

## CHAPTER TWO: VIEWING PRESENTATIONS

There are four ways to view your presentation: **Normal View**, **Slide Sorter View**, **Slide Show View**, and **Notes Page View**.

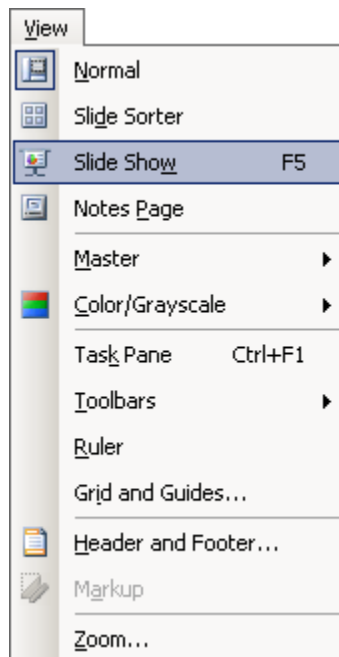
This Chapter Will Include:

- Changing Presentation Views
- Normal View
- Slide Sorter View
- Slide Show View
- Notes Page View
- Using Scrollbars

### Changing Presentation Views

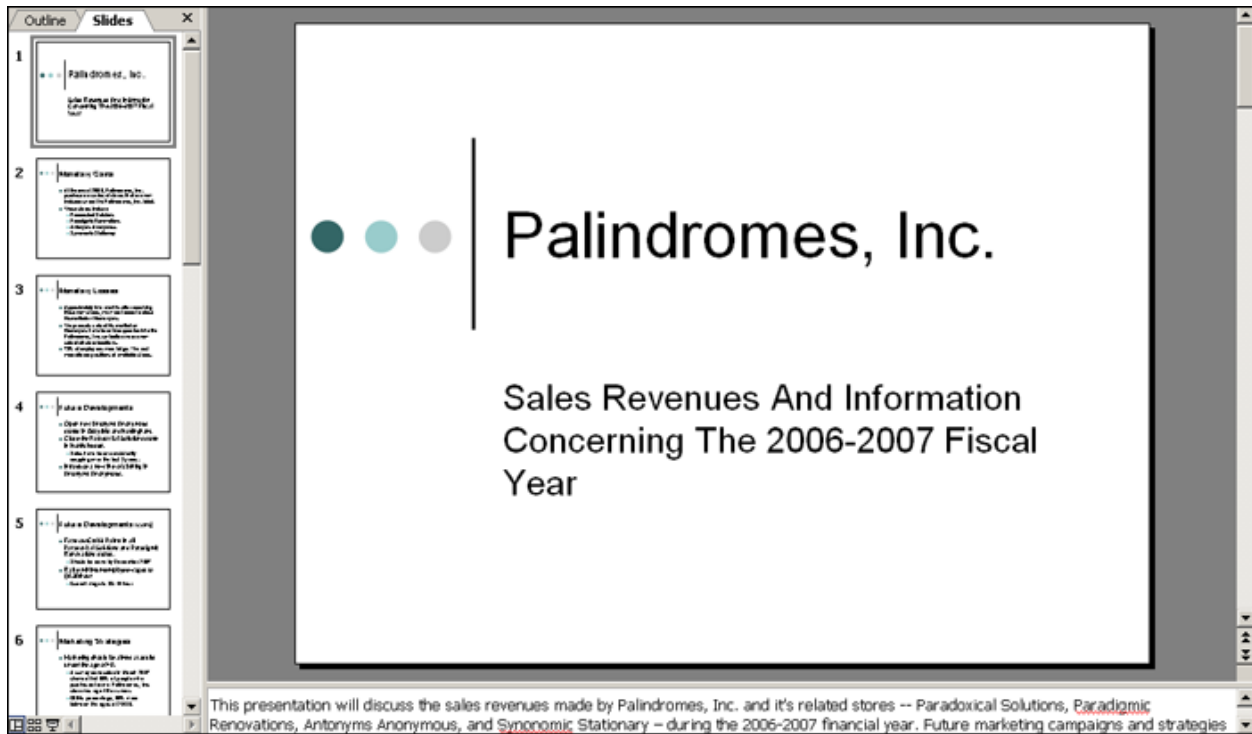
Follow these steps to change the way you view a presentation:

1. Click on **View** in the menu toolbar.
2. Choose a view from the list that displays.
  - a. Alternatively, shortcut icons for three views (Normal View, Slide Sorter View, and Slide Show View) appear on the **Status toolbar** directly beneath the **Outline/Slides Pane**.



