

View Tab

View Tab Introduction

Show the slide in a normal way, applying the logo to all the slides, writing notes about the slide and viewing the slide in color with gray and black and white.

Normal

To see the slide in a normal way.

- View Tab
- Click Normal

Outline View

The outline view is used to edit any slide and direct jump from one slide to another slide.

- View Tab
- Outline View
- Now you can edit any slide and jump from one slide to another.

Slide Sorter

Use slide sorter to view many slides at once.

- View Tab
- Click Slide Sorter
- Now you can see all the slides

Notes Page

Clicking on the slide to write something about that slide is one line, two lines or more.

- Click on the slide to write something about
- View Tab
- Click **Notes Page**
- Now you can write anything about the slide

Reading View

After making the presentation, the reading view is used to view the slide in full screen without playing the presentation.

- View Tab
- Click Reading View
- Now you can see the slide in full screen

Slide Master

To place a logo or a picture on all slides and to show the company name or any text in all the slides

Note: - Use the slide master when starting the presentation.

- Create a new page to create a presentation
- View Tab
- Click Slide Master
- Go to the first slide using the slide bar and click on it
- Insert tab
- To add a logo, you have to go to the picture option or to type a text go to the text box
- To exit the slide master option
- Click Slide Master Tab
- Close Master View

Handout Master

Use the handout master to print more than one slide from the printer on a page.

- Go to printing part or Press Ctrl + P
- Go to Handout Option
- Select the number of slides to print on a page
- Click Print

Notes Master

To print by typing text in the header and footer while printing the slide on the page from the printer.

Header: - Top of the Page.

Footer: - Bottom of the Page.

- View Tab
- Click Notes Master
- Go to header and footer for type text (**For Ex.** Company name or Address etc.)
- Click Notes Master tab (to exit the Notes Master)
- Click Close Master View
- Print the slide to see the typed text.

Ruler Ruler

To show the scale on the slide so that it can measure the width and height of the shape and picture while working.

- View Tab
- Click Ruler Check Box (**For ex** Ruler)

Gridlines Gridlines

Show gridlines in the background of the slide to perfect object placement.

- View tab
- Click Gridlines check box (**For Ex** Gridlines)

Guides Guides

Show adjustable drawing guides to which you can align object on the slide.

- View Tab
- Click Guides Check Box (For Ex Guides)

Notes

To see the typed notes whatever you type about the slide using the notes page.

- View tab
- Click **Notes Option**

Zoom

To zoom in or out of the slide

- View Tab
- Click **Zoom Option**
- Select Zoom Percentage or Type Percentage

Fit to Window

After using zoom in or zoom out, to fit the slide PowerPoint window screen or to display the slide as before

- View Tab
- Click **Fit to Window**

Color

To show the slide in colorful

- View Tab
- Click **Color Option**

Grayscale

To show the slide in gray color

- View Tab
- Click **Grayscale Option**

Black and White

To show the slide in Black and White

- View Tab
- Click **Black and White Option**

New Window

To copy the created presentation to a new PowerPoint page.

- View Tab
- Click New Window

Arrange All

After opening more than one presentation, to see all the presentations at once.

- Open more than one presentation
- View Tab
- Click **Arrange All**

Cascade

To see multiple presentation in an overlapping screen, overlapping means the second presentation behind the first presentation, the third presentation behind the second presentation.

- Open more than one presentation
- View Tab
- Click **Cascade**

Move Split

Multiple slide screen or notes text box to make smaller or larger when creating a presentation.

- View Tab
- Click Split
- Now you can use Split Option

Switch Windows

To jump from one presentation to another presentation

- View Tab
- Click Switch Windows
- Click on the presentation to go to

Macros

After learning all the options in PowerPoint to do advanced animation effects or more. Do all the work in the macro using codes.

- View Tab
- Click Macros
- Type Macro Name
- Click **Create**
- Type Macro Codes for Advance animation effects or more