Exercise

# Get to Know the PowerPoint Interface

In this exercise, we’re going to practice the skills learnt in this lesson.

## Open a File

1. Download the exercise file *’03-02-The PowerPoint Interface’* and open it in PowerPoint.

## Explore the Ribbon

1. Start getting comfortable with the ribbon and switching between tabs.
2. Familiarize yourself with the commands on each tab.
3. Click on different parts of the PowerPoint presentation and note which commands become active.

## Minimize the Slides Pane

1. Give the main slide more room by minimizing the slides pane.

## Customize the Status Bar

1. Customize the status bar so that the theme used in the presentation is displayed.