

Changing Views

Because there are several phases of developing a presentation, PowerPoint provides several different views for you to choose from:

Normal: This is the default view in PowerPoint 2010. Normal view includes the Outline pane, Slide pane, and Notes pane.

Slide Sorter: Displays all the slides in the presentation as thumbnails (tiny images). Use Slide Sorter view when you want to rearrange the order of slides or add transition effects between slides.

Reading View: Displays the presentation as a slide show that fits within the PowerPoint program window. Includes easy-to-use buttons for accessing menus and navigating.

Slide Show: Displays the presentation as an electronic slide show. Whenever you deliver a presentation in front of an audience, Slide Show view is definitely the view you want to use.

Notes Page: Displays a small version of the current slide and any notes that go along with it. Use Notes Page view to add charts, pictures, tables, and other illustrations to a slide's notes.

Click the **View** tab on the Ribbon.

Click the button for the view you want to use in the Presentation Views group.

PowerPoint displays the presentation using the view you selected.

Other Ways to Change Views:

Use the View buttons on the status bar.

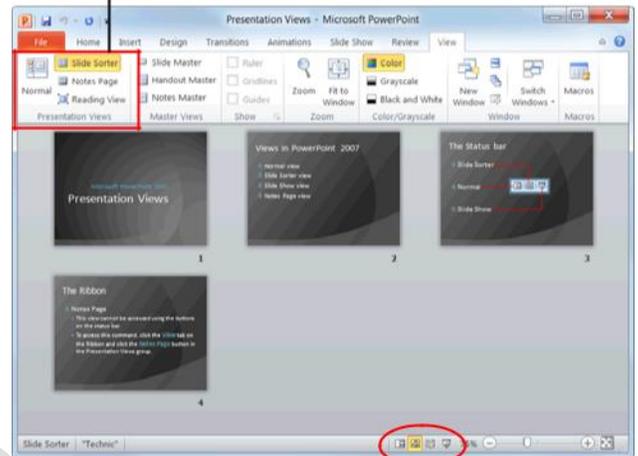
Exercise

Exercise File: Presentation Views.pptx

Exercise: Switch to Slide Sorter view using the View tab on the Ribbon.

Switch back to Normal view using the buttons on the status bar.

The Presentation Views group



View buttons

Figure 5-1: A presentation displayed in Slide Sorter view.

Table 5-1: View Buttons on the Status Bar

	Normal
	Slide Sorter
	Reading View
	Slide Show

Using the Zoom Controls

This lesson will show you how to use the Zoom controls to adjust how a slide appears in the program window.

Zoom

The Zoom feature can come in handy when the text or object you want to work with is too small for you to see. Zooming in on a slide makes it appear larger onscreen; zooming out of a slide makes it appear smaller.

Click the **View** tab on the Ribbon and click the **Zoom** button in the Zoom group.

The Zoom dialog box appears.

Select the desired zoom level and click **OK**.

Other Ways to Zoom:

Click and drag the **Zoom slider** or click the **Zoom Out** or **Zoom In** buttons on the status bar.

Fit to Window

After you've zoomed in or out, use the Fit to Window command to refit the slide to the program window.

Click the **View** tab on the Ribbon and click the **Fit to Window** button in the Zoom group.

The slide is refitted so that it fits perfectly inside the program window.

Other Ways to Refit a Slide:

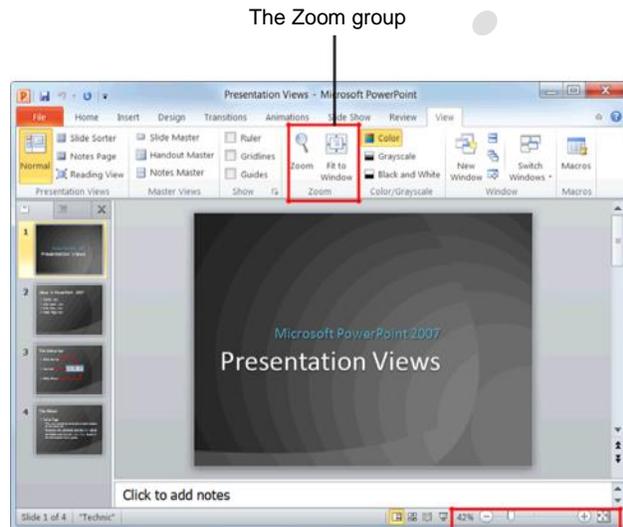
Click the **Fit to Window** button on the status bar.

