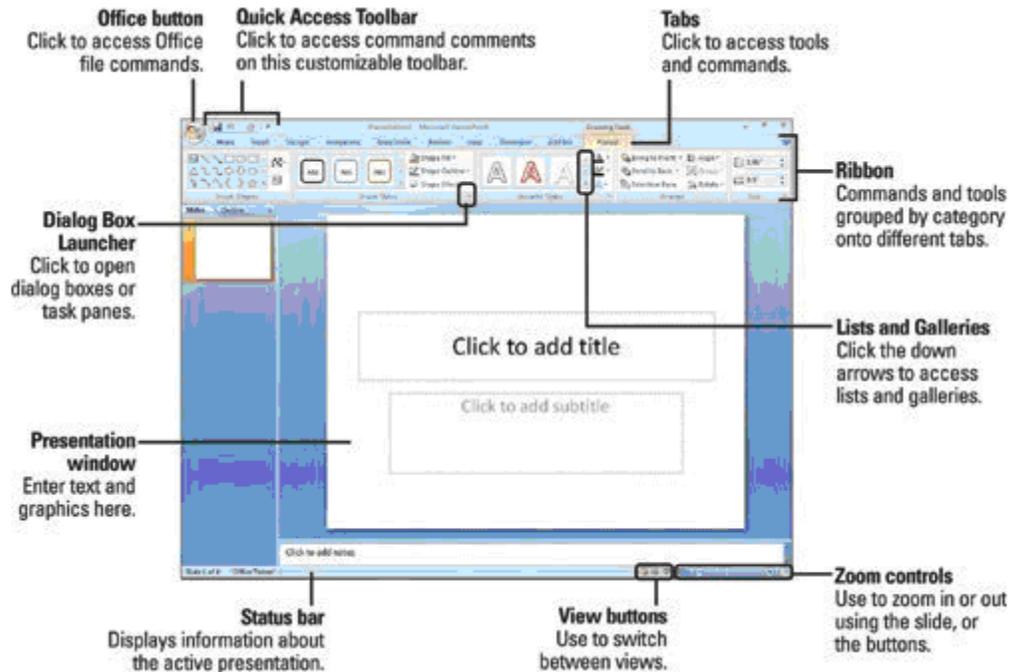


# PowerPoint 2007: Program Screen



- **Office button:** Opens the Office menu, from which you can open, save, print, and start new presentations.
- **Quick Access Toolbar:** A small toolbar next to the Office button contains shortcuts for some of the most common commands.
- **Title bar:** Identifies the PowerPoint program running and the name of the active presentation.
- **Minimize button:** Shrinks the application window to a bar on the taskbar; you click its button on the taskbar to reopen it.
- **Maximize/Restore button:** If the window is maximized (full screen), click will changes it to windowed (not full screen) and vice versa.
- **Close button:** Closes the application.
- **Ribbon:** Functions as a combination of menu bar and toolbar, offering tabbed "pages" of buttons, lists, and commands.
- **Presentation window:** Where active PowerPoint slide(s) appear where you work on the slide.
- **Status bar:** Reports information about the presentation and provides shortcuts for changing the view and the zoom.