

MS PowerPoint - Lesson 3: PowerPoint toolbars

PowerPoint has 13 toolbars, including the Task Pane. By default, Standard bar (standard toolbar), Formatting (format bar) and Drawing (drawing toolbar) are already available.

What does the PowerPoint toolbar use for?

PowerPoint has 13 toolbars, including the Task Pane. By default, **Standard** bar (standard toolbar), **Formatting** (format bar) and **Drawing** (drawing toolbar) are already available.

Other toolbars are used only for individual functions in PowerPoint.

Show a toolbar

From the **View** menu, select **Toolbars** and then select the toolbar you want to display (you will see a checkmark next to the toolbar when displayed).

Hide a toolbar

From the **View** menu, select **Toolbars**

Select the toolbar you want to hide (you won't see a checkmark next to the toolbar when it is hidden)

Standard toolbar

The icons on the standard Standard toolbar are often the usual activities for text. When you place your mouse pointer over an icon, you will see the effect and description of the icon. Click on the icon / action you want to apply to the slide.



The icons on the Standard toolbar and its functions:

Symbol

Function

new

Start a new presentation file

Open

Open a presentation file

Save

Save a presentation file

Permission

Set permissions for opening and changing a presentation file

Email

Send a presentation file as an email

Print

Print the slideshow file

Print Preview

View before printing

Spelling

Program to check spelling errors

Search

Show basic search box

Cut

Cut the selected text or Clipboard object

Copy

Copy the selected text or Clipboard object

Paste

Paste the item selected from Clipboard

Format Painter

Copy format

Undo

Skip the action just done

Redo

Repeat the action you just missed

Insert Chart

Draw chart

Insert Table

Insert a table

Table and Borders

Display tables and Borders toolbar (border)

Insert Hyperlink

Insert a hyperlink

Expand All

Expand the title and text for the slide on the Outline tab

Show Formatting

Show or hide formatting characters

Show / Hide Grid

Show or hide gridlines

Color / Grayscale

Show slideshow with color, black, white or grayscale

Zoom

Zoom in on the Slide, outline tab area, or Slide tab area

Formatting toolbar

The format toolbar is located near the top of the screen. Each toolbar icon has its own function that allows you to change object effects in PowerPoint slides.



Icons on the **Formatting** toolbar and functions:

Symbol

Function**Font**

Select font style from drop down list

Font Size

Select font size from drop down list

Bold

Apply bold formatting to text

Italic

Apply italic text format

Underline

Apply the footer format to text

Shadow

Apply shadow font format to text

Align Left

Align text or object to the left

Center

Align text or object to middle of line

Align Right

Align text or object to the right

Distributed

Align text or object

Change Text Direction

Change text direction (horizontal - vertical)

Numbering

Add / remove number format at the beginning of the selected paragraph

Bullets

Add / remove character formatting at the beginning of the selected paragraph of text

Increase Font Size

Increase font size

Decrease Font Size

Reduce font size

Decrease Indent

Reduce the margin of the paragraph

Increase Indent

Increase the margin of the paragraph

Font Color

Convert text color

Slide Design

Display Slide Design Task Pane

New Slide

Insert a new slide

Insert a new slide

From the **Insert** menu, click **New Slide** .

Or click on the **New Slide** icon in the **Formatting** toolbar

Insert a Slide copy

From the **Insert** menu, click on **Duplicate Slide**

Copy and paste Slides

You can copy and paste slides in the **Normal** View section with the Outline tab and Slides or in **Slide Sorter** view

Copy slides with Outline

Click on the slide icon that you want to copy

Click the **Copy** icon on the **Standard** toolbar.

Or right-click on the slide icon and select **Copy**

Paste the slide

Click on the slide icon or the location you want to place the slide just copied

Click the **Paste** icon on the **Standard** toolbar. Or right-click on the slide icon and select **Paste**

Note : You can also copy and paste slides with Slides tab or in Slide Sorter mode.

Delete Slides

You can delete slides in **Normal** view mode with Outline tab and Slides or **Slide Sorter** view

Delete slides with Outline

Click on the slide icon of the slide you want to delete

From the **Edit** menu, click **Delete Slide** .

Or right-click on the slide icon of the slide you want to delete and select **Delete Slide**

Delete Slides with Slides tab

Click on the Miniature Slide of the slide you want to delete

From the **Edit** menu, click **Delete Slide**

Or right click on the thumbnail slide of the slide you want to delete and select **Delete Slide**

Delete slides in Slide Sorter view

Click on the thumbnail slide of the slide you want to delete

From the **Edit** menu, click **Delete Slide** .

Or right-click on the thumbnail slide of the slide you want to delete and select **Delete Slide**

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