Exercise

Exercise File: Presentation Views.pptx

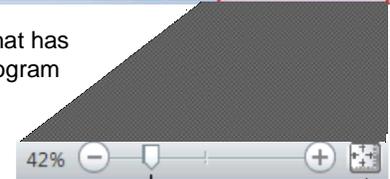
Exercise: Navigate to Slide 2 and change the zoom level to 200%.

Zoom back out to refit the slide to the program window.



The Zoom group

Figure 5-2: A slide that has been fit inside the program window.



The Zoom slider

Fit to Window button

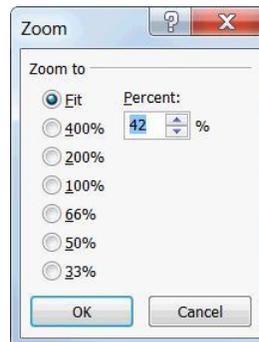


Figure 5-3: The Zoom dialog box.

Using the Outline Pane

The Outline pane appears on the left-hand side of the program window in Normal view. The Outline pane consists of two tabs: Slides and Outline.

The *Slides* tab displays thumbnail images of all of the slides in the presentation, labeled by number. To jump to a specific slide, click its thumbnail.

The *Outline* tab shows your presentation arranged as an outline. The Outline tab is ideal for quickly adding text to a slide and/or previewing the textual structure of a presentation.

Resize the Outline pane

You can see more information in the Outline pane by resizing it.

Position the mouse pointer over the right edge of the Outline pane, until it changes to a \updownarrow .

Click and drag the \updownarrow pointer until the Outline pane reaches the desired size and release the mouse button when you're finished.

Demote a paragraph

Demoting a paragraph moves it down one level in the outline, or increases its indent level.

Click the **Outline** tab in the Outline pane and click anywhere inside the paragraph you want to demote.

Click the **Home** tab on the Ribbon and click the **Increase List Level** button in the Paragraph group.

Other Ways to Demote a Paragraph:
Press the **<Tab>** key.

Promote a paragraph

Promoting a paragraph moves it up one level in the outline, or decreases its indent level.

Click the **Outline** tab in the Outline pane and select the paragraph(s) you want to promote.

Click the **Home** tab on the Ribbon and click the **Decrease List Level** button in the Paragraph group.

Other Ways to Promote a Paragraph:
Press **<Shift> + <Tab>**.

Exercise

Exercise File: Marketing Strategy.pptx

Exercise: Open the Marketing Strategy presentation and navigate to Slide 2.

Click the Outline tab in the Outline pane and enlarge the Outline pane several inches.

Demote the second paragraph.

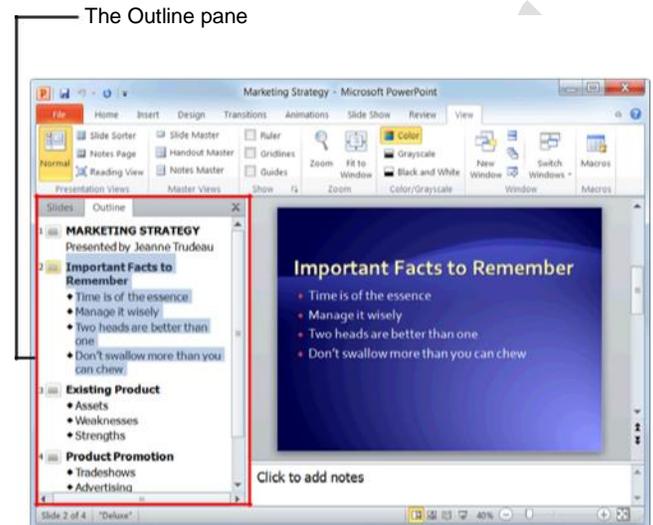


Figure 5-4: Use the Outline pane to quickly add text to a slide and/or preview the textual structure of a presentation.

