

CHAPTER TWO: VIEWING PRESENTATIONS

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

In addition, there are three other views which you can use to edit slides: **Slide Master View**, **Handout Master View**, and **Notes Master View**.

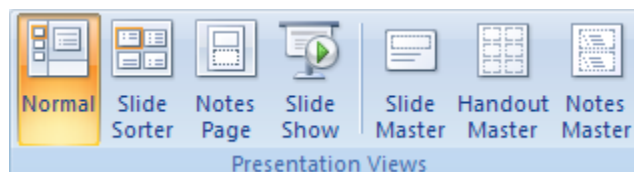
This Chapter Will Include:

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

Changing Presentation Views

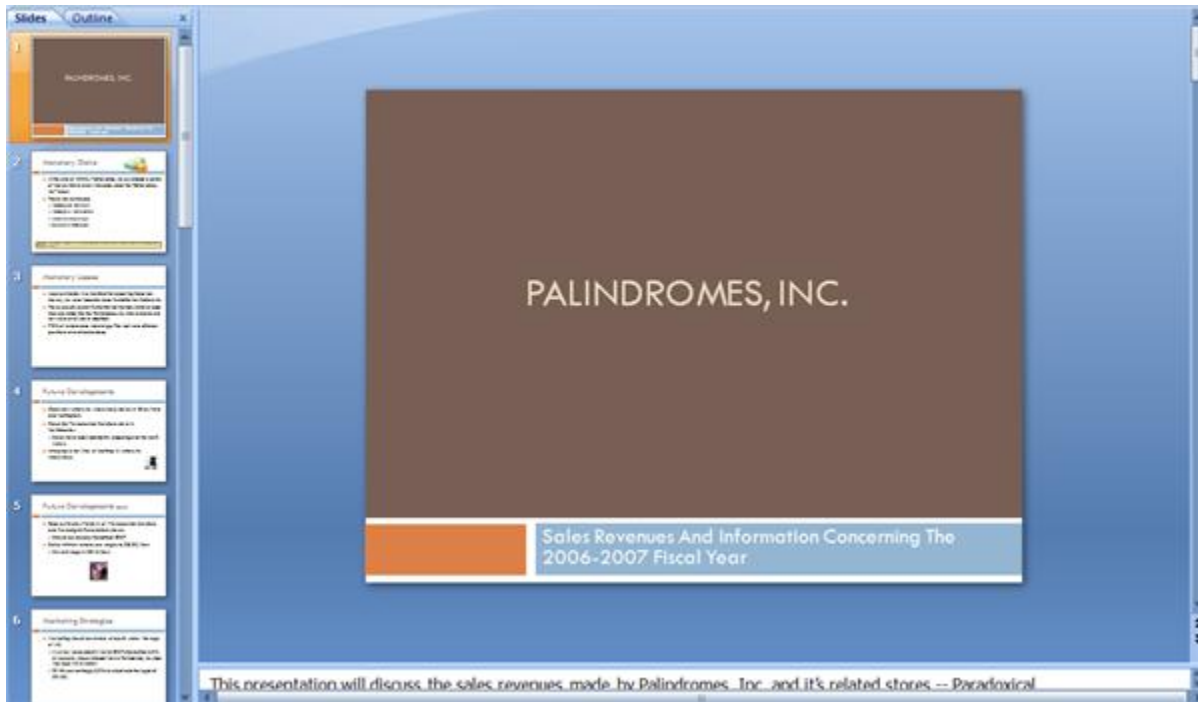
Follow these steps to change the way you view a presentation:

1. Click the **View** tab.
2. The **Presentation Views group** shows all eight views which you can switch between at any time. Additionally, the **Status Bar** displays icons of three views (Normal View, Slide Sorter View, and Slide Show View) which you can use as well.



