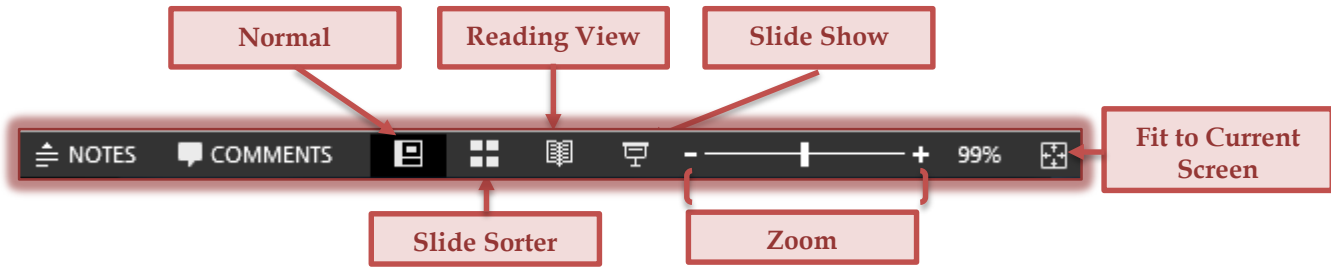


VIEW PRESENTATION-USE VIEW TOOLBAR

The View Buttons are located at the bottom of the PowerPoint window on the right side. The table below explains each of the buttons and what they are used for.



| View | Description |
|------------------------------|--|
| Notes | Click this button to add speaker notes to a presentation. These notes can be used for quick reference during a presentation. |
| Comments | Use this button to open the Comments Task Pane and to add Comments to the presentation. A comment is a description that does not normally display as part of the slide show. It can be used to clarify information that may be difficult to understand, to pose questions, or to communicate suggestions about the presentation. |
| Normal | This is the default view for all PowerPoint presentations. In this view, the slide pane and thumbnails of the slides will be displayed. |
| 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. |
| Reading View | 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. |
| Slide Show | This view is used to view the presentation as a slide show that fits within the window. |
| Zoom | This button is used to zoom the presentation so that the slide fills the window. To increase or decrease the size of the slide, click the plus (+) or minus (-) symbols or move the slider on the zoom line. |
| Fit to Current Screen | 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. |