Office of Information Technology
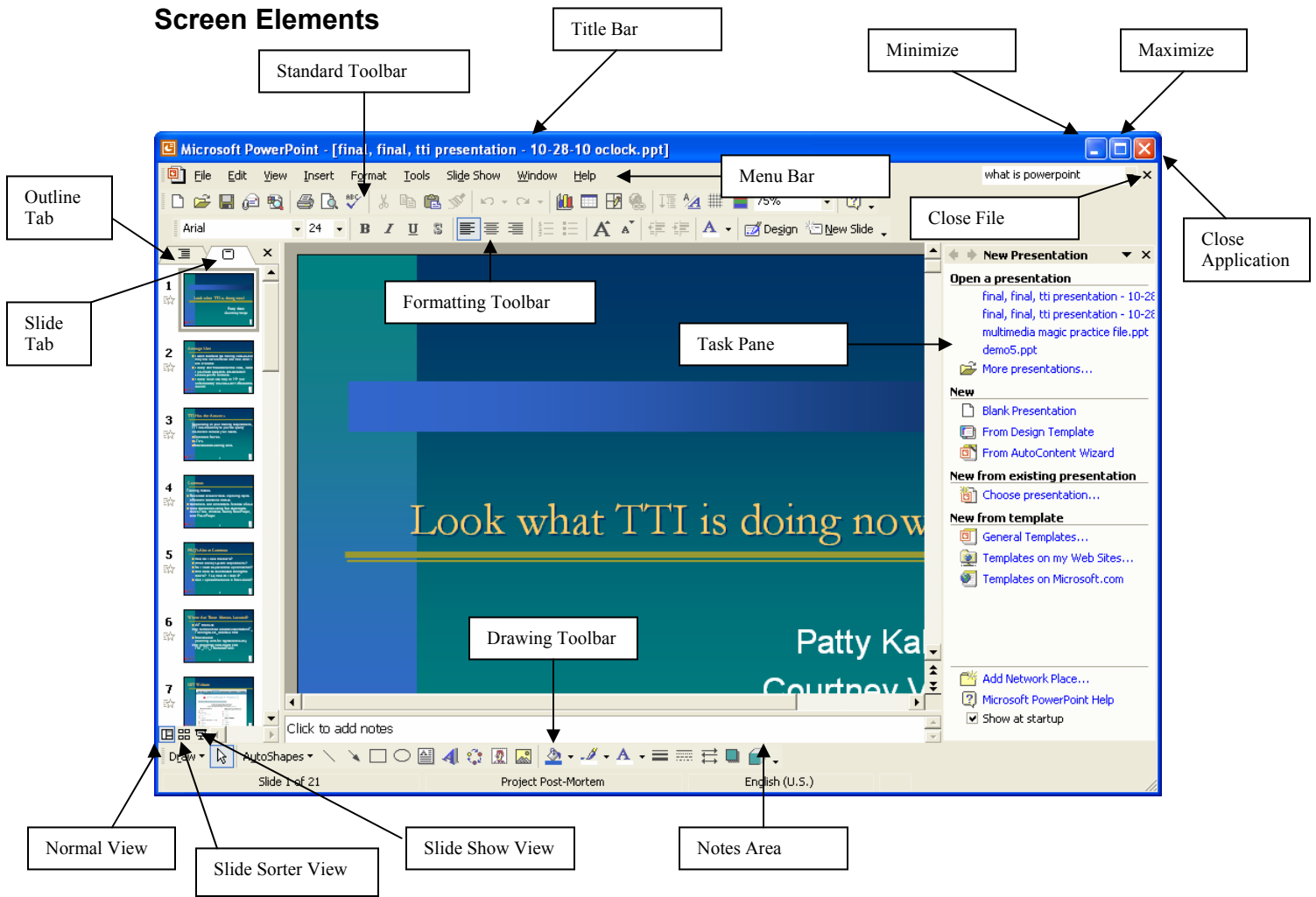**Montclair State University**

Microsoft PowerPoint:
Screen Elements

PowerPoint is a presentation application used to create slides that may include text, bulleted lists, charts, graphics, tables and more. The presentation can be printed, projected from a computer to a screen (called a slide show) or even published to a web page including webcam technology.

Screen Elements

Labels pointing to the screenshot:
- Title Bar
- Standard Toolbar
- Minimize
- Maximize
- Menu Bar
- Outline Tab
- Close File
- Close Application
- Slide Tab
- Formatting Toolbar
- Task Pane
- Drawing Toolbar
- Normal View
- Slide Sorter View
- Slide Show View
- Notes Area

Item	Description
Title Bar	Displays the application and file name
Close Button	The Close Button on the title bar will close the application
Minimize Button	The Minimize Button on the title bar will minimize the application
Maximize Button	The Maximize Button on the title bar will maximize the application window
Standard Toolbar	The Standard Toolbar is made up of common windows commands (i.e. save, print)
Formatting Toolbar	The Formatting Toolbar is made up of common formatting commands (i.e. bold, italic)
Close File Button	The Close File button will close the current file but leave the application open
Outline Tab	The Outline Tab is used to view the text of the presentation as well as edit it
Slide Tab	The Slide Tab is used in normal view to navigate from one slide to another
Normal View	The most commonly used view to create, edit or modify your PowerPoint presentation
Slide Sorter View	The Slide Sorter View is commonly used to delete slides, rearrange slides, cut, copy or paste slides
Slide Show	This view is used to display each slide full screen the way your audience will see it
Notes Area	A place that you add notes to each slide's content
Drawing Toolbar	This toolbar has the most frequently used drawing commands (i.e. text box, arrow, clip art)
Task Pane	A window that displays the most commonly used commands (layout task pane, color scheme task pane, animation task pane)