

VIEWING A PRESENTATION

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
Normal	This is the default view for working in PowerPoint. It provides three different ways of looking at the presentation:
Outline	This option displays the presentation in an outline format. To display the outline view, click the Outline tab in the left frame.
Slide	This option shows how the slide will look when it is presented. To display the outline view, click the Slide tab in the left frame.
Notes	This view contains information about the slide that can be used during the presentation.
Slide Sorter	This view shows all the slides in a miniature form. It is used to rearrange the slides.
Slide Show	This view shows the presentation with all the animation, transitions, and so forth. It is used to present the show after it has been created.