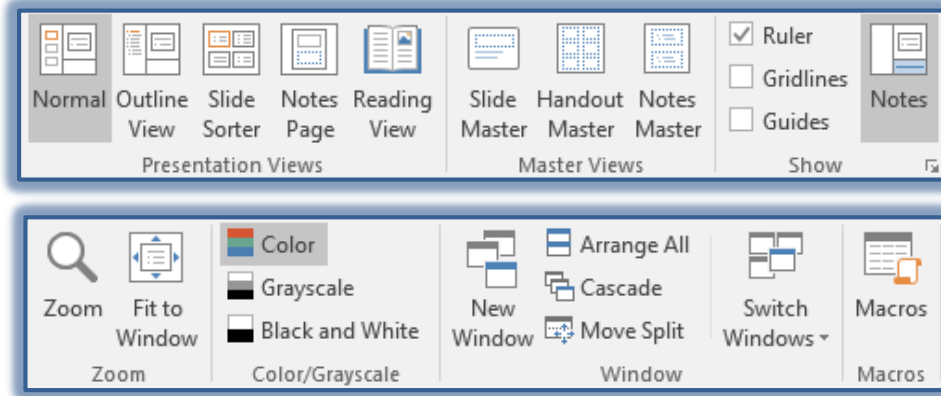


PowerPoint View Tab

When working with PowerPoint, this tab is used to view the presentation in different formats, it is also used to view more than one PowerPoint window at a time, or to decide whether to display the ruler within the window. This document lists each of the groups and buttons on the ribbon for this tab. A description of each of the buttons on the ribbon is also provided.



Groups/Buttons	Description
Presentation Views Group	
Normal	This is the default view for all PowerPoint presentations. In this view, the slide pane and thumbnails of the slides will be displayed.
Outline View	Click this button to view the presentation as an outline. The outline will appear in the frame to the left of the slide pane. It will replace the slides pane.
Slide Sorter	To view the slides as thumbnails, click this button. The slides will appear in columns and rows. This format makes it easy to rearrange the slides.
Notes Page	When this view is chosen, the slides appear at the top of the page and the speaker notes that have been entered for the presentation will show at the bottom of the page.
Reading View	This view is used to view the presentation as a slide show that fits within the window.
Master Views Group	
Slide Master	Click this button to change the design and layout of the slide masters. These masters are the ones that each slide in the presentation is based on. The changes affect what is displayed on all the slides with that layout in the presentation. Animations and transitions can be added in the slide master. The top, larger slide is used to change options for all the slides in the presentation no matter what the layout.
Handout Master	To change the design and layout of the printed handouts for a presentation, click this button.
Notes Master	This button is used to change the way the notes page is displayed and printed.
Show Group	
Ruler	To display the horizontal and vertical ruler in the PowerPoint window a check mark must appear in the check box for this option.

Groups/Buttons	Description
Gridlines	Click the check box for this option to display gridlines in a presentation. The gridlines are used to align objects on a slide.
Guides	Use this option to show adjustable drawing guides to which objects can be aligned on the slide.
Notes	Click this button to add speaker notes to a presentation. These notes can be used for quick reference during a presentation.
Zoom Group	
Zoom	To specify the zoom level for viewing the slide in the PowerPoint window, click this button. The Zoom dialog box will display where zoom levels may be specified.
Fit to Window	This button is used to zoom the presentation so that the slide fills the window.
Color/Grayscale Group	
Color	To view the presentation in color, choose this option. This is the default option for viewing presentations.
Grayscale	This button is used to view the presentation in grayscale. Gray-scale shows the presentation in black and white with gray tones.
Black and White	When this option is chosen, the presentation will be shown in black and white without any gray tones.
Window Group	
New Window	To open a new PowerPoint window, click this button. A new window will open with the same presentation. The presentation will have a number after the name.
Arrange All	Click this button to tile the open windows on the screen side-by-side.
Cascade	Use this button to tile the open windows so that they overlap vertically on the screen.
Move Split	This option is used to move the splitters that separate the different sections of the window.
Switch Windows	Click this button to switch from one window to another window. A list of the open windows will display when the button is clicked.
Macros Group	
Macros	These are miniature programs that are used to perform specified tasks within a program. Examples of Macros are Ctrl + P for print or Ctrl + S for save. When this button is clicked, a list of macros will be displayed.