktop
List
Save in:
3½ Floppy (A:)
example.doc
wdlabel.doc
Up One Level
Create New Folder
Detail
File/Folder Box
File name:
example.doc
Save
Save as type:
Word for Windows 6.0
Cancel
Word for Windows 6.0
Rich Text Format (RTF)
Text Document
Text Document - MS-DOS Format
Unicode Text Document


Title Bar
Menu Bar
file edit insert view format table tools help
Standard toolbar
new save cut copy paste
Formatting toolbar
Arial
12
B I U
Ruler
1 2 3 4 5 6 7 8 9 10 11 12 13
ComputersProfessor.com
page 1 1/7 Ln 1 Col 1
Status bar
Scroll Bar


File name:
example.doc
Save as type:
Word for Windows 6.0
Word for Windows 6.0
Rich Text Format (RTF)
Text Document
Text Document - MS-DOS Format
Unicode Text Document
Drop Down Menu


File tab menu
Tabs
Word Help
Minimize/Expand Ribbon
Groups
Dialog box launcher
Command buttons


Quick Access toolbar
Tabs
Command buttons
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Groups
Dialog launchers


Forms
button tool
check box tool
combo box tool
list box tool
radio button tool
text field tool
digital signature tool