

POWERPOINT VIEWS

There are several different ways that a presentation can be viewed in PowerPoint. These options are described in this table.

View	Description
Normal View	This view is the main editing view in PowerPoint. It is used to write and edit the presentation. There are three main working areas in this view. On the left side of the window, there are tabs that alternate between an Outline of the text or slides displayed as a thumbnail.
Slide Pane	This view is used to add text, insert pictures, tables, charts, drawing objects, text boxes, movies, sounds, hyperlinks, and animations. This is what displays on the right side of the window.
Slide Tab	This tab displays the slides in a presentation as thumbnail-sized images. This option makes it easy to navigate through the presentation. It is possible to rearrange, add, or delete slides using this tab. This option displays animation effects, along with any objects, such as text boxes or graphics, that are used in the presentation.
Outline Tab	This tab displays the presentation in an outline form. This area is a great place to input the text portion of the presentation. It is also possible to move text and slides around using this tab. Text boxes, graphic images, or other objects will not display in this tab.
Slide Sorter View	This view provides an overall picture of the presentation. The pictures are displayed in thumbnail-size images. With this view it is easy to reorder, add, or delete slides and to preview transition and animation effects.
Slide Show View	This view presents the slides one at a time with all the slide transitions, animations, etc. It is used when it is time to rehearse or give the presentation.
Notes Pane View	This option is used to add notes that relate to the contents of a slide. It is possible to print out a copy of this view to use for reference when presenting the slide show.