

13.02. Exploring PowerPoint

03. PowerPoint Layout – A Walkthrough

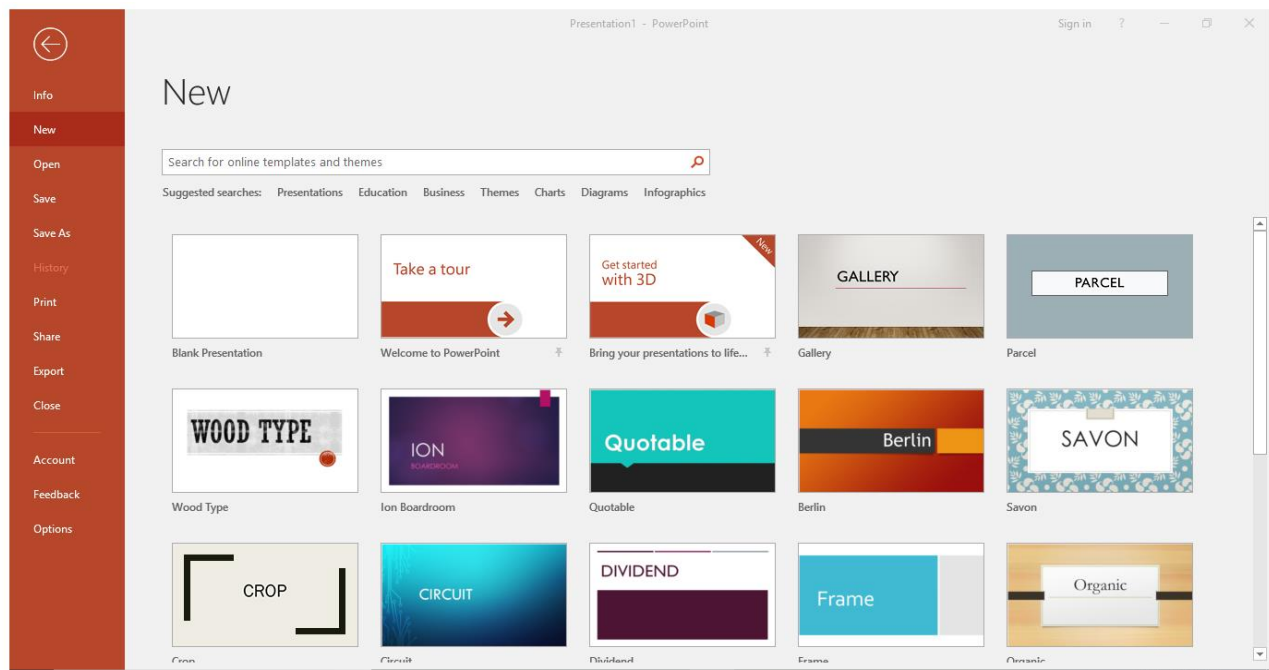
Let's begin by exploring the layout, the various features and functionalities of PowerPoint.

Creating* a Presentation

*You can use your personal computer or handheld device to launch PowerPoint and create a new presentation from scratch or choose from one of the many templates available in the presentation gallery. When you launch PowerPoint, you will be taken to the start screen.

Here, you can choose to use a blank presentation or click on one of the default templates that PowerPoint provides to create your new PowerPoint file. You can also click Open to access an existing PowerPoint file.

* Note, we're using PowerPoint 2016, but the tool is almost the same for earlier or later versions.



The PowerPoint Tool Layout

When you create a new PowerPoint file *or open an existing one, you will notice that the layout consists of * four main components.