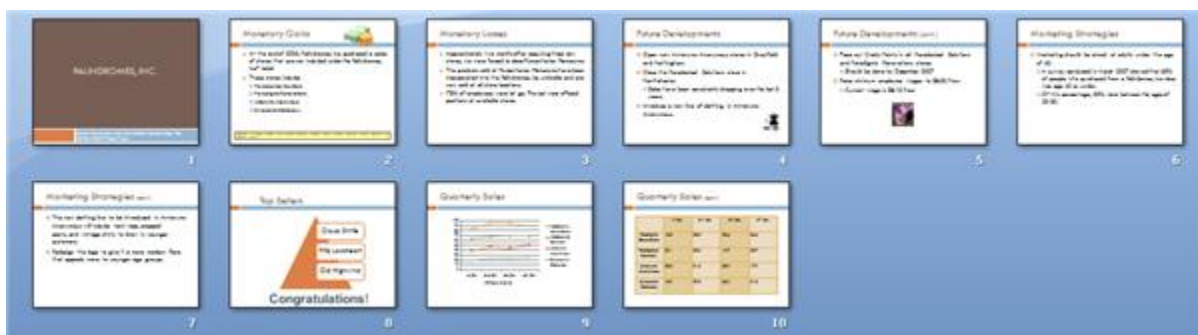
Normal View

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 **Slide 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.



Notes View

Notes 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.

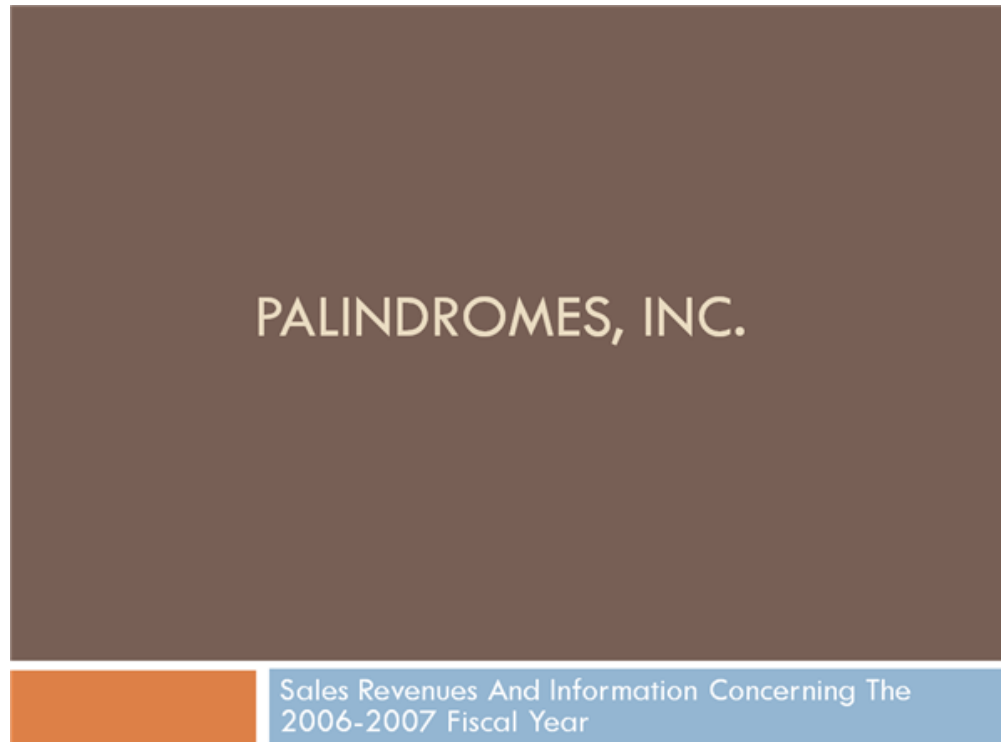
Sales Revenue And Information Concerning The 2006-2007 Fiscal Year

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

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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.