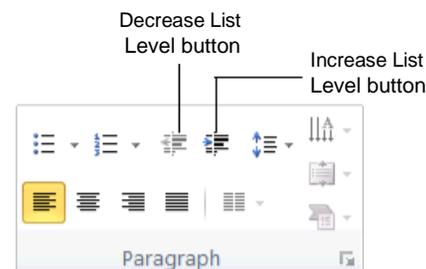


Figure 5-5: The Paragraph group on the Home tab.

Working with the Presentation Window

Each presentation you open in PowerPoint has its own window, which you can control and resize to meet your needs. This lesson will show you how to change the size of the presentation window and how to create a new presentation window.

Maximize

Maximizing the presentation window enlarges the window so that it fills the entire screen.

Click the **Maximize** button on the title bar.

- ✔ **Tip:** When the presentation window is maximized, the **Restore Down** button appears on the title bar. Click this button to restore the presentation window to its original size.

Minimize

If you want to keep a presentation open but don't want it to take up space on your desktop, you can minimize the presentation window.

Click the **Minimize** button on the presentation's title bar.

PowerPoint shrinks the presentation to a button on the Windows taskbar.

- ✔ **Tip:** To restore the presentation window to its original size, click the presentation's button on the Windows taskbar.

Other Ways to Minimize a Presentation Window:

Click the presentation's button on the Windows taskbar.

Resize

You can also manually resize the presentation window to meet your needs.

Click and drag the **resize control** in the lower-right corner of the presentation window until the window reaches the desired size.

Create a new presentation window

In PowerPoint 2010, you can view the same presentation in separate windows.

Click the **View** tab on the Ribbon and click the **New Window** button in the Window group.

Exercise

Exercise File: Marketing Strategy.pptx

Exercise: Depending on your screen settings, maximize or minimize the Marketing Strategy window so that it appears floating in the middle of your screen.

Use the Resize control to enlarge the presentation window.

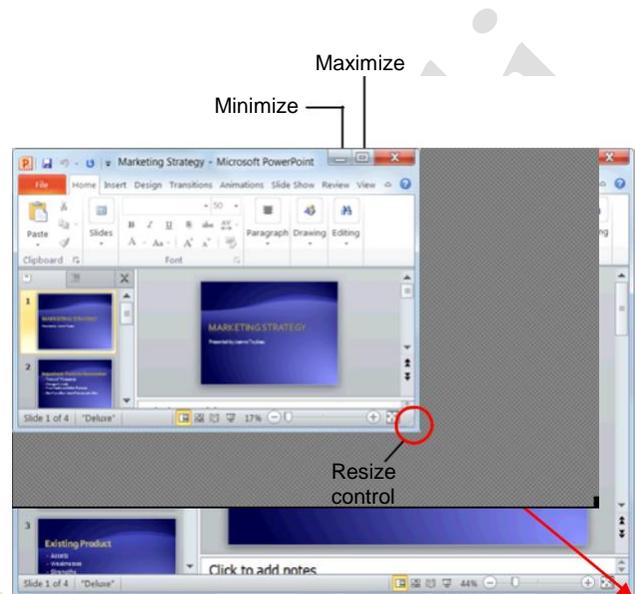


Figure 5-6: Click and drag the Resize control to resize the program window.

