

Viewing slides

You should use this feature depending on your purpose of your activity.

There are four different views. **View** > :

- Normal
- Slide sorter
- Notes page
- Slide show

File	Home	Insert	Design	Transitions	Animations	Slide Show	Review View [
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Normal view View > Normal

This view would be good while designing your slide. You can also change the order of slides by dragging the slide to a new position.

Note: In this view you may choose either **Slides** or **Outline** by clicking on the tab **Slides** shows thumbnail of the slide **Outline** shows the text on the slide



Slide Sorter View > Slide Sorter

Use when deleting, copying, pasting and moving your slides and when you wish to see an overview of all your slides.





Slide show View > Slide Show or F5

Slide show is what you use to present your slides. It will show full screen. Click **ESC** key to return to the slide design mode. This is also used when you check your custom animation or at the final stage before your presentation.



Notes page View > Notes page

You can view your speaking notes for each slide.

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