

Presentation Views

There are several ways that a presentation can be viewed in PowerPoint. To access these views, click the **Views Tab**. Once in the **Views Tab**, click the desired view in the **Presentation Views Group**. The table below provides a description of each of the available PowerPoint views.



View	Description
Normal	This is the default view for all PowerPoint presentations. In this view there are four different panes or tabs that can be displayed. This button can also be accessed by using the View Buttons Toolbar at the bottom of the PowerPoint window.
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 Tab	Use this pane to see a thumbnail view of each of the slides. This tab 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 Tab	To display just the text that is in each of the text placeholders, click this tab. 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. This button can also be accessed by using the View Buttons Toolbar at the bottom of the PowerPoint window.
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.
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. This button can also be accessed by using the View Buttons Toolbar at the bottom of the PowerPoint window.
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 being used in the presentation. Changes can be made to each of the masters.
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.