



Computer Application

Third Stage

Lec3

PowerPoint (slide views)

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About slide views:

PowerPoint includes several slide views, which are all useful for various tasks. The slide view commands are located in the bottom-right of the PowerPoint window. There are four main slide views.

1. **Normal view:** This is the default view, where you create and edit slides. You can also move slides in the Slide Navigation pane on the left.



Figure 1 : normal view

2. **Slide sorter view:** In this view, you'll see a thumbnail version of each slide. You can drag and drop slides to reorder them quickly.

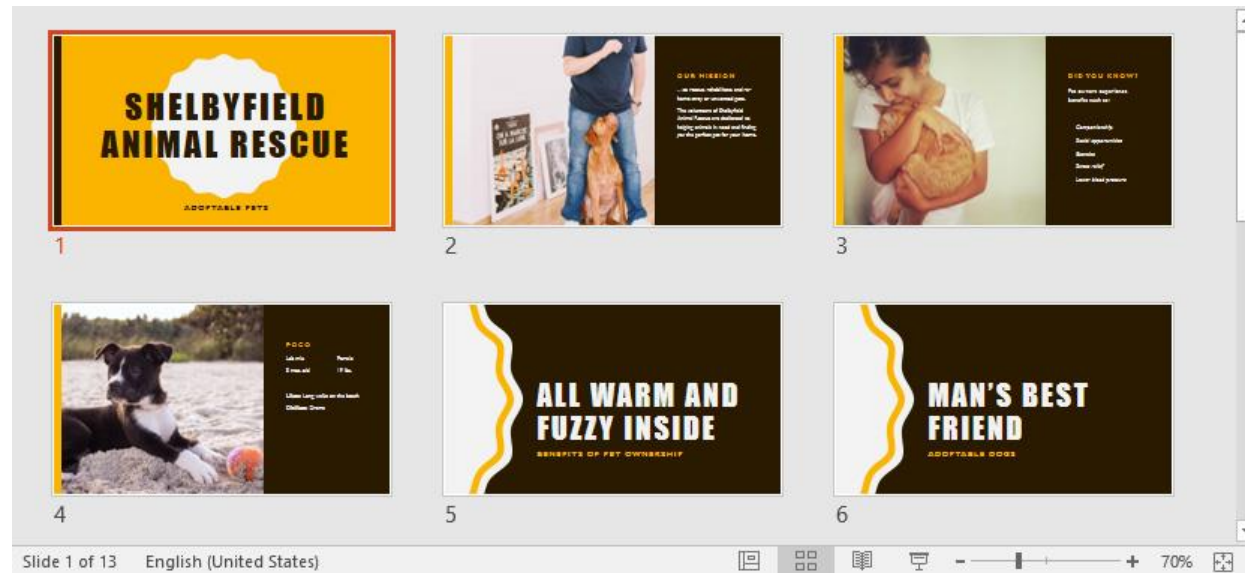


Figure 2 : sorter view

3. **Reading view:** This view fills the PowerPoint window with a preview of your presentation. It includes easily accessible navigation buttons at the bottom-right.



Figure 3 : reading view

4. **Slide show view:** This is the view you'll use to present to an audience. This command will begin the presentation from the current slide. You can also press F5 on your keyboard to start from the beginning. A menu will appear in the bottom-left corner when you move the mouse. These commands allow you to navigate through the slides and access other features, such as the pen and highlighter.



Figure 4 : Slide show view

Slide notes:

You can add notes to your slides from the Notes pane. Often called speaker notes, they can help you deliver or prepare for your presentation.

To add notes:

1. Click the Notes command at the bottom of the screen to open the Notes pane.



Figure 5 : notes command

2. Click and drag the edge of the pane to resize it if desired.
3. Click the Notes pane, and begin typing to add notes.

Slide sections:

If you have a lot of slides, you can organize them into sections to make your presentation easier to navigate. Sections can be collapsed or expanded in the Slide Navigation pane and named for easy reference.

To create slide sections:

