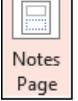


Microsoft PowerPoint 2013: Views

The PowerPoint Views

When putting a presentation together, it can be helpful to work with your presentation from different views. For example, if you want to edit the content of your slide, you would want to use the Normal view. You can access most of the available views from the View command tab.

View	Icon	Action
Normal		Shows your slide as it will appear during the presentation. You are allowed to edit your slide from this view.
Outline View		Shows you the text of your slides in a larger outline format than the Normal view. You can organize information using drag-and-drop within outline view.
Slide Sorter		Presents miniatures of each slide, allowing you to reorder the slides and add builds within them and/or transitions between them.
Notes Page		Illustrates what speaker notes and audience notes will look like.

Using the Slide Sorter View

In the Slide Sorter view, you see a miniature of each slide. The Slide Sorter view not only gives you a great view of your presentation as a whole, but it also lets you rearrange and hide your slides. If you wish to increase or decrease the size of the slides you are reviewing, you can adjust the view by zooming in and out as necessary.

Rearranging Slides: Dragging and Dropping

Dragging and dropping selected slides is an easy way to move slides anywhere in your presentation.

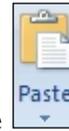
1. From the **View** tab, in the **Presentation Views** grouping, click **Slide Sorter** or In the lower right corner of the window, click **Slide Sorter** 
2. Select the slide(s) you want to move. To select contiguous slides, press and hold [**Shift**] while clicking the first and last slides in the desired range. To select non-contiguous slides, press and hold **Ctrl** while clicking each desired slide.
3. Click and hold the selected slide(s)
4. Drag the slide(s) into the appropriate position. A line appears between the slides indicating the placement of the selected slide(s).

5. Release the mouse button. The slide(s) appear in a new location.

Rearranging Slides: Cut and Paste

Cutting and pasting slides may work best for large presentations when you may be unable to see the new location on the screen.

1. From the **View** tab, in the **Presentation Views** group, click **Slide Sorter** or in the lower right corner of the window, click **Slide Sorter** 
2. Select the slide(s) you wish to move. To select contiguous slides, press and hold **[Shift]** while clicking the first and last slides in the desired range. To select non-contiguous slides, press and hold **[Ctrl]** while clicking each desired slide.
3. From the **Home** tab, in the **Clipboard** grouping, click **Cut**  or Right click the slide(s), select **Cut**
4. Click in the space where you want the slide(s) inserted. A line appears between the slides indicating the placement of the selected slide(s).

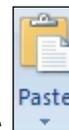


5. From the **Home** tab, in the **Clipboard** grouping, click **Paste** or Right click the location, select **Paste**. The slide(s) appear in the new location.

Rearranging Slides: Copy and Paste

When you want to duplicate a slide's appearance, using the copy and paste method from the Slide Sorter view works well. You can duplicate a slide and all of its formatting without having to specify each element individually. You can easily manage the placement of the duplicated slides, as well.

1. From the **View** tab, in the **Presentation Views** grouping, click **Slide Sorter** or In the lower right corner of the window, click **Slide Sorter** 
2. Select the slide(s) you wish to copy. To select contiguous slides, press and hold **[Shift]** while clicking the first and last slides in the desired range. To select non-contiguous slides, press and hold **Ctrl** while clicking each desired slide.
3. From the **Home** tab, in the **Clipboard** group, click **Copy**  or Right click the slide(s), select **Copy**
4. Click in the space where you want the slide inserted

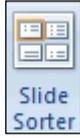


5. From the **Home** tab, in the **Clipboard** grouping, click **Paste** or Right click the location, select **Paste**. The slide(s) appear in a new location.

Hiding Slides

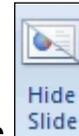
When giving your presentation, you may decide to not present certain slides, but you do not want them deleted. PowerPoint allows you to hide selected slides so they will not appear during the slide show. Hiding your slides will not delete them, so if you decide to include the hidden slide, you can easily show it.

1. From the **View** tab, in the **Presentation Views** grouping, click **Slide Sorter**



or In the lower right corner of the window, click **Slide Sorter** 

2. Select the slide(s) you wish to hide. To select contiguous slides, press and hold [**Shift**] while clicking the first and last slides in the desired range. To select non-contiguous slides, press and hold [**Ctrl**] while clicking each desired slide.



3. From the **Slide Show** tab, in the **Set Up** grouping, click **Hide Slide** or Right click the selected slide(s), select **Hide Slide**. A gray crossed-out box appears over the slide number indicating the slide will not show during the slide show.

Showing (Unhiding) Slides

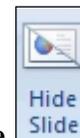
The **Hide Slide** button acts as a toggle between showing and hiding selected slides. If a slide is currently shown, clicking the button will hide it. If a slide is currently hidden, clicking the button will show (unhide) it.

