# File Management

## Explore

## Directory Structure

## File Folders

# The PowerPoint Window

## Office Button

## Tabs and Ribbons

## Quick Access Toolbar

# Saving File Formats

## PowerPoint

### 2007 .pptx

### Pre-2007 .ppt

## PowerPoint Show

### 2007 .ppsx

### Pre-2007 .pps

# View Buttons

## Normal

## Slide Sorter

## Notes Page

## Slide Show

## Slide Master

# Definitions

## Layouts

## Theme

## Gallery

## Master

## Separate masters for individual layouts

# Saving Presentation

## Save/Save As

## Package for CD

### Presentation

### All linked files

### .PPT viewer

# Testing and Presenting a Presentation

## F5

## Shift F5

## Buttons