

Create

Managing Slides

Use IT+

Contents

Introduction	3
About slide views	3
Outline view	6
To view an outline.....	6
Slide notes.....	7
To add notes	7
Slide sections.....	9
To create slide sections.....	9

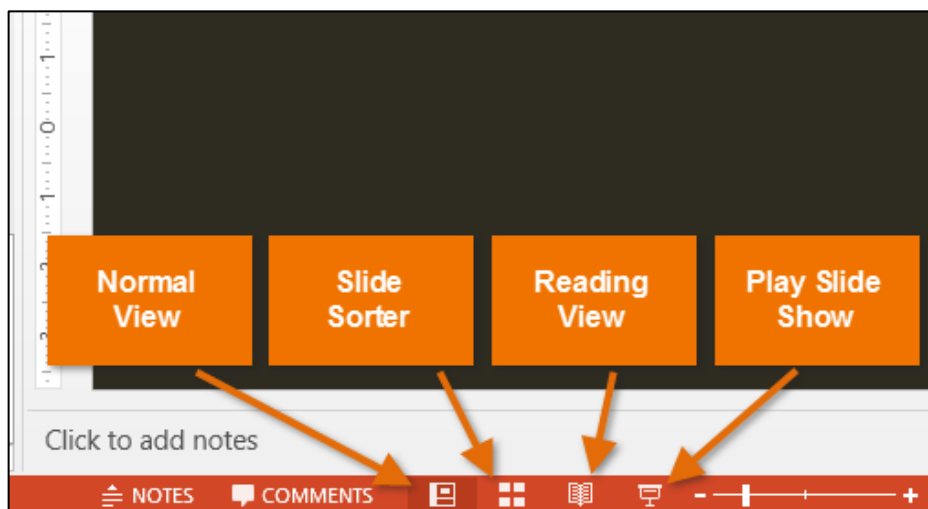
Introduction

As you add more slides to a presentation, it can be difficult to keep everything **organised**. Fortunately, PowerPoint offers tools to help you organise and prepare your slide show.

Open up PowerPoint slides located in your Use IT Plus Folder.

About slide views

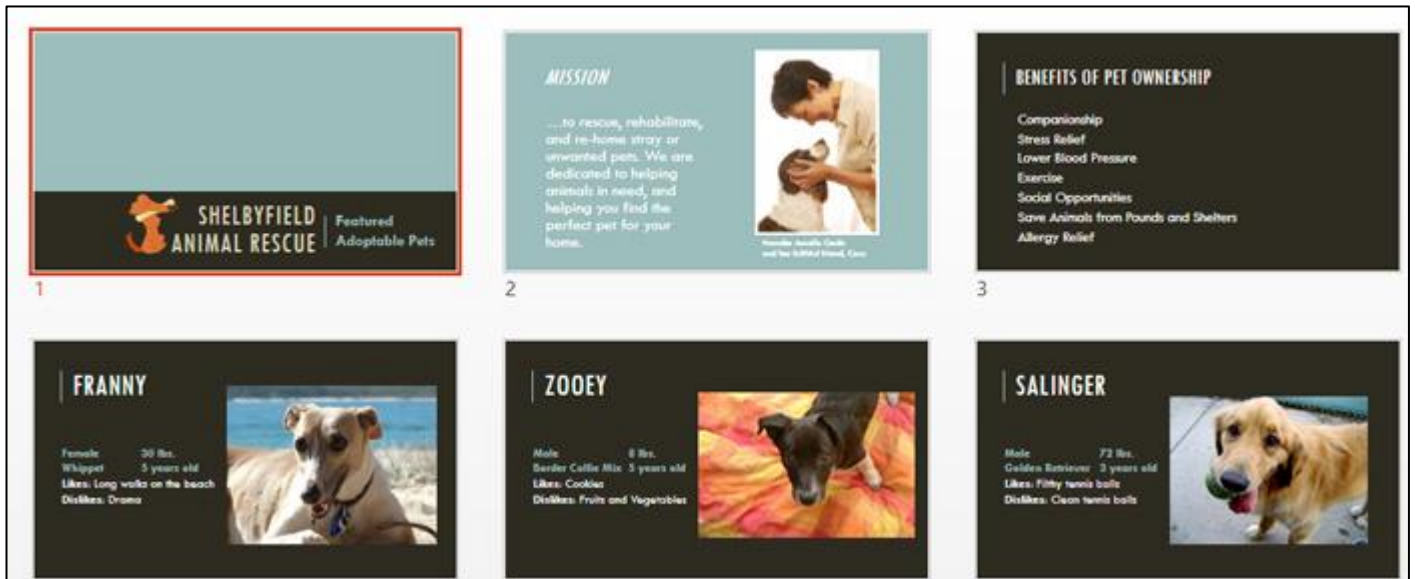
PowerPoint includes several different **slide views**, which are all useful for various tasks. The **slide view commands** are located in the bottom-right of the PowerPoint window. There are four main slide views:



- **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.



