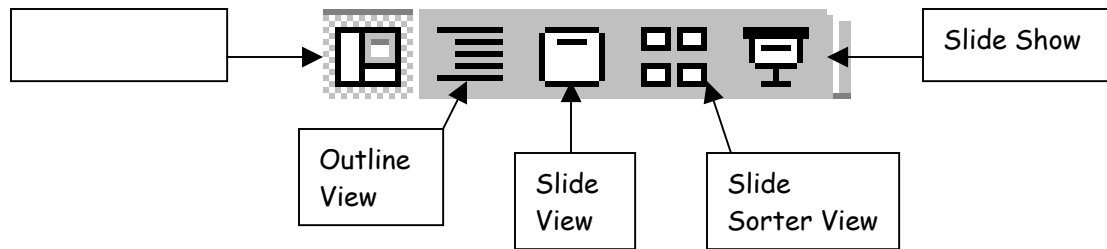


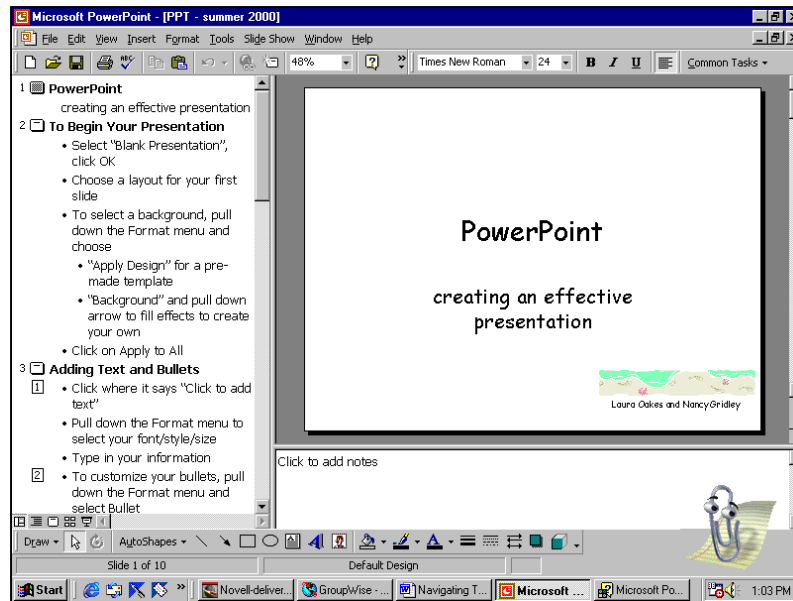
Navigating Through PowerPoint

At the bottom left corner of your PowerPoint screen, you will see these 5 icons.



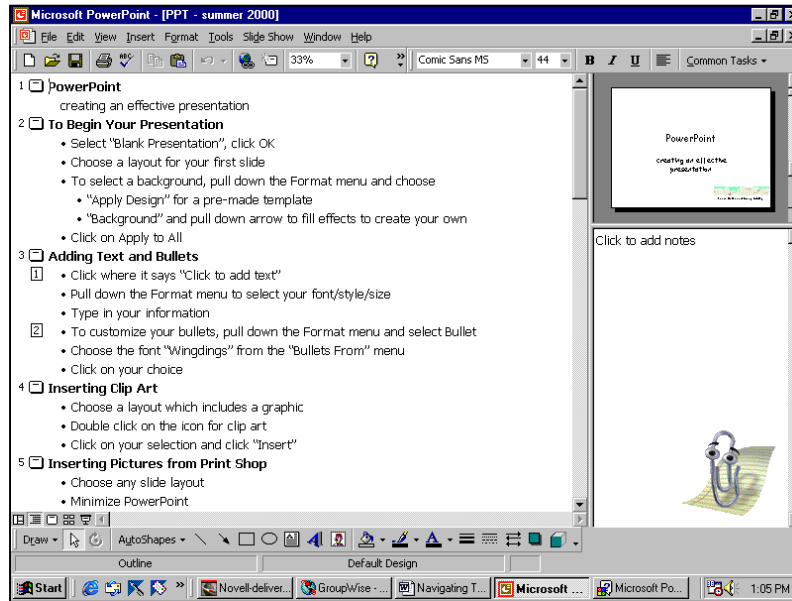
1. The Normal View

This is a combination of outline, slide and notes. You can see the three different views simultaneously. You can resize the different views by dragging the borders.



