











Outline View

The Outline view provides opportunities for entering information into a presentation and also for moving around the presentation. To display the **Outlining** toolbar:

- ❖ Click the **Outline** tab in the frame on the left side of the window in **Normal View**.
- ❖ Click **View** on the **Menu Bar**.
- ❖ Choose **Toolbars** from the list of options.
- ❖ Click **Outlining** in the list of toolbars.
- ❖ The **Outlining** toolbar will display along the left side of the **Outline** pane.
- ❖ For an explanation of the buttons on this toolbar, refer to the table below.

Outlining Toolbar

Button		Used to
Promote		Move a bulleted item back one level.
Demote		Move a bulleted item forward one level.
Move Up		Move selected text up one line at a time.
Move Down		Move selected text down one line at a time.
Collapse		Collapse an outline so just the title for the selected slide is displayed.
Expand		Expand the outline so that the title slide and related items for one slide are displayed.
Collapse All		Collapse all the slides in the outline pane so that only the title for each slide is displayed.
Expand All		Expand all the slides in the outline pane so that the titles and related text are displayed.
Summary Slide		Insert a new slide, called Summary, at the location of the insertion point.
Show Formatting		Show how the text is formatted on the slides.

Editing Text in the Outline View Pane

This pane provides the easiest way to edit text. All that needs to be done is:

- ❖ Move the insertion point to the desired text in the **Outline Pane**.
- ❖ Do one of the following:
 - Insert the next text.
 - Select the text to be changed and input the new text.
- ❖ To **Delete** characters to the right of the insertion point, press the **Delete** key.
- ❖ To **Delete** characters to the left of the insertion point, press the **Backspace** key.
- ❖ To enlarge the Outline view, drag the divider between the two frames to the right while in Normal view.

Auto Word Select

- ❖ When text is selected, PowerPoint selects whole words.
- ❖ To select single characters:
 - Select **Tools** from the **Menu Bar**.
 - Select **Options** from the list of choices.
 - Click the **Edit** tab in the **Options** dialog box.
 - Click the check box beside **When selecting, automatically select entire word**.
 - Click **OK**.

Moving a Line in Outline View

While working in Outline View, it will sometimes be necessary to rearrange the order of slides. One way to accomplish this is to drag the slide by the slide icon, located next to the slide title on the Outline.

Moving a Paragraph/Line Up in the Outline

- ❖ Select the paragraph/line to be moved.
- ❖ Click the **Move Up** button until the text is in the desired position.

Moving a Paragraph/Line Down in the Outline

- ❖ Select the paragraph/line to be moved.
- ❖ Click the **Move Down** button until the text is in the desired position.

Rearranging Slides in an Outline

To rearrange slides in Outline View, the drag-and-drop method or the Cut and Paste method may be used. In the Outline Pane of Normal View or in Outline View, it is possible to use the Move Up and Move Down buttons to move selected slides within the outline.

Using Move Up and Move Down

- ❖ Click the **Normal View** button and then click the **Outline** tab.
- ❖ Display the Outlining toolbar, if necessary, by using the method described earlier.
- ❖ Click the slide icon of the slide to be moved. This icon is located next to the slide number in the outline.
- ❖ Choose one of the following options:
 - Click the **Move Up** button to move the slide up.
 - Click the **Move Down** button to move the slide down.
- ❖ Repeat the above process until the slide is in the desired location.



Using Cut and Paste

- ❖ Click the **Normal View** button and then click the **Outline** tab.
- ❖ Display the **Outlining** toolbar, if necessary, by using the method described earlier.
- ❖ Select the slide that is to be moved, by clicking the slide icon.
- ❖ Do one of the following:
 - Click the **Cut** button on the **Standard** toolbar (see illustration).
 - Select **Edit, Cut** from the **Menu Bar**.
- ❖ Click the location where the slide is to be moved to.
- ❖ Do one of the following:
 - Click the **Paste** button on the **Standard** toolbar.
 - Select **Edit, Paste** from the **Standard** toolbar.



Changing the Text's Outline Level

All presentations in PowerPoint are arranged in a multilevel outline format. The slides are the top level of the outline and the contents of the slide are at the subordinate level. Some slides have multiple levels of subordination, indicated by the bulleted list within each slide. The level of an object in Outline view can be changed using either the Tab key or the Outlining toolbar.

Demoting a Paragraph in an Outline

- ❖ Place the insertion point in the line to be changed.
- ❖ Do one of the following:
 - Press the **Tab** key.
 - Click the **Demote** button on the **Outlining** toolbar (see illustration).



Promoting a Paragraph in an Outline

- ❖ Place the insertion point in the line to be changed.
- ❖ Do one of the following:
 - Press the **Shift + Tab** key.
 - Click the **Promote** button on the **Outlining** toolbar (see illustration).



Collapsing and Expanding Slides in an Outline

It is possible to collapse an outline so just the major points (slide titles) are displayed. By the same token, it is possible to expand the outline so that all the major points and subordinate points are displayed. To do this:

- ❖ Click the **Normal View** button and then click the **Outline** tab.
- ❖ Choose one of the following options:
 - Click the **Collapse** button to collapse the selected slide, the slide where the mouse pointer is located.
 - Click the **Expand** button to expand the selected slide, the slide where the mouse pointer is located.
 - Click the **Collapse All** button to collapse all the slides in the presentation.
 - Click the **Expand All** button to expand all the slides in the presentation.
- ❖ For an illustration of each of these buttons, see the table, **Outlining Toolbar** earlier in this document.

Creating a Summary Slide

- ❖ Click the **Normal View** button and then click the **Outline** tab.
- ❖ Open the **Outlining** toolbar, if necessary.
- ❖ Click the **Summary Slide** button on the **Outlining** toolbar.
- ❖ A slide will appear after the first slide with a listing of the Titles of each selected slide.