Table 5-2: Window buttons

	Maximize
	Minimize
	Restore Down

Working with Multiple Presentations

You can open and work with several files at the same time in Windows, and PowerPoint 2010 is no exception. In previous versions, each presentation got a separate window within one main PowerPoint program window. In PowerPoint 2010, each presentation gets its own program window. This lesson explains how to open and work with more than one presentation at a time.

Switch between presentations

If you have several presentations open in PowerPoint, you can easily switch between them using the View tab.

Click the **View** tab on the Ribbon and click the **Switch Windows** button in the Window group. A list of presentations appears.

Select the presentation you want to switch to.

The selected presentation becomes the active presentation.

Other Ways to Switch Between Presentations: Click on the presentation's window on the Windows taskbar.

Tip: Only one presentation can be active at a time.

Arrange presentations

You can also have multiple program windows open onscreen. Here's how to arrange them:

Click the **View** tab on the Ribbon.

A variety of window arrangement commands appear in the Window group, including:

New Window: Opens a new window containing a view of the current presentation.

Arrange All: Tiles all open presentations side-by-side in the program window.

Cascade Windows: Cascades all open presentations so that they overlap.

Move Split: Moves the splitters that separate each section of the presentation window. Use the arrow keys to move the splitters, press **<Enter>** to return to the presentation.

Exercise

Exercise File: Marketing Strategy.pptx and Presentation Views.pptx

Exercise: Switch to whichever presentation is not displayed onscreen.

Tile the Presentation Views and Marketing Strategy presentations so that they appear side by side.

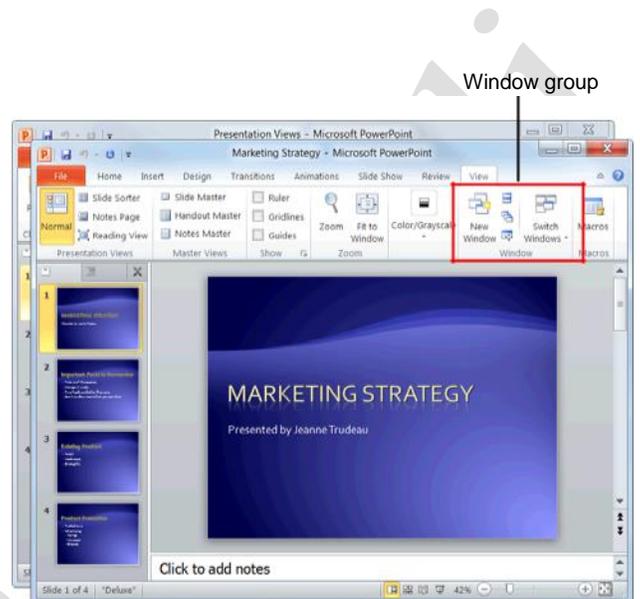


Figure 5-7: These presentations have been cascaded.

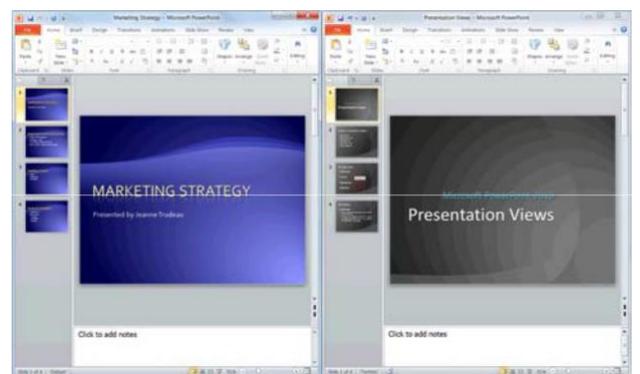


Figure 5-8: These presentations have been arranged side by side.

Click the button you want to use in the Window group.

 **Tips**

The number of presentation windows that can be arranged on the screen at a time depends on your screen resolution. A higher screen resolution can accommodate more windows.

When viewing multiple presentations at a time, have as few presentations open as possible. That way, you'll be able to view more of each presentation