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



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



- **Play slide show:** 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 when you hover the mouse in the bottom-left corner. These commands allow you to navigate through the slides and access other features, such as the **pen** and **highlighter**.

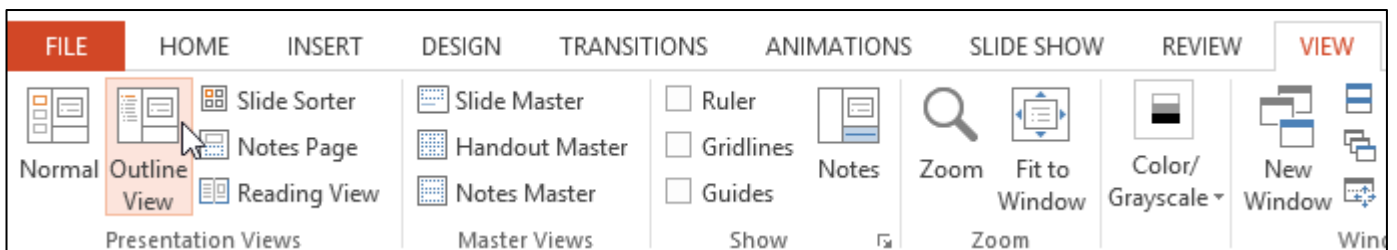


Outline view

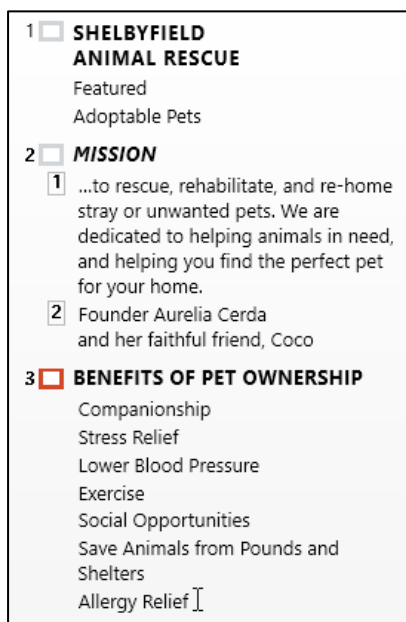
Outline view shows your slide text in **outline** form. This allows you to quickly edit your slide text and view the content of multiple slides at once. You could use this layout to review the organization of your slide show and prepare to deliver your presentation.

To view an outline

1. From the **View** tab, click the **Outline View** command.



2. An **outline** of your slide text will appear in the slide navigation pane.
3. You can type directly in the outline to make changes to your slide text.



Slide notes

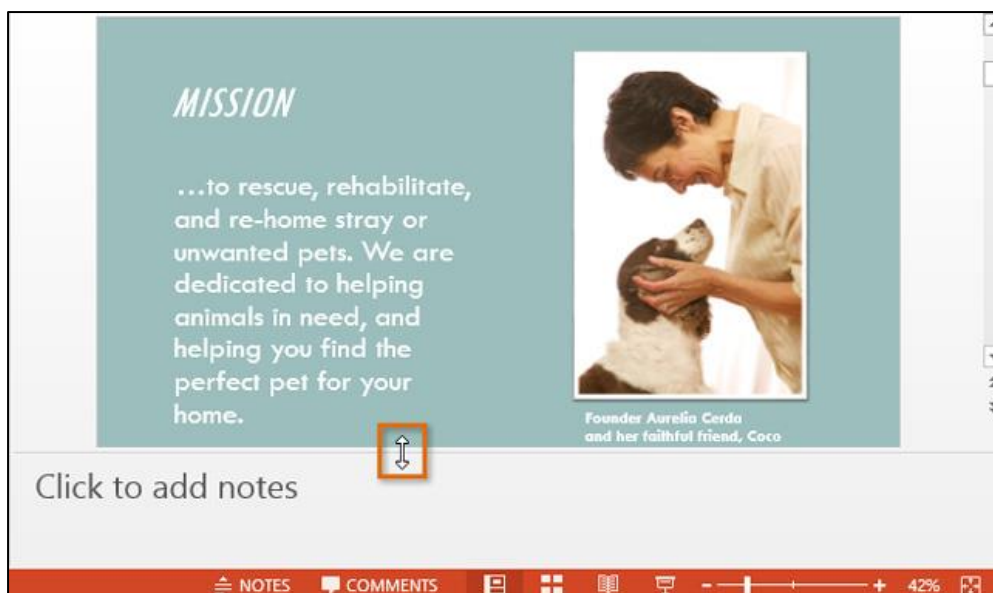
You can add **notes** to your slides from the **Notes** pane. Often called **speaker notes**, they can help you deliver or prepare for your presentation.