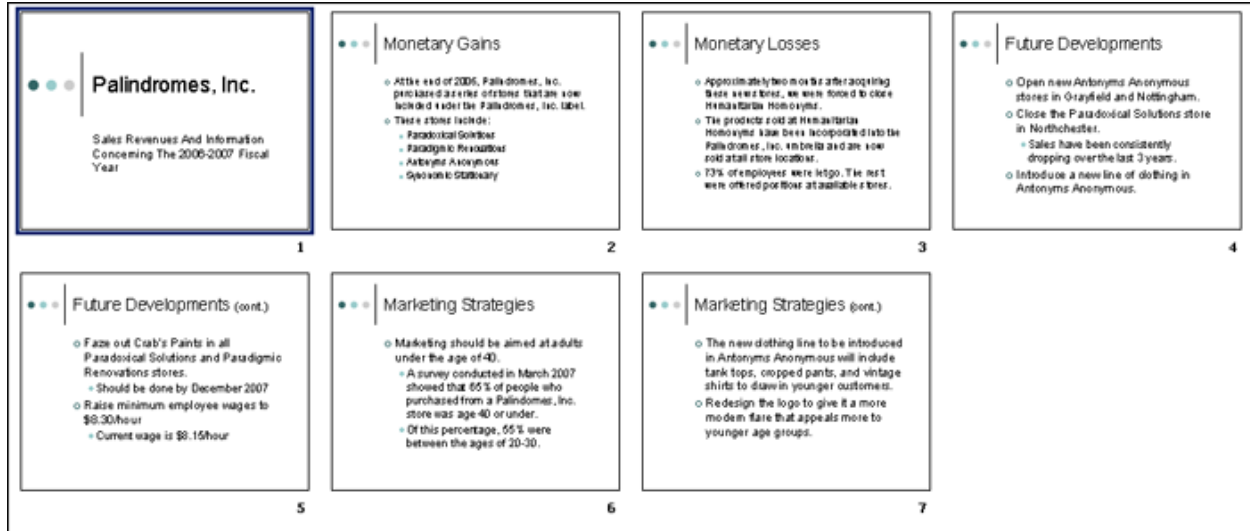
## Normal View

**Normal View** is the default view for a PowerPoint presentation. It consists of the Outline/Slides Pane, the Slide Pane, and the Notes Pane. You can resize the Outline/Slides Pane by clicking and dragging the right border left or right. To completely remove it, click the X in the top-right corner of the pane.



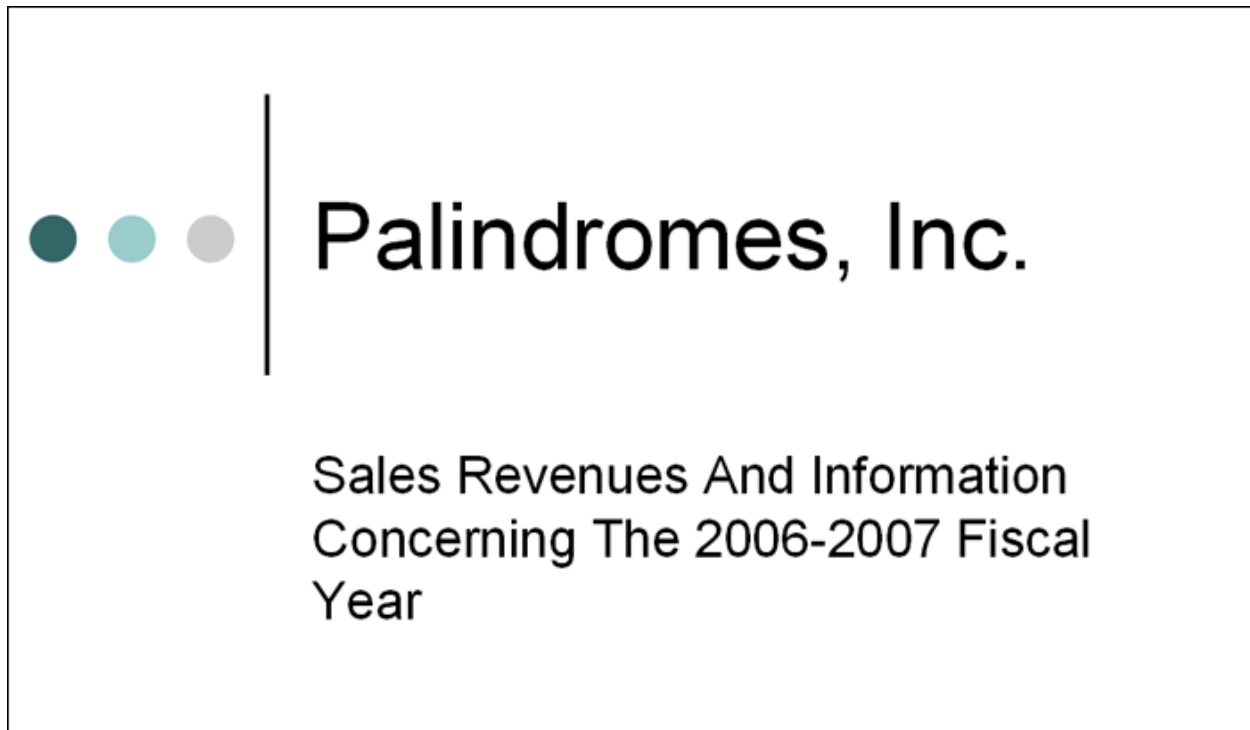
## Slide Sorter View

The **Slider Sorter View** allows you to view your slides in thumbnail form. You can rearrange or delete slides, as well as view any transitions you have added.