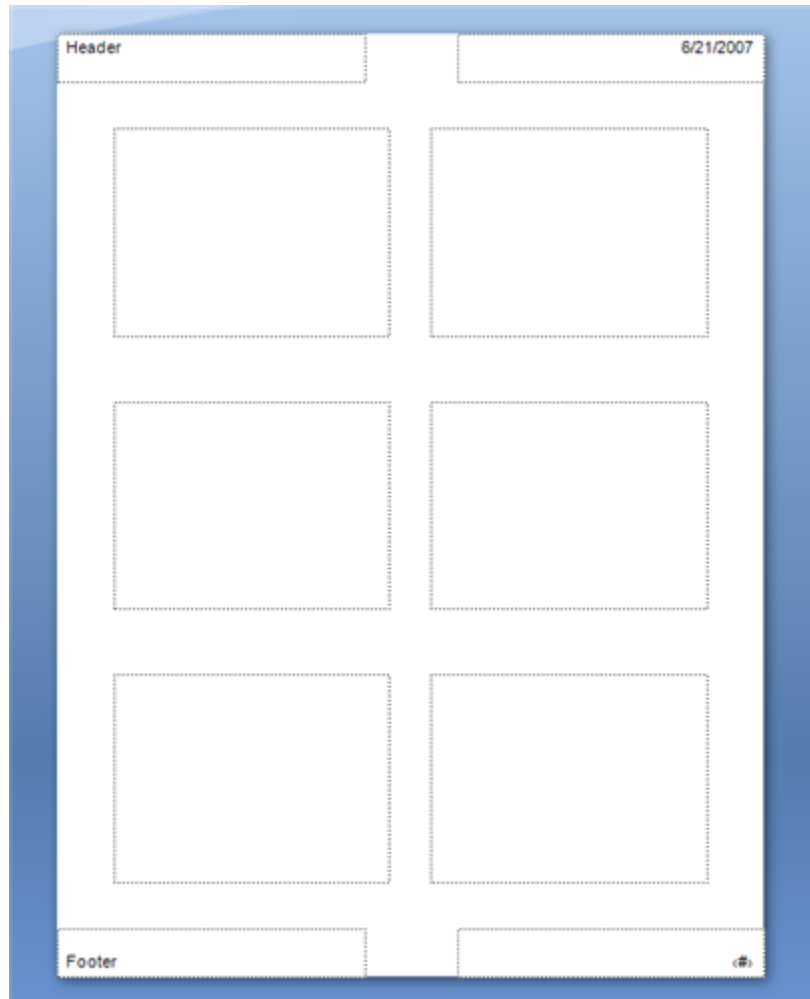
Slide Master View

Slide Master View allows you to customize the format of different slide types. This is useful if you want to apply the same specific format to multiple slides in a presentation. Additionally, a new tab on the Ribbon, known as the **Slide Master** tab, provides additional ways to customize slides. To exit Slide Master View, simply click the red **Close** button that appears on the Ribbon. PowerPoint will return to the **Home** tab.



