Solution

# Get to Know the PowerPoint Interface

## Open a File

1. Download the exercise file *’03-02-The PowerPoint Interface’*.
2. Click the **File** tab and select **Open**.
3. Browse to the **Downloads** folder.
4. **Double-click** to open the file.

## Explore the Ribbon.

1. Click through each of the tabs in the ribbon to become familiar with the layout, structure, and location of commands.
2. Click on the placeholders, images and text and note how the commands and tabs change depending on the selection.

## Minimize the Slides Pane

1. Hover the mouse of the boundary line.
2. When the cursor changes to a double-headed arrow, drag to the left.



## Customize the Status Bar

1. Right-click on a blank part of the status bar.
2. Select **Theme** from the **Customize Status Bar** menu.