To add notes

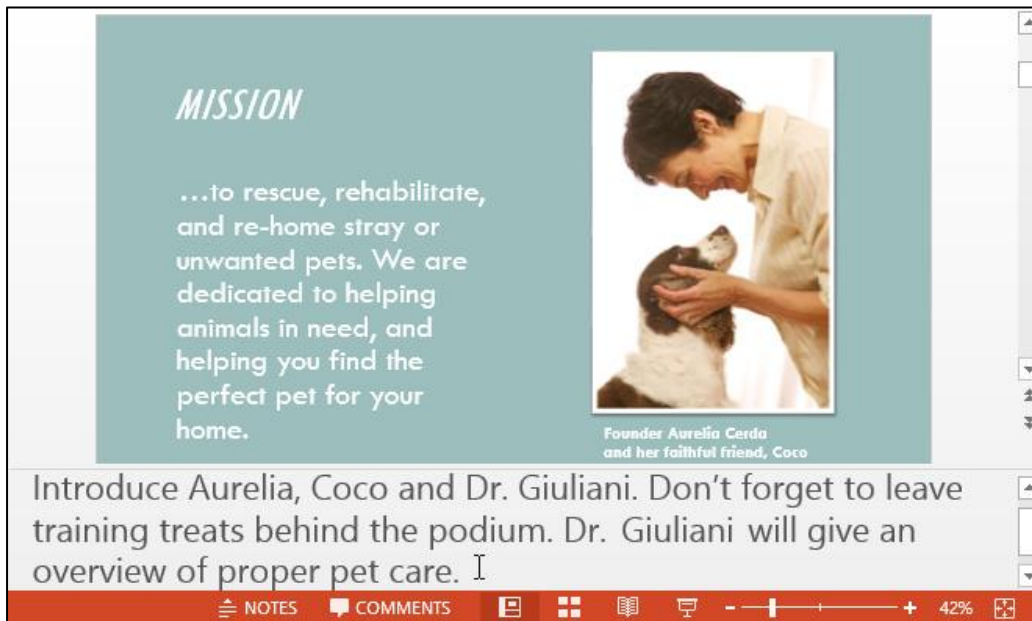
1. Click the **Notes** command at the bottom of the screen to open the **Notes** pane.



