Presentation Views

- In this tutorial, you will learn the various views for your presentation.
- Each view has its own feature to allow you to manipulate through your presentation.

Step 1: Open your PowerPoint presentation and locate the PRESENTATION VIEWS Grouping.

Locating the Presentation Views Grouping

To locate the PRESENTATION VIEWS GROUPING click on the VIEW tab of the ribbon. The PRESENTATION VIEWS GROUPING is typically the first grouping on this tab.
Step 2: The Presentation Views consists of NORMAL, SLIDE SORTER, NOTES PAGE, and READING VIEW. The NORMAL view is typically the default view. This view is the main editing view that allows you to design your presentation.
Step 3: The **Normal View** contains the **Outline Tab**, the **Slides Tab**, the **Slide Pane**, and the **Notes Pane**.
Step 4: The **Slides Tab** allows you to view your slides as thumbnails so that you can easily navigate through your presentation. Using this tab also allows you to rearrange, add, or delete your slides.
Step 5: The **Outline Tab** allows you to view your presentation in outline form. This view provides you with the opportunity to plan how you want to present your information.
Step 6: The Slide Pane gives you a large view of the current slide. Here you can add/delete text, insert images/videos/tables, and other tools you need for your slide. This pane allows you to arrange your slide in the way you want to present the information.
Step 7: The Notes Pane allows you enter information that is pertinent to the current slide. You can print the information in a notes format to refer to them when giving your presentation.
Step 8: The SLIDE SORTER view allows you to view thumbnails of your slides so that you can sort and organize them for your presentation.
Step 9: The **NOTES PAGE** view allows you to add notes that pertain to the current slide. You can print this view to allow you or your audience to refer to the notes during your presentation.
Step 10: The **READING** view allows you to view your presentation in a large screen mode. Unlike the presentation view, this view does not open in full-screen mode and provides you with simple controls. To return to either the **Normal** or **Slide Sorter** view, click the buttons at the bottom right of the screen.

![The Complexities of Online Instruction](image)

**In an online course setting, the instructor plays a critical role in many aspects of a course, with the success of a course relying greatly on the quality of the instructor.**

**In a survey of over 500 instructors, instructional designers, and college administrators, over 37 percent of participants identified teaching or technical competency as the most significant factor that affects the success of an online course (Kim & Bonk, 2006).**

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**Tip:** The toolbar at the bottom right of your screen allows you to switch between presentation views.

**Finish:** By following the steps above, you can manipulate the various views while working in your presentation.