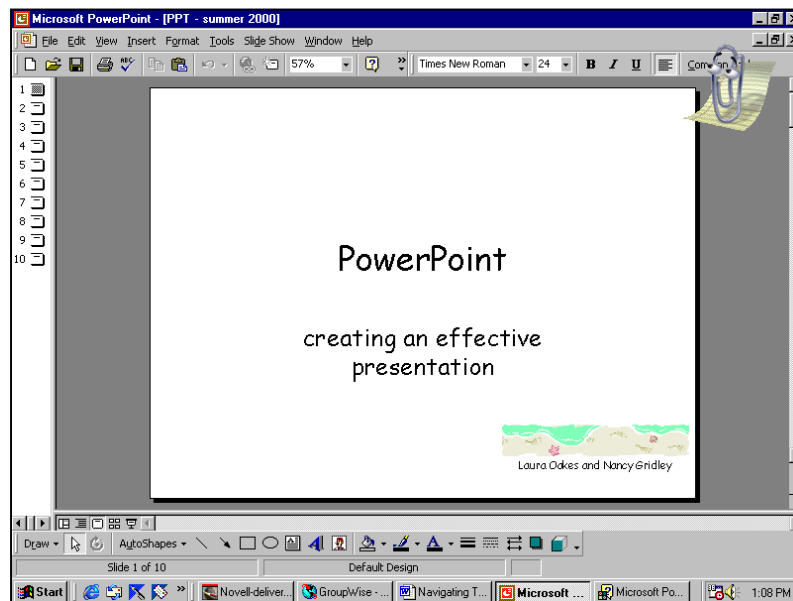
2. The Outline View

This is also a combination of the three different views, however the outline is the most prominent. You can arrange your information in an outline format.



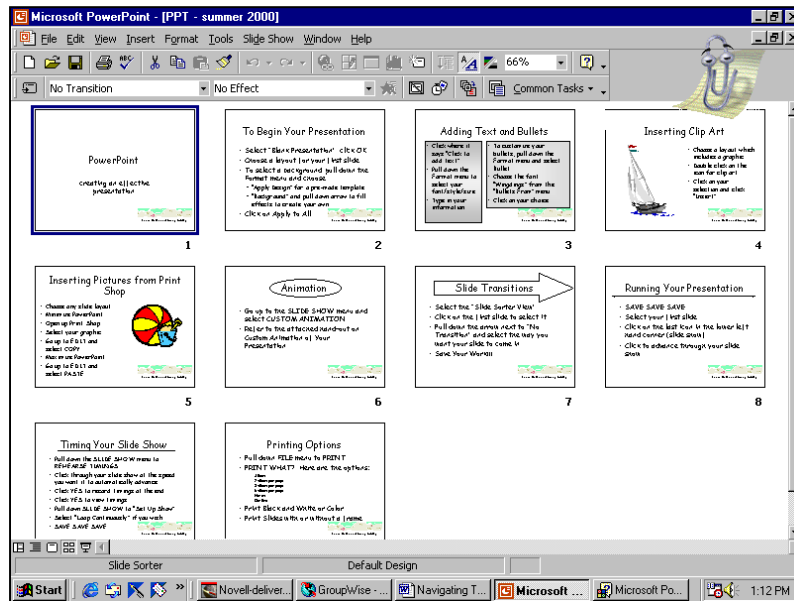
3. The Slide View

This view allows you to see how your text and graphics look on a slide. You can add graphics, animations, hyperlinks, and more through this view.



4. The Slide Sorter View

In this view, you see all the slides in your presentation at the same time. It is useful for re-ordering, deleting and adding slides, as well as timing the presentation and adding slide transitions.



5. Slide Show

At any time you can click this icon to preview your slide show.