1. Select the slide where you want to begin a section.

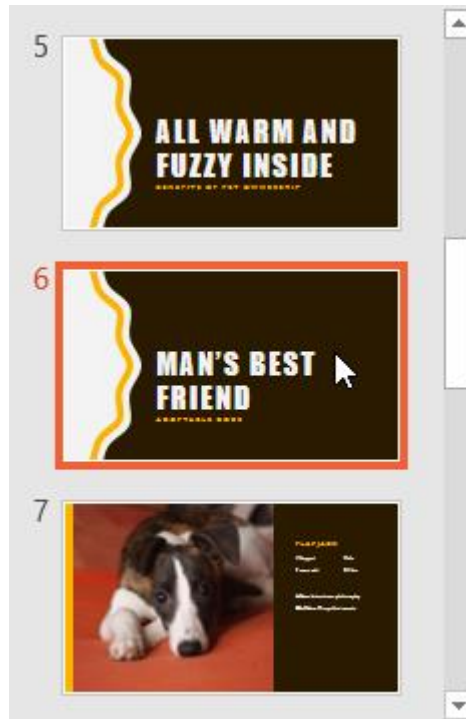


Figure 6 : sections select

2. From the Home tab, click the Section command, then choose Add Section from the drop-down menu.

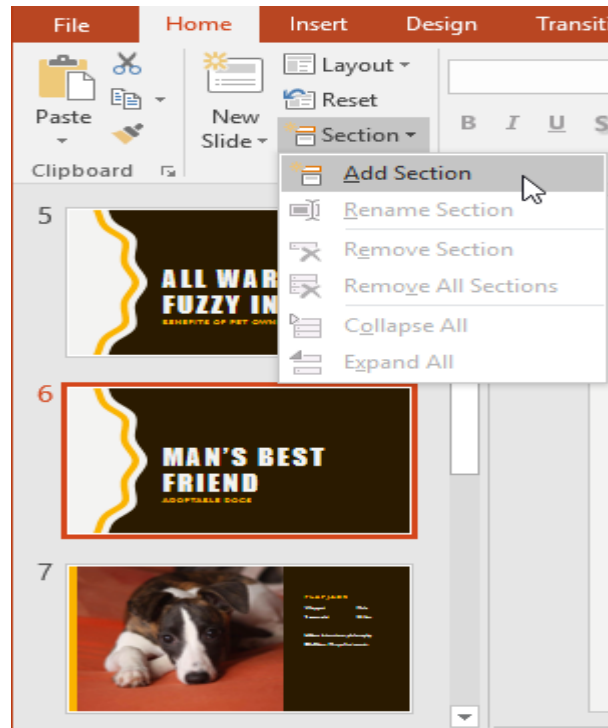


Figure 7 : sections add

3. An Untitled Section will appear in the Slide Navigation pane.

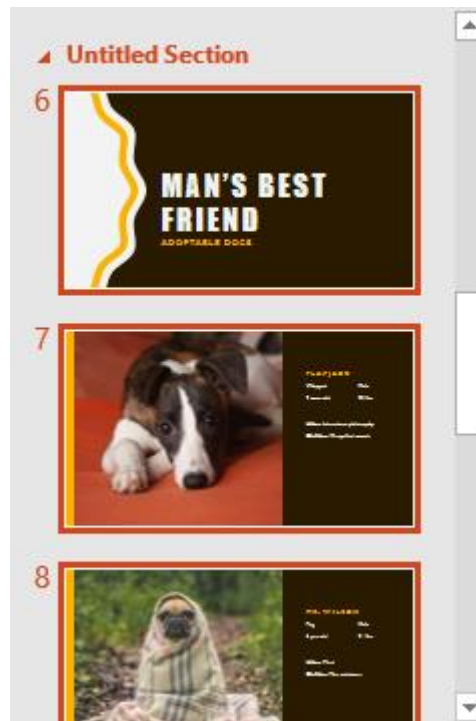


Figure 8 : sections untitled

4. To rename the section, click the Section command, then choose Rename Section from the drop-down menu.

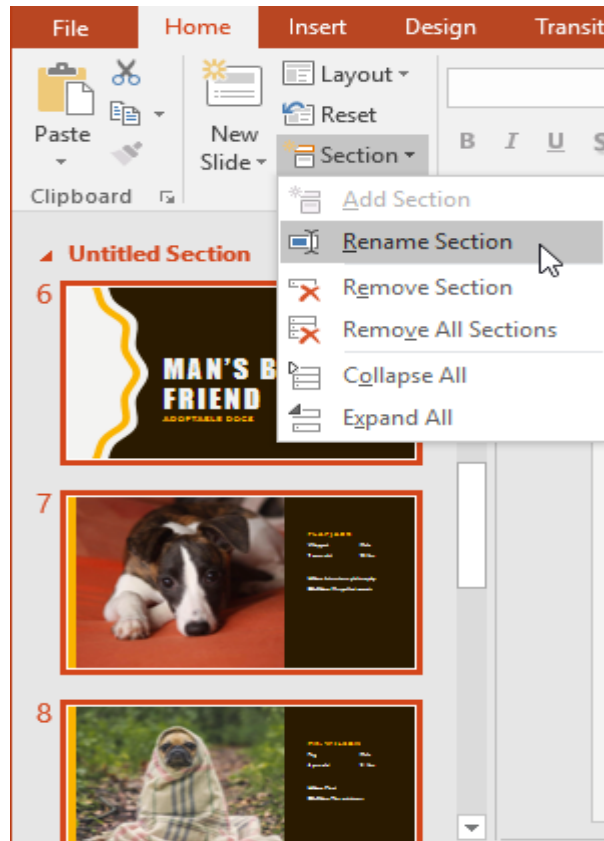


Figure 9 : sections rename

5. Type the new section name in the dialog box, then click Rename.
 6. In the Slide Navigation pane, click the arrow next to a section name to collapse or expand it.
- ❖ To remove a section, click the Section command, then click Remove Section. You can also click Remove All Sections to remove all sections from your slides.