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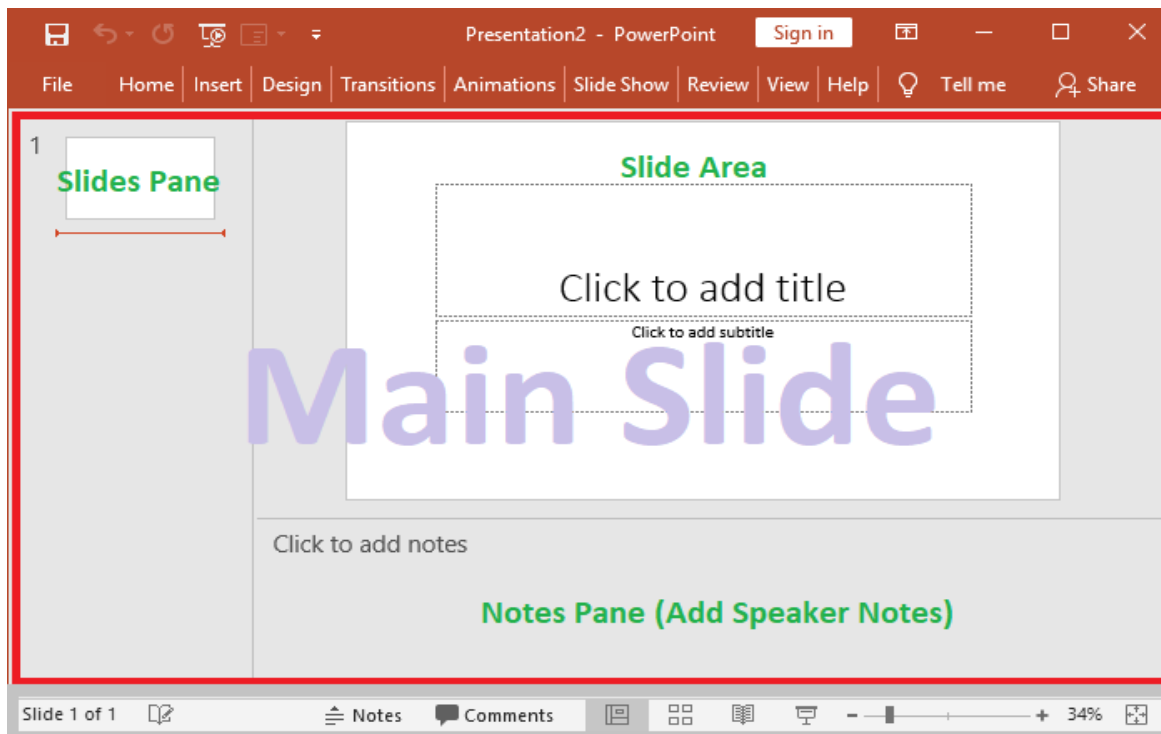
1. The horizontal Ribbon on top of the layout



This ribbon houses ten main tabs including Home, Insert, Design etc., each of which opens another bunch of useful tools for creating and enhancing your presentation. For example, the Home tab leads to various tools that can help you add new slides, format content, and organize them, *etc.

2. Work Area:

The space right below the ribbon is your work area:



This is a tri-paned area that comprises the:

- a. **Slides Pane** that's located on the left side of the work area and displays thumbnails of all the slides in a presentation.
- b. **Slide Area** that's the active or current slide you're work on.

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Note - When you use Slide Show view to display a presentation, your audience will get to see only this space.

- c. **Notes Pane** that's located right below the active slide area and can be accessed by clicking on the Notes tab in **status bar**. You can use this space to capture **speaker notes** to help you while delivering a presentation, but don't want the audience to see.

3. Status Bar

The Status Bar is a horizontal strip at the bottom of the Work area – it displays:

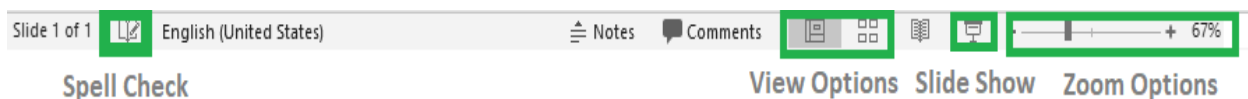
- the slide number

and various options including:

- spell check,
- language used,

to the right of the status bar you will find:

- Notes Options which allows you to access the Notes section in PowerPoint. You can add speaker notes here,
- a Comments option to add comments, for example, when reviewing someone's work,
- View options, which allow you to toggle between the work Area and the slide sorter view, where you can view all your slides together,
- Slide Show which allows you to launch the presentation
- and, lastly, Zoom options to increase and decrease the size of your work area.



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So, that was a brief walkthrough of the layout of PowerPoint. In the next lesson, we will explore the Ribbon and the various tabs contained therein, at length. For now, please take the accompanying quiz.