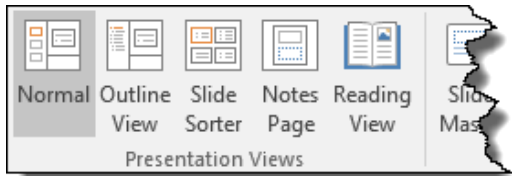


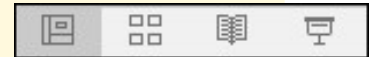
Viewing Presentations

There are different ways to view your presentation. To change the view while you are editing your presentation, click the **View** tab, and click on the required view in the **Presentation Views** group.



Note:

You can also use the **View** buttons on the right hand side of the status bar.

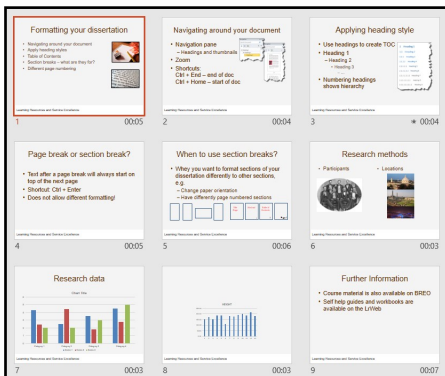
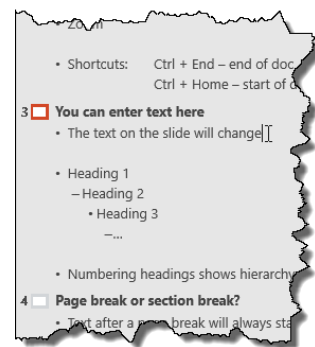


Normal View

This is the main editing view used to design and create your presentation. This view displays each slide individually. You can move around your presentation by clicking on the thumbnail of the slide you want, on the left hand side pane; by using the **Up** and **Down** arrows; by scrolling the mouse or using the scroll bar.

Outline View

Displays the headings and the text from the slides in the left hand pane. Typing in the outline makes editing text easier.

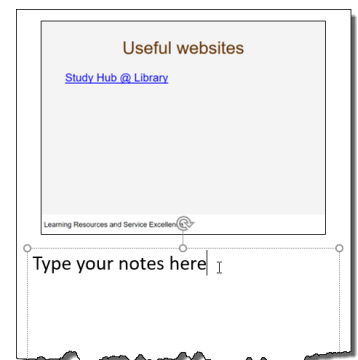


Slide Sorter

Displays your presentation as a series of thumbnails and is perfect for giving you an overall view of the presentation. This is a useful view for re-ordering your slides. If you have applied timings to your slides, they will be displayed in this view.

Notes Page

Displays an individual slide with a text box for notes underneath. You can move between the slides by pressing the **Up/Down** or **Left/Right** arrows.



Reading View

Plays your slide show in the PowerPoint window. Use it to check your animations and transitions without switching to a full screen slide show.