Lesson 4. How to use your Slides

Navigation

PowerPoint 2016 opens in the Normal view showing the Slide Pane on the left of the window.

Slides Pane.

1. The **Slides** pane shown in **Figure 1** below displays all the slides available in a presentation and helps to navigate through the presentation. The slides are listed in sequence and you can *shuffle* the slides by *dragging* a *slide* from the current location and placing it in the preferred location.

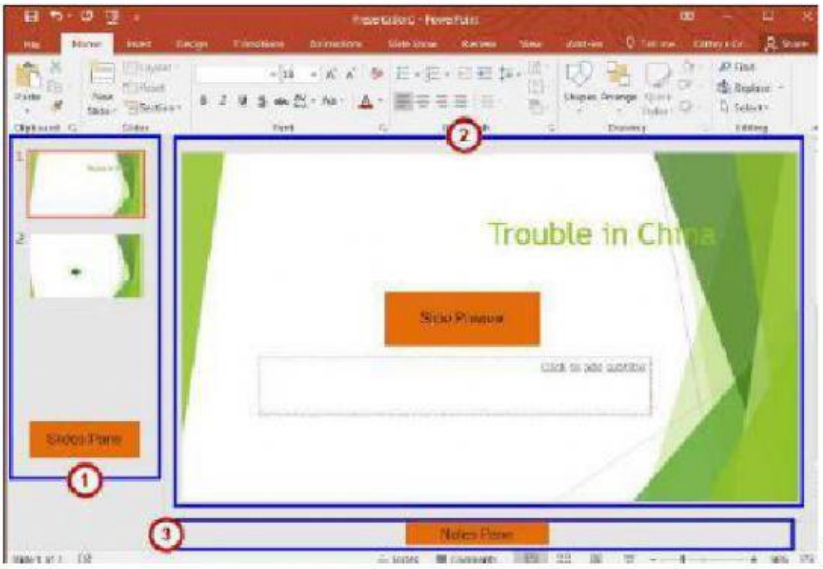
Slide Preview

2. Select a slide in the slide pane to preview it in the Slide preview window (Figure 1). The slide preview all you to see how your text looks on each slide. You can add graphics, video and audio, create hyperlinks, and add animation to individual slides.

Notes Pane

3. It can be helpful to use the **Notes Pane** to remind yourself of speaking points on your presentation **(Figure1**). These *personal notes* can also be *printed* our for future reference. Notes entered in the *Notes pane* will not appear on the slide show.

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1

Changing Views

PowerPoint allows you to see and edit your slides in several views. To work with your presentation in a different view, click the View tab on the Ribbon (Fig 2), and select the appropriate view, or click on the appropriate Shortcut button at the botton right area of the Status Bat (Fig 3).



2

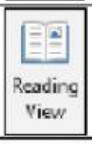


3

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What is the Slide Pane for?

Types of Views

View	Icon On View Tab	Shortcut Icon On Status Bar
Normal View Displays the outline pane, slide pane, and notes pane.		
Slide Sorter View Displays a small version of each slide and is useful for reorganizing your slides.		
Notes Page Displays a miniature slide with space below to type notes for the presenter.		
Reading View Makes the presentation easy to review.		
Slide Show View Runs the slide show beginning with the current slide.	(Button on SlideShow Tab)	

Questions

1. **What is the Slide Pane for?**

2. What do you use the Notes Pane for?

3. Name 3 different views and describe what they are for?

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