## Slide Show View

**Slide Show View** presents your slides as they would appear in an actual presentation. You can view all transition effects and movements added to your presentation and evaluate the flexibility of the slides.



## Notes Page View

**Notes Page View** shows your slides and any notes you have added below. You can use this view to edit notes better than in the Normal View, where the notes pane is very small.

Palindromes, Inc.

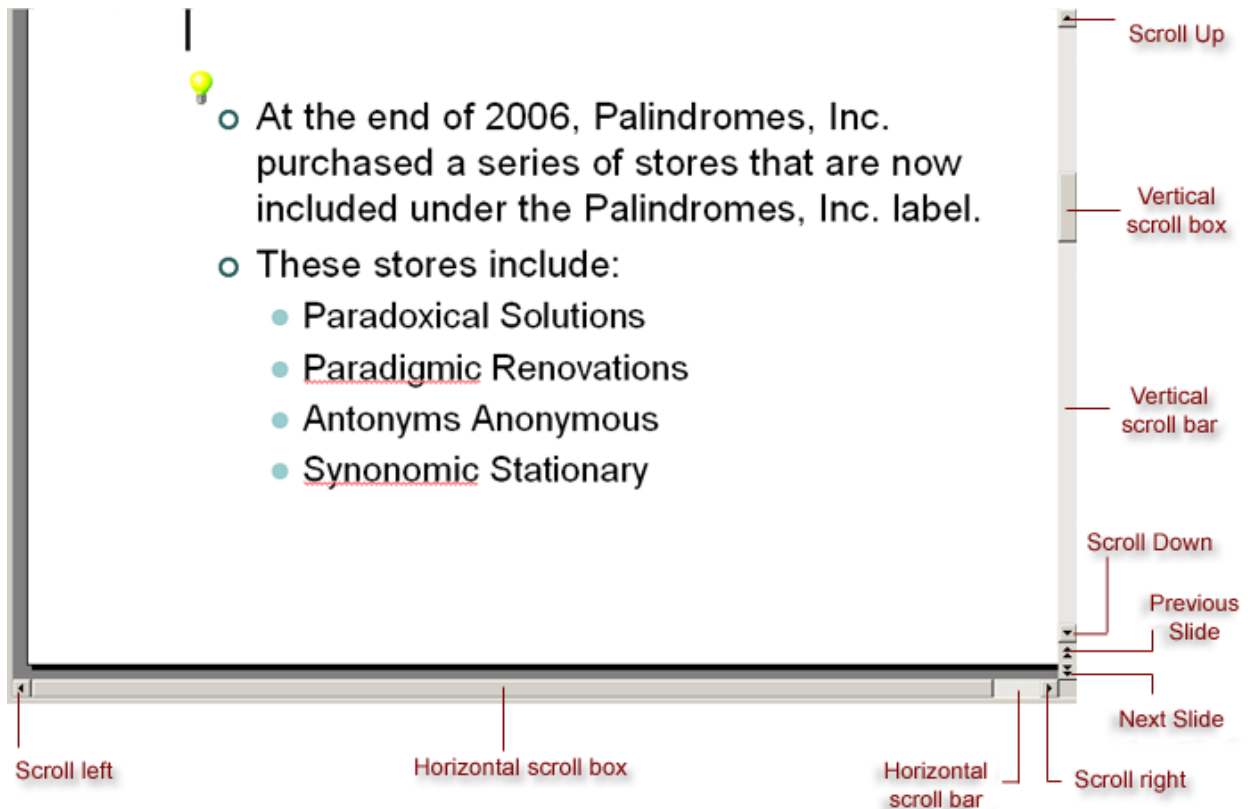
Sales Revenues And Information  
Concerning The 2006-2007 Fiscal  
Year

This presentation will discuss the sales revenues made by Palindromes, Inc. and it's related stores -- Paradoxical Solutions, Paradoxical Renovations, Antonyms Anonymous, and Synonymic Stationary -- during the 2006-2007 financial year. Future marketing campaigns and strategies will also be discussed.

1

## Using Scrollbars

Scrollbars are visible in all views except the Slide Show view (although you can use the navigational keys in that view to move between slides).



Scrollbars can also help you navigate quickly through a presentation. Here is a list of ways to move the scrollbar and the result:

Scrollbar Action	Result
Click the <b>Scroll Up</b> arrow	Scrolls up one slide
Click the <b>Scroll Down</b> arrow	Scrolls down one slide
Click the <b>Scroll Left</b> or <b>Scroll Right</b> arrows	Scrolls left or right approximately 0.5 inch
Click the <b>Vertical Scroll Bar</b> above or below the box	Scrolls to the previous or next slide
Drag the <b>Vertical Scroll Box</b>	Scrolls up or down a relative distance
Click the <b>Horizontal Scroll Bar</b> left or right of the box	Scrolls left or right on the same slide
Drag the <b>Horizontal Scroll Box</b>	Scrolls left or right a relative distance
Click the <b>Next Slide</b> button	Scrolls down one slide
Click the <b>Previous Slide</b> button	Scrolls up one slide