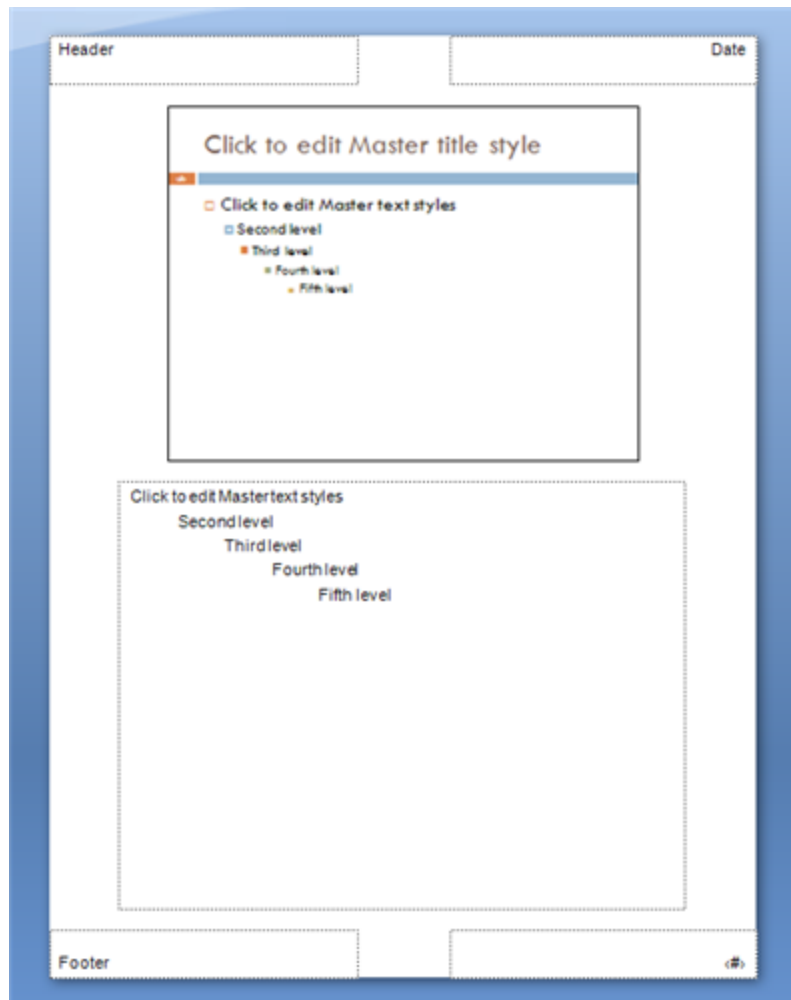
Handout Master View

The **Handout Master View** allows you to customize sheets that can be printed as handouts to distribute to others. You can add headers, footers, dates, and page numbers for easy organization. The **Handout Master** tab will also appear on the Ribbon to help customize your handouts.



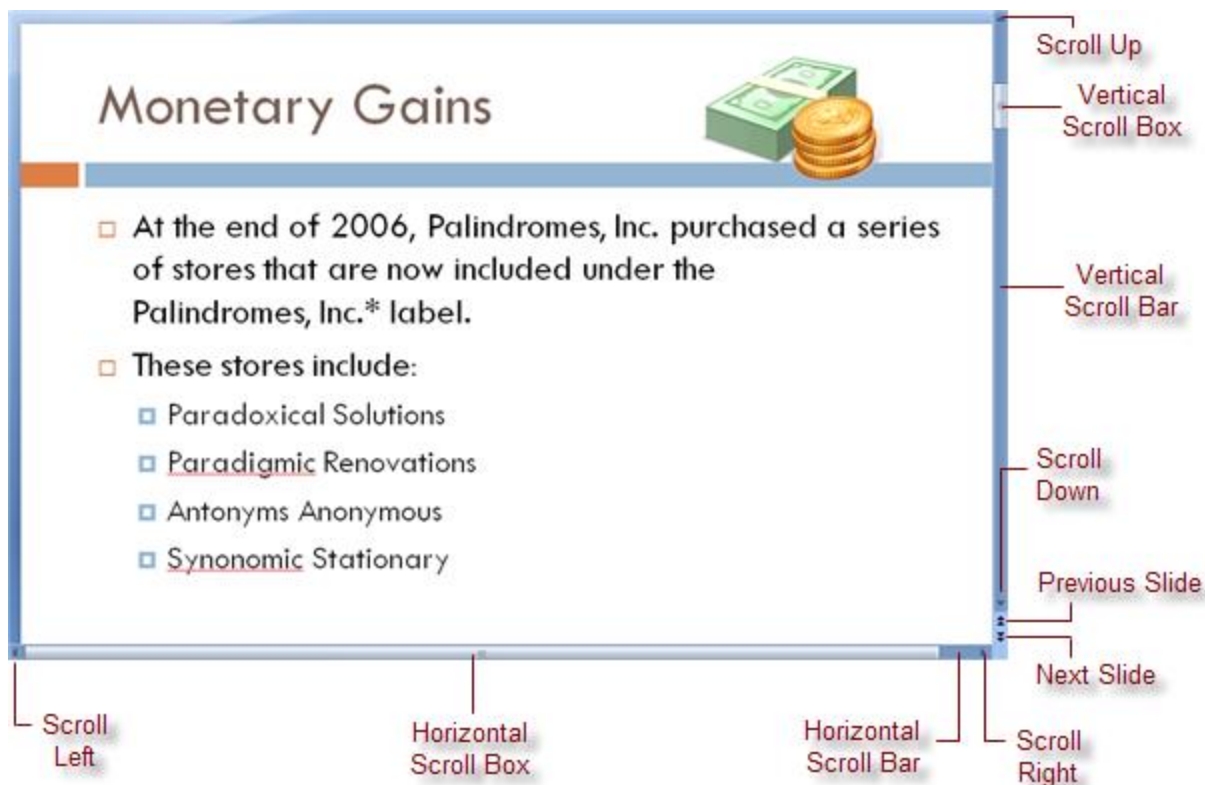
Notes Master View

As with the previous two views, the **Notes Master View** allows you to customize the appearance of the Notes View. The **Notes Master** tab on the Ribbon helps you customize notes.



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