1. From the **View** tab, in the **Presentation Views** grouping, click **Slide Sorter**



or In the lower right corner of the window, click **Slide Sorter** 

2. To show a hidden slide, select the hidden slide



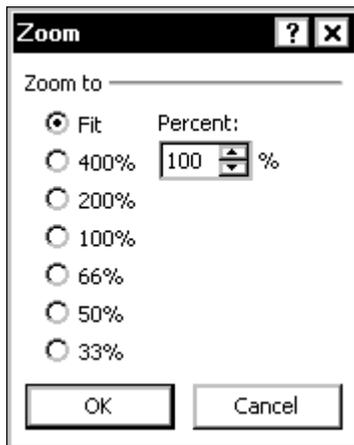
3. From the Slide Show tab, in the Set Up group, click **Hide Slide** or Right click the selected slide, deselect **Hide Slide**. The slide will now be shown.

Adjusting the View

To make certain formatting decisions, you may need to increase or decrease the size of the Slide Sorter view in order to view all of the slides appropriately.

Dialog Box Option

1. From the View tab, in the Presentation Views group, click **Slide Sorter**  or
In the lower right corner of the window, click **Slide Sorter** 
2. From the **View** tab, in the **Zoom** group, click **Zoom**  The Zoom dialog box appears.



3. Select the desired zoom level or In the **Percent** text box, type a percent or use the nudge buttons
4. Click **OK**

Adjusting the View: Slide Bar Option

1. From the **View** tab, in the **Presentation Views** grouping, click **Slide Sorter**  or
In the lower right corner of the window, click **Slide Sorter** 
2. In the lower right corner of the window, click and drag the slide bar to the desired zoom level.



Viewing Your Presentation Outline

In the Outline tab, PowerPoint displays your presentation as an outline made up of the titles and main text from each slide. The main text is indented under the slide title.

Working in the Outline view allows you to see a textual outline of your entire presentation. The Outline view also makes it easy to rearrange your points, move slides from one position to another, and apply formatting changes.

View Options in the Outline View

In the Outline view, you can work with your text formatted as it would appear in the presentation or in plain text. Working with plain text allows you to see more of your presentation at once. You can also print with formatted text or plain text, depending on your view.

Switching between Plain Text and Formatted Text

1. The **View** tab, **Presentations Views** grouping, **Outline View**.
2. In the Outline pane, select one of your slides by clicking the box next to it. The text for that slide is highlighted. No matter which slide you select, formatting will be displayed for all slides in your presentation.
3. Right click the highlighted text, select **Show Text Formatting**. The Show Text Formatting button toggles between showing and hiding text formatting.

Displaying Only Titles for the Entire Presentation

1. The **View** tab, **Presentations Views** grouping, **Outline View**. In the Outline pane, select one of your slides by clicking the box next to it. The text for that slide is highlighted.
2. Right click the highlighted text, select **Collapse** , **Collapse All**. It is not necessary to select all slides when using the Collapse all option.

Displaying All of the Slides in the Outline When Some Are Collapsed

1. The **View** tab, **Presentations Views** grouping, **Outline View**. In the Outline pane, select one of your slides by clicking the box next to it. The text for that slide is highlighted.
2. Right click the highlighted text, select **Expand** , **Expand All**. It is not necessary to select all slides when using the Expand all option. If all of your slides are collapsed, you can double click one to expand it.

Working with Text in the Outline View

When you select the Outline tab, a textual outline of your presentation will appear in the pane at the left side of the screen. If there are images in your presentation, they will not appear in the outline.

Formatting Text – On the **home** tab, in the Font group, make the desired changes

Adding Text - Place the insertion point where you want to add text & type the text.

Deleting Text - Select the text you wish to delete and press Delete.

Moving Paragraphs in an Outline

You can move a paragraph up or down a level in the outline. When you promote a paragraph or line of text in your outline, it moves to the left; when you demote it, it moves to the right. When you move a paragraph up, you exchange it with the one above; when you move a paragraph down, you exchange it with the one below. In this way you have control over the organization of text in your presentation without having to go to the slides themselves.

Promoting/Demoting - In the Outline View right click in the text you want to move, select Promote  or Demote 

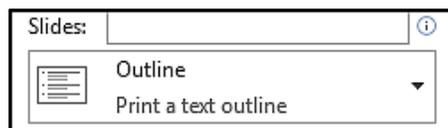
Up/Down - In the Outline View right click in the text you want to move, select Move Up  or Move Down 

Moving Slides - Click and drag the slide icon to the appropriate location

Printing in the Outline View

When you print your outline, it prints with the options that are showing in the Outline view (different formatting, collapsed, expanded). Therefore, adjust the text formatting to ensure that your document will print correctly.

1. In the Outline View
2. To print your outline with all text formatting shown, make sure to toggle on all text formatting
3. To print all of your slides, make sure all of your slides are expanded
4. From the **File** tab, select **Print**. The Print dialog box appears.
5. From the Print Slides pull-down list, select **Outline View**



6. Click **OK**. The document prints in the Outline view.