CHAPTER ONE
INTRODUCTION

1.1 Introduction

PowerPoint is a presentation program that allows you to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more. In this lesson, you'll learn your way around the PowerPoint environment, including the Ribbon, Quick Access Toolbar, and Backstage view.
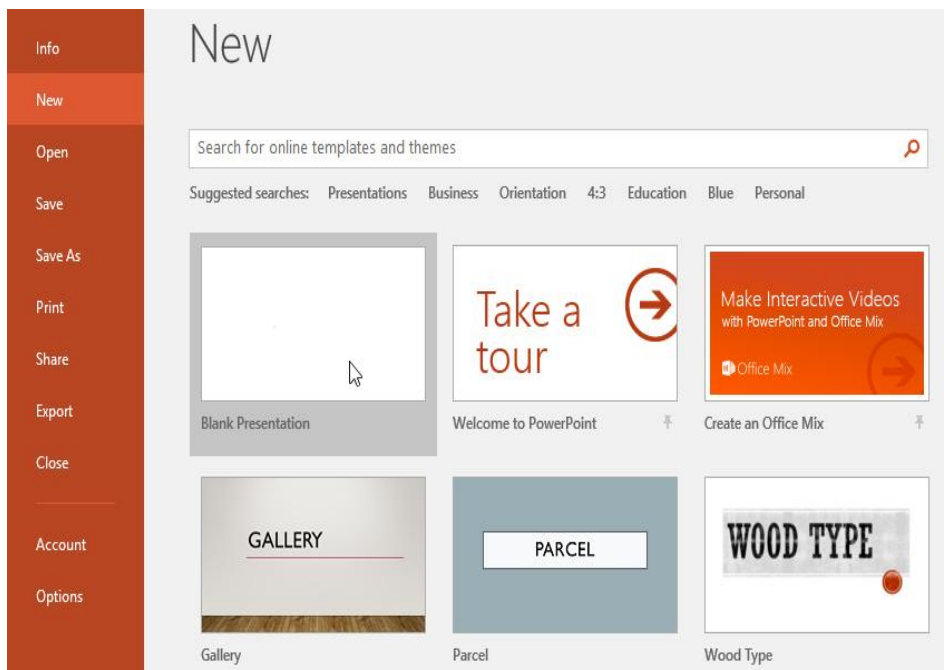
1.2 Getting started

When beginning a new project in PowerPoint, you'll often want to start with a new blank presentation.

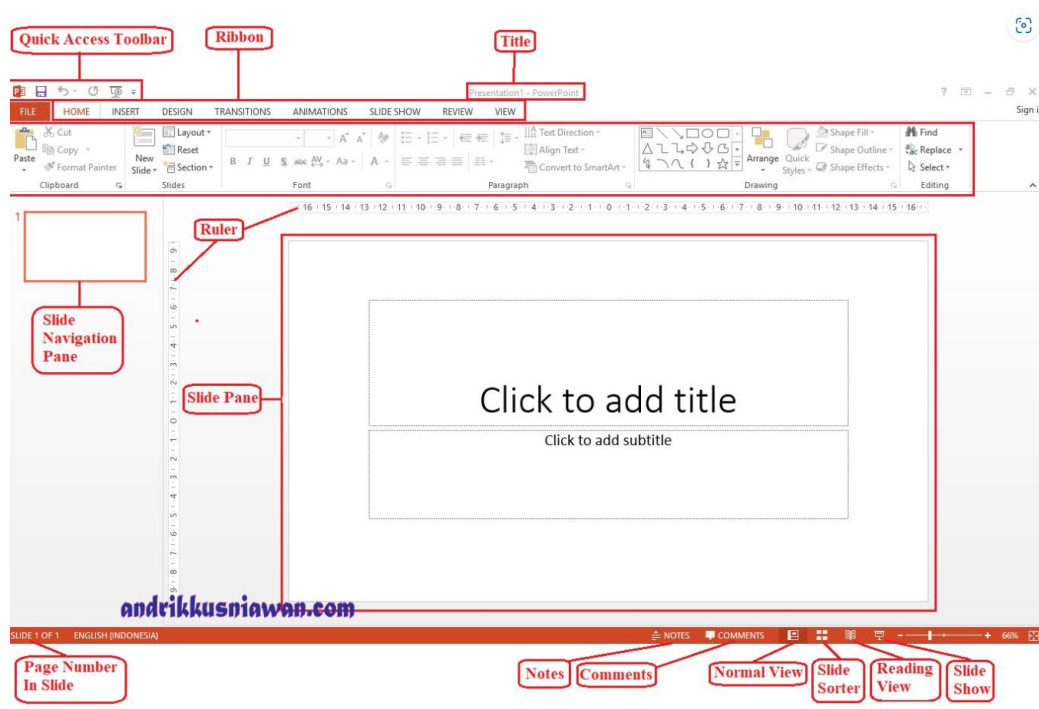1. Select the **File** tab to go to **Backstage view**.

2. Select **New** on the left side of the window, then click **Blank Presentation**.

3. A new presentation will appear.

1.3 Power Point Interface

The PowerPoint interface, including the Ribbon, the Slides tab, the presentation window, the Notes pane, the Comments pane, the Quick Access toolbar, and the Status bar.
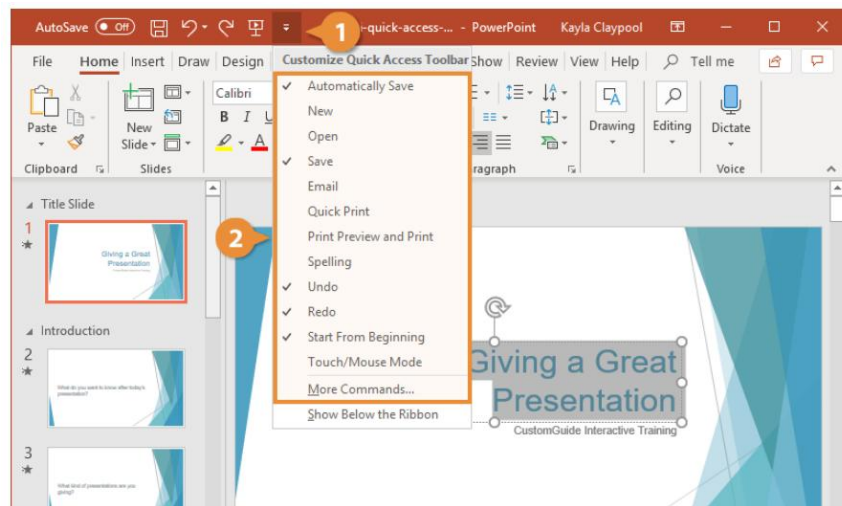

1.4 Quick access toolbar

The Quick Access Toolbar holds a few buttons for commands that you'll use often, such as Save, Undo, and Redo. They'll always be available, no matter which ribbon tab is active.
1. click the Customize Quick Access Toolbar button.
A list appears and displays some commands you can add. You can find all the available commands to add by selecting More Commands, which opens the PowerPoint Options dialog box.
2. Select the command you want to add.

The command is added, and can now be accessed on the Quick Access Toolbar.

Remove a Button from the Quick Access Toolbar
You can also remove a button that you don't need anymore.

1. Right-click the button you want to remove.
2. Select Remove from Quick Access Toolbar.