






Views

PowerPoint Views

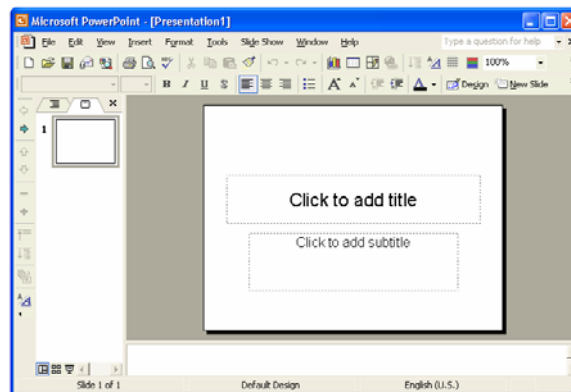
Microsoft PowerPoint has three main views which can be accessed by one of the buttons in the lower left corner:

- normal view 
- slide sorter view 
- slide show view 

When you start PowerPoint, the normal view is displayed.

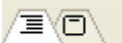
Normal View

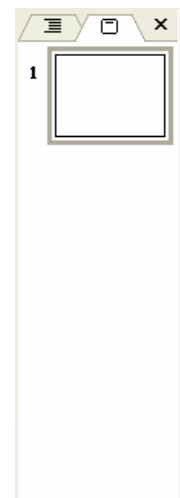
Normal view is a tri-pane view:



Left Pane



The left pane of the 'Normal View' has tabs that allow you to switch between viewing an outline of your slide text ('Outline' tab) and displaying your slides as thumbnails ('Slides' tab). You can perform some of the same tasks in each tab:


1. click and drag a slide to change the order of your slides
 2. delete a slide
 3. insert a new slide
- You can increase and decrease the size of this pane. Point to the right edge and your mouse pointer becomes a double arrow. Click and drag to the appropriate size. As you narrow this pane:
 - the words 'Outline' and 'Slides' on the tabs change to icons 
 - there is a scroll bar at the bottom of the pane for 'Outline'



- the size of the thumbnails are reduced for 'Slides'

Note that adjusting the pane size when viewing one tab does not automatically adjust the pane size when viewing the other tab.

- If you only want to see the current slide in the window as you edit, you can close the tabs by clicking on the  box in the right corner. To restore the tabs, click on the normal view button in the lower left side  or click VIEW > NORMAL VIEW on the menu bar or increase the size of the pane.

NOTE: If  appear next to slide under the 'Slides' tab, there is or was an animation or a transition on the slide. Click this icon to preview the animation/transition.

Right Pane

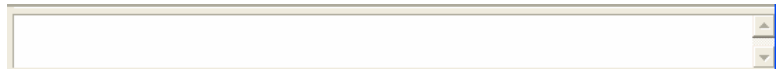
The right pane, the slide pane, displays a large view of the current slide. PowerPoint always begins with a 'title slide.'

The boxes with dotted borders are called **placeholders**.



Bottom Pane

Type notes that you want for the current slide in the bottom pane, the notes pane. These are typically notes you will need as reminders during your presentation. The notes will print with a copy of the slide. You can view the 'notes page' by clicking VIEW > NOTES PAGE on the menu bar.



Slide Sorter View

Slide sorter view displays thumbnails of all of the slides in your presentation in the presentation order.

When you are finished creating your slides, 'Slide Sorter View' can give you an overall picture of your presentation. You can reorder, add, or delete slides and preview your transition and animation effects.

Slide Show View

‘Slide Show View’ plays the presentation on screen from the current slide. You will see your presentation the way your audience will. You can see how your graphics, timings, movies, animated elements, and transition effects will look.

To view the slide show from the first slide:

- select the first slide and then go to ‘Slide Show View’
or
- Click on SLIDE SHOW > VIEW SHOW from the menu bar

NOTE: Keep in mind that your audience will probably be looking at the slides from a farther distance than you are when you are looking at ‘Slide Show View.’ Will they see your slides from 10 feet as you are from 1 foot?