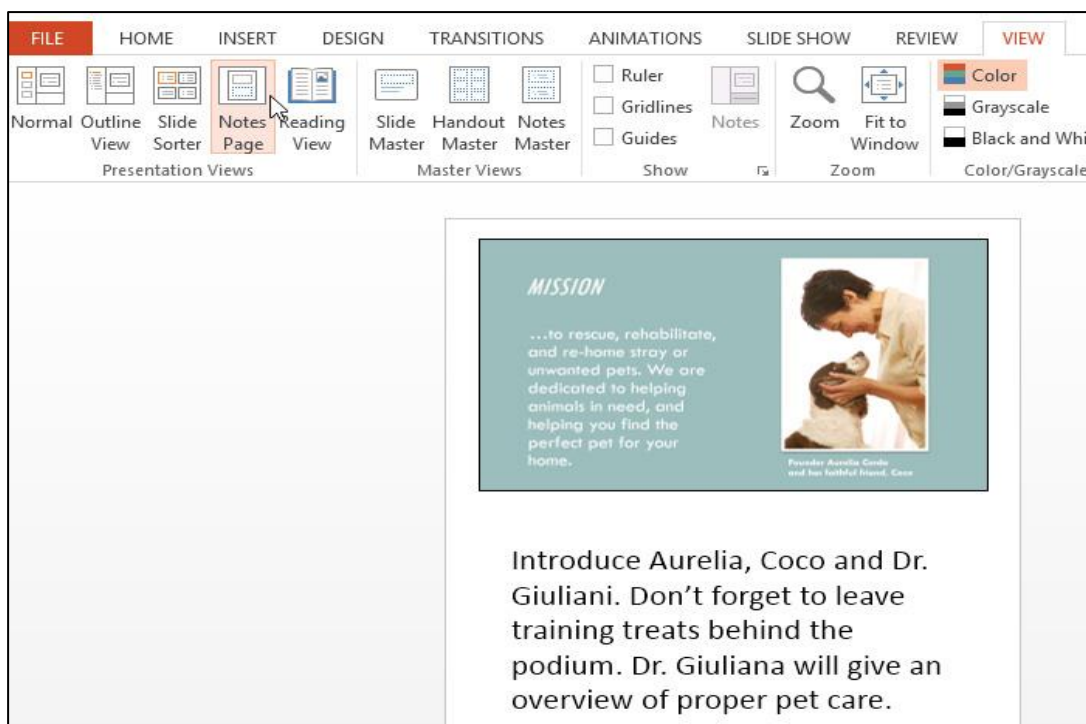
2. Click and drag the **edge** of the pane to **resize** it if desired.



3. Click the **Notes** pane, and begin typing to add notes.



You can also access **Notes Page** view to edit and review your notes. Just click the **Notes Page** command from the **View** tab. From there, you can type notes in the **text box** below each slide.



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.

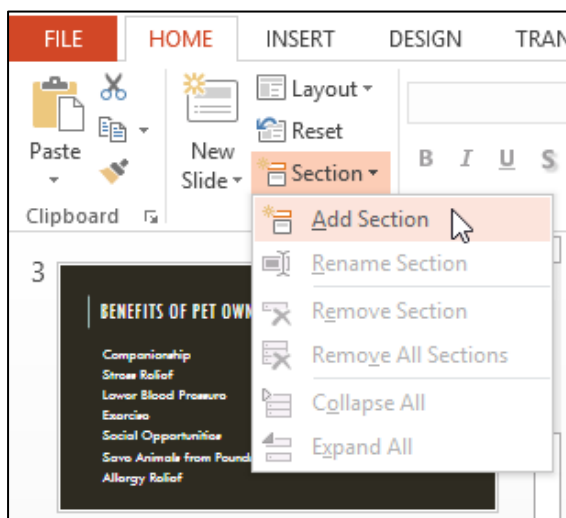
To create slide sections

In our example, we will add two sections: one for dogs that are available for adoption, and another for cats and other pets.

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



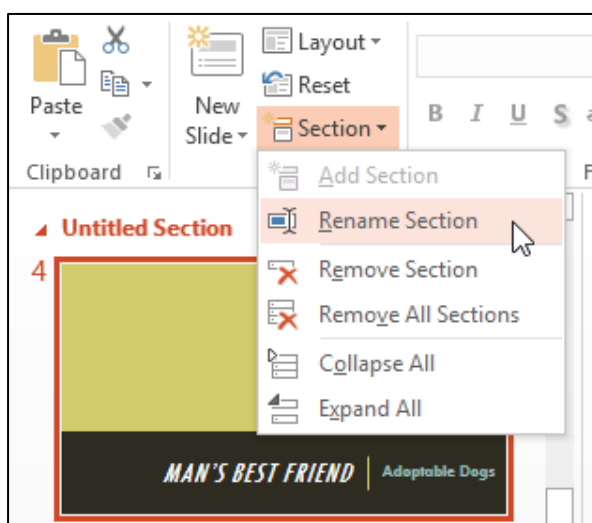
2. From the **Home** tab, click the **Section** command, then choose **Add Section** from the drop-down menu.



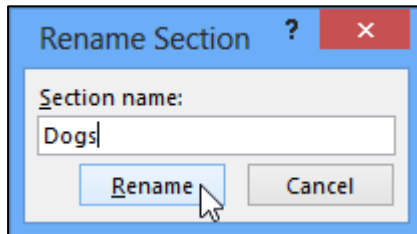
- An **Untitled Section** will appear in the slide navigation pane.



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



5. Type the new section name in the dialog box, then click **Rename**.



6. Repeat to add as many sections as you need.
7. 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.

