






Microsoft PowerPoint: Understanding the Different Views

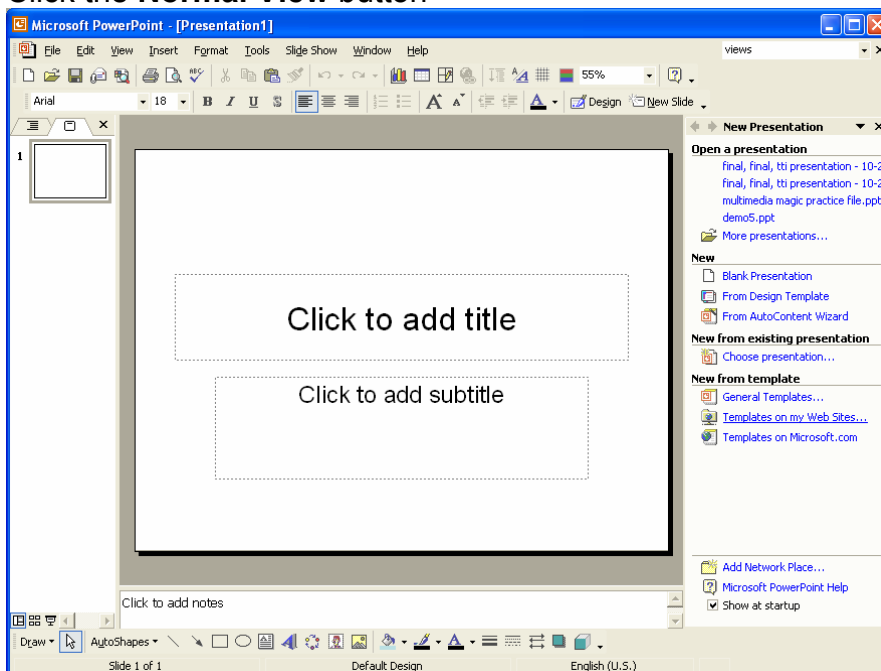
Microsoft PowerPoint has three main views: normal view, slide sorter view, and slide show view.

	Normal View
	Slide Sorter View
	Slide Show View

Normal view

Normal View is the main editing view, which is used to write and design a presentation. The view has three working areas: on the left, tabs that alternate between an outline of slide text (Outline Tab) and slides displayed as thumbnails (Slides Tab); on the right, the slide pane, which displays a large view of the current slide; and on the bottom, the notes pane.

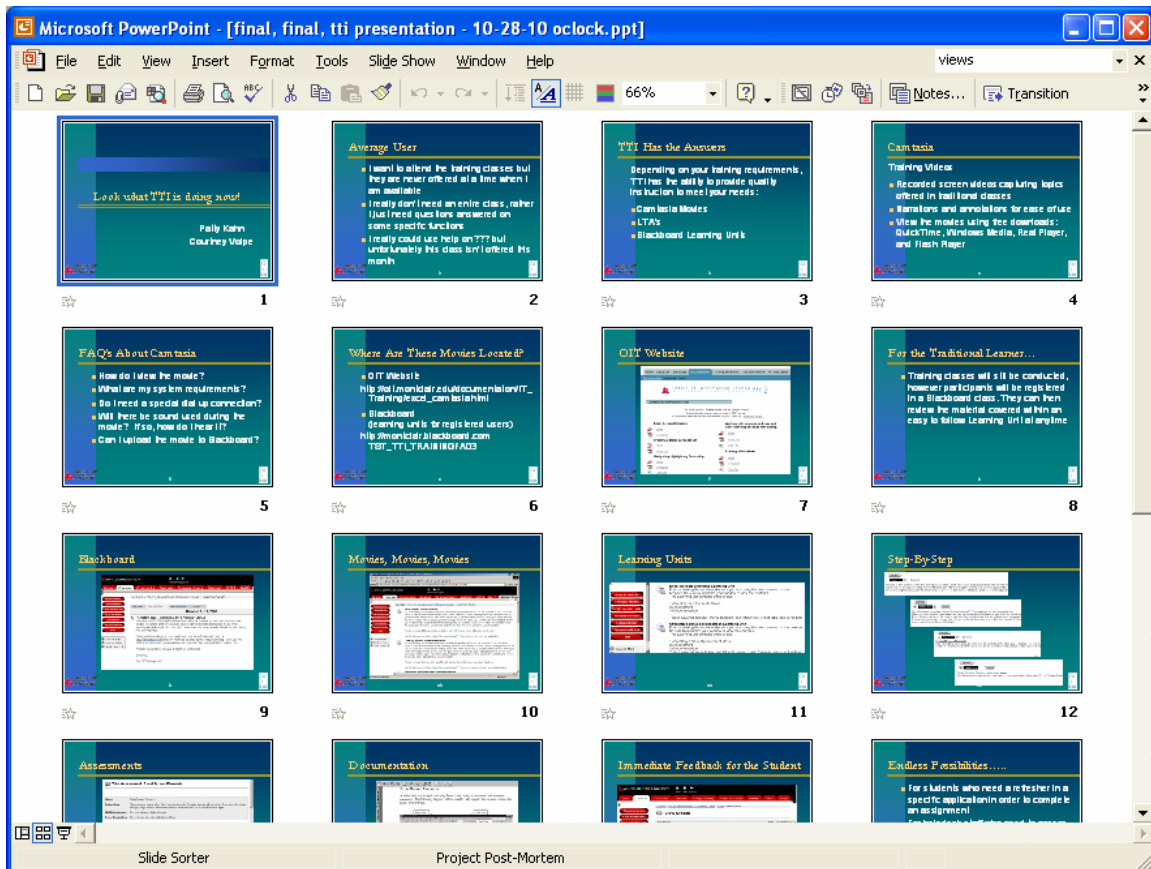
To Navigate to Normal View:
Click the **Normal View** button



Slide Sorter View

Slide Sorter View is an exclusive view of the slides in thumbnail form.

To Navigate to Slide Sorter View:
Click the **Slide Sorter View** button



When finished creating and editing a presentation, Slide Sorter View gives an overall picture of it, making it easy to reorder, add, or delete slides and preview transitions and animation effects.

Slide Show View

Slide Show View takes up the full computer screen, like an actual slide show presentation. In this full-screen view, the presentation is shown the way it will be seen by the audience. Graphics, timings, movies, animated elements, and transition effects are shown how they will look in the actual show.

To Navigate to Slide Show View:

Click the **Slide Show View** button

To Exit the Slide Show:

Press the **ESC** key on the keyboard

