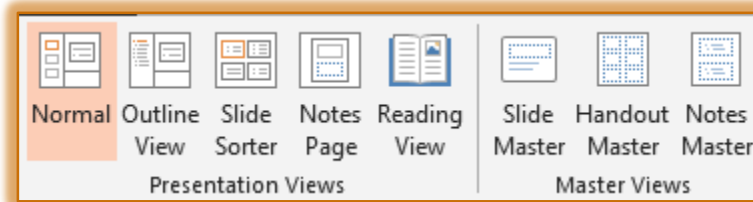


Presentation Views

There are several ways that a presentation can be viewed in PowerPoint. To access these views, click the **Views Tab** or the buttons on the **Views Toolbar**.

Views Tab

Once in the **Views Tab**, click the desired view in the **Presentation Views Group** or the **Master Views Group**. The table below provides a description of each of the PowerPoint views available under the **Views Tab**.

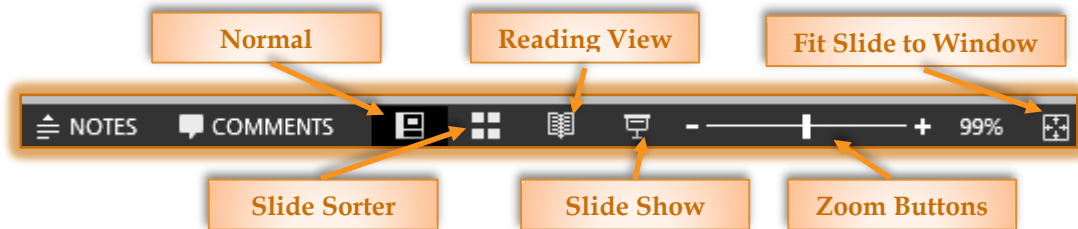


View	Description
Presentation Views Tab	
Normal	This is the default view for all PowerPoint presentations. In this view there are three different panes or tabs that can be displayed.
Slide Pane	This pane appears on the right side of the window. It shows how the slide will look when the slide show is presented.
Notes Pane	To insert speaker notes into the presentation, use this pane. It appears at the bottom of the window directly below the Slide Pane.
Slide View Pane	Use this pane to see a thumbnail view of each of the slides. This tab appears on the left side of the window and can be used to select a slide or to move slides to a different location. This tab will display by default when the PowerPoint program is opened.
Outline View	To display just the text that is in each of the text placeholders, select this view. The pane will appear on the left side of the window. Objects, such as clip art, Word Art, Shapes, and Text Boxes will not display when this tab is selected.
Slide Sorter	Use this view to see all the slides in the presentation at one time. Viewing the slides in this view makes it easier to rearrange the order of the slides.
Notes Page	The notes page view is used to display the speaker notes that have been created. The slide that the notes represent will display at the top of the page and the notes will appear at the bottom.
Reading View	To view the presentation as a slide show that fits within the window, select this view.
Master Views Tab	
Slide Master	To change the design and layout of the master slides in the presentation, click this button. The Slide Master Ribbon will display along with the different slide layouts that are available for the presentation. Changes can be made to each of the masters.

View	Description
Handout Master	When changes need to be made to the handout masters, click this button. The Handout Master Ribbon will display. This ribbon can be used to make changes to the handout masters.
Notes Master	This button is used to make changes to the Notes Master. This is the layout that is used in Notes Page View. The Notes Master Ribbon , which is used to make changes to the Notes Master, will display in this window.

Views Toolbar

This toolbar provides different views of a PowerPoint presentation. The table below describes the options that are available when clicking the buttons on this toolbar.



View	Description
Notes	To display the Notes Pane in Normal View, select this option.
Comments	When comments have been added to a presentation, this button can be selected to display the comments.
Normal View	This is the default view for all PowerPoint presentations. In this view there are three different panes that can be displayed.
Slide Pane	This pane appears on the right side of the window. It shows how the slide will look when the slide show is presented.
Notes Pane	To insert speaker notes into the presentation, use this pane. It appears at the bottom of the window directly below the Slide Pane.
Slide View Pane	Use this pane to see a thumbnail view of each of the slides. This tab appears on the left side of the window and can be used to select a slide or to move slides to a different location.
Slide Sorter	Use this view to see all the slides in the presentation at one time. Viewing the slides in this view makes it easier to rearrange the order of the slides.
Reading View	To view the presentation as a slide show that fits within the window, select this view.
Slide Show	Click this view option to start the slide show. The slides will fill the whole window when the slide show is being presented.
Zoom	Select these buttons to enlarge or reduce the size of the PowerPoint slide.
Fit Slide to Window	This button is used to fit a slide to the PowerPoint window if it is too small or too large for viewing.