

1. The Screen and its Elements

When you start up PowerPoint, the program is ready with a new blank presentation. The presentation contains a single empty "slide". In PowerPoint, we do not work with "pages" as in Word, but with "slides". In practice it is the same, however.

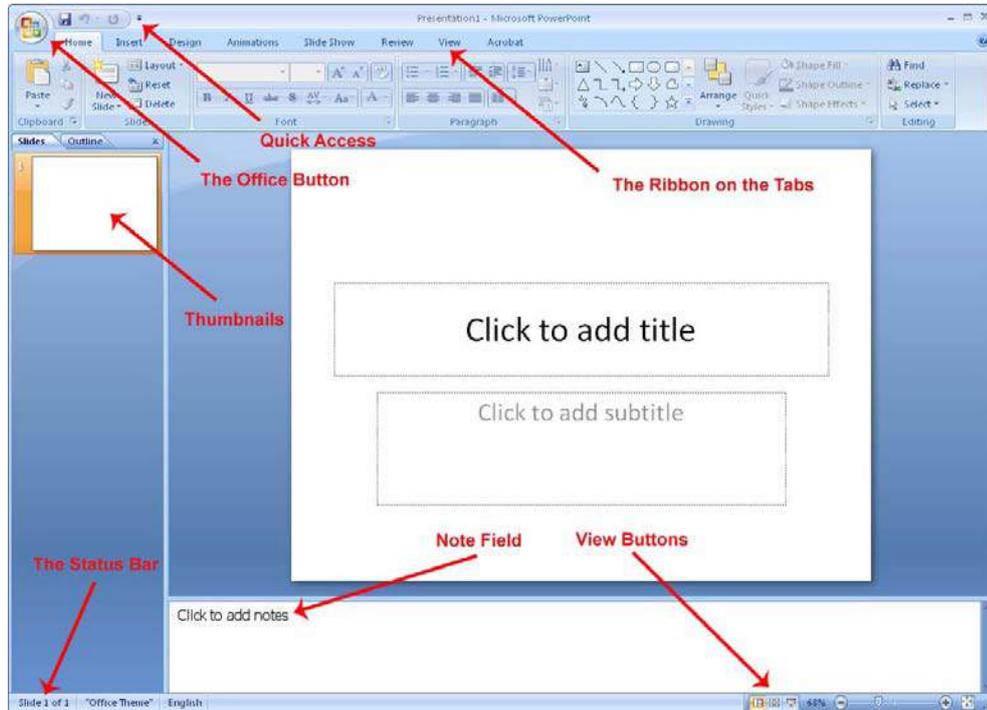


Figure 2: The screen elements.

1.1 The Office Button

The big round Office Button is located in the upper left corner of the screen. It corresponds largely to the "File" menu in earlier versions.



Figure 3: The Office Button

If you click the Office Button, a menu pops up. This is the menu you must enter when you create a new blank presentation, or when you create a presentation based on one of the many templates. This is also the menu you must enter when you want to save or print.



Figure 4: This menu opens when the Office Button is clicked on.

It is also via the Office Button, you will find the way to PowerPoint Options, where you can change a wide range of basic options for how the program should function. However, if you are not experienced with PowerPoint, you should stay away from the settings so far.

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1.2 Quick Access

Just to the right of the Office Button is the small discrete toolbar "Quick Access", where with a single click you can, save, undo, etc "Quick Access" can be customised so that you can choose the features that suit you best. You do this by right-clicking over one of the buttons and choosing Customize Quick Access Toolbar. Alternatively you can click the small arrow to the right of the toolbar, which enables you to quickly and easily select functions.



Figure 5 The "Quick Access toolbar".

1.3 The Ribbon and the Tabs

The Ribbon contains buttons for all the different functions that you have access to in PowerPoint. The Ribbon is divided into a series of Tabs that group the many buttons, making it easier to navigate. Sometimes some extra Tabs will appear that are only shown when you work with certain elements, such as charts and Tables.

1.4 Thumbnails

To the left of the slide there is a bar that shows thumbnails of each slide in your presentation. By clicking on a thumbnail you can immediately skip to that slide. You can also change the order of your slides by clicking and holding the left mouse button while dragging the thumbnail up or down relative to the other slides. At the top of the panel there are two Tabs. One chooses thumbnail view, and the other chooses outline view. Outline view displays a list of headlines from each slide. Here you can also move the slide up and down in the presentation.

1.5 Note Field

Below the slide, there is a note field where you can attach comments and explanations to each slide. The notes are not displayed when you show your presentation or print transparencies. Instead, you can print out pages with thumbnails of each slide where the notes also appear. It might be an advantage if you need cues or explanatory notes during a presentation, or if you choose to print handouts for your audience.

1.6 The Status Bar

The status bar at the bottom left shows current information about which slide you are working on, which colour theme you have chosen, and which language the spell checker is set to.

1.7 View Buttons

The view buttons can change the way the presentation will be shown. The different views are good for their respective purposes.



Figure 6: View buttons.

1.7.1 Normal View

The Normal button switches to normal view. It is the view you want when you are working with individual slides and their content.

1.7.2 Slide Sorter

Slide Sorter shows all your slides as thumbnails. It is thus easy to move them around if you want to reorder. You usually use Slide Sorter when you are about to complete your presentation.

1.7.3 Slideshow

In Slideshow, you start the playback of your presentation from the current slide. It does not start from the beginning of the presentation. To view the presentation from the beginning, you can select the View Tab in the Ribbon and click the Slideshow button.

The presentation will be shown in “full screen mode”. To forward your slides you can click with the mouse. To exit the slideshow, press the ESC key top left on the keyboard.

1.7.4 Zoom

To the right of the display keys there is a zoom bar. It zooms in and out of your slides and can be used both in Normal View and in Slide Sorter. I do not use the zoom bar myself. I think it is easier to hold down the CTRL key on the keyboard and scroll with the scroll wheel on the mouse. In this way you can also zoom in and out.