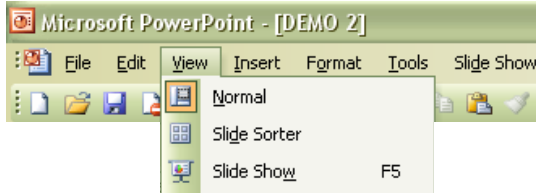


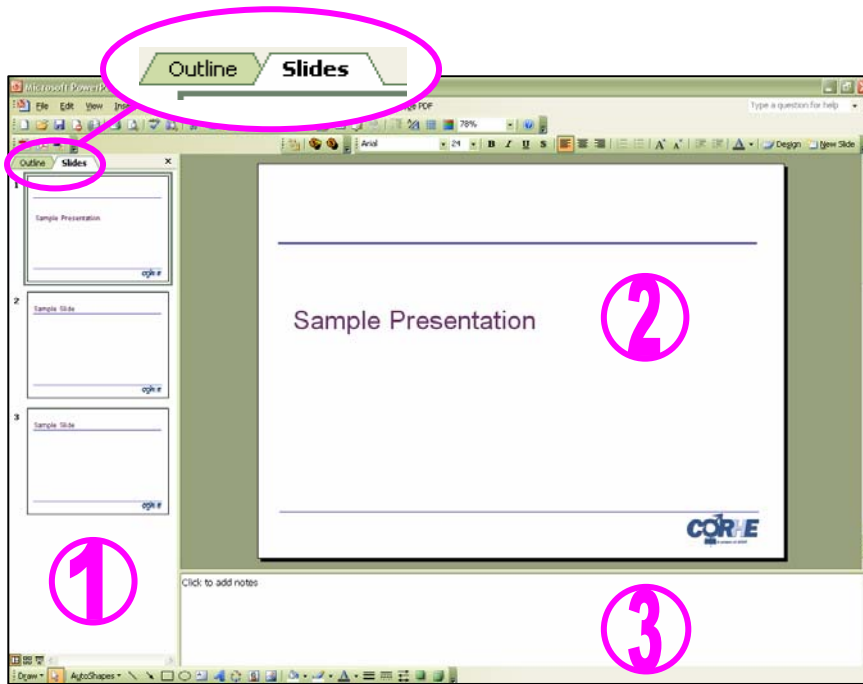
PowerPoint Tips: Using the Slide “Views”

There are three ways to view your slides in PowerPoint: normal view, slide sorter view, and slide show view. To switch between different views, click on the icons in the lower left of the screen or on the “view” tab on the top menu bar:



1. Normal View

This view shows you each slide in the presentation and the speaker notes attached to each slide.



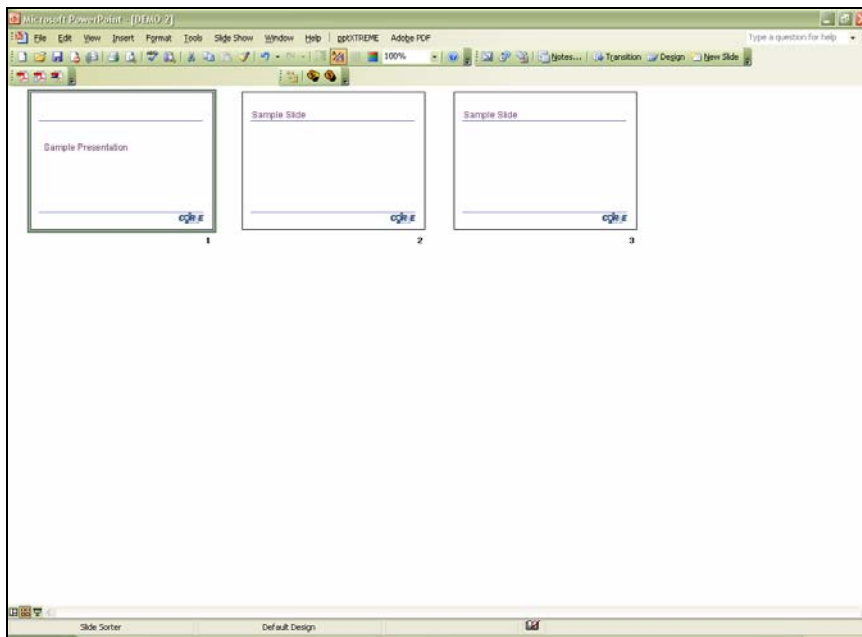
- ① In the slide tab you will see thumbnail images of your slides. If you switch to the outline tab you will see the text on each slide written in outline format. You may find the slide tab more helpful since some of the slides have little or no content on them.
- ② As you scroll through the thumbnails of your slides, the current slide will appear in the center slide pane. You can edit the content of the current slide while it is in the center slide pane.
- ③ The speaker notes for the current slide appear in the notes pane. You can edit the content of the notes in the notes pane.

To add or delete slides while in normal view, position your mouse over the selected slide in the slide pane. Right click to select the option you want.

To rearrange the order of the slides while in normal view, position your mouse over the slide you want to move in the slide pane. Click and hold down the left button of your mouse. With the button held, move your mouse to the new location where you want the slide to go. When you release the left button of your mouse, the slide will stay in its new location. This is called “drag-and-drop.”

2. Slide Sorter View

This view shows you each slide in the presentation. You cannot see the speaker notes attached to each slide in this view.



To add, delete, or rearrange slides in this view, follow the given instructions above for normal view.

3. Slide Show View

This is a full-screen view that shows you how the slides will look when you use them in your presentation. Any animation embedded in a slide will play as it would for your audience. (For more information about animation, please visit the Working with Animation section of the CORE site.) You cannot see the speaker notes attached to each slide in this view.

PLEASE NOTE: This information is very basic. For more detailed information about this topic, please refer to the appropriate section in Microsoft Office PowerPoint Help.