

**Course
&
Test Series**

Different Views in Power Point

Microsoft Power Point

Module 5 - Different Views in Power Point

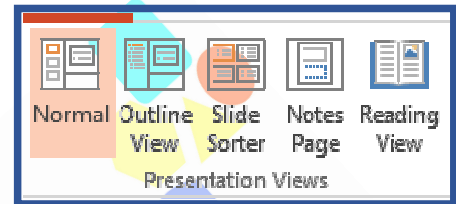
CBSE

View Menu

ICSE

Presentation Views

Presentation views refer to the different ways you can look at and work on a presentation using presentation software like Microsoft PowerPoint, Google Slides, or Apple Keynote.

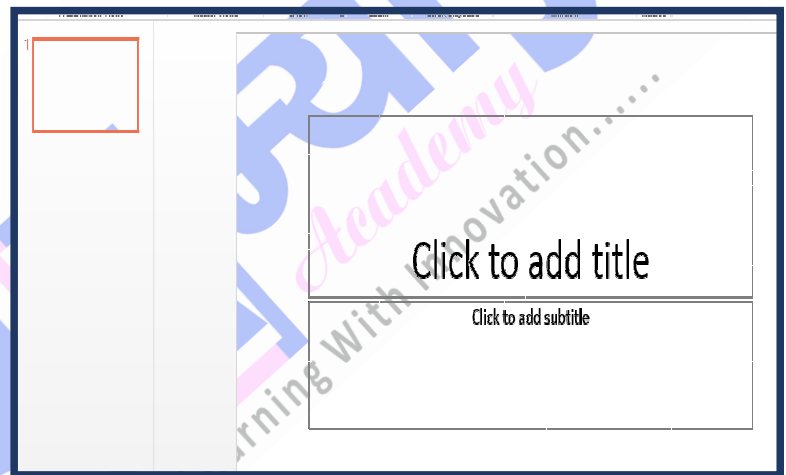


NTSE

Each view has a different purpose—some help you create or edit slides, others help you organize or rearrange them, and some are meant for delivering the presentation to an audience.

Banking & Insurance

Normal View



Central Govt. Service

Normal View in PowerPoint is the main editing view where you create and design your slides. It displays the slide you're working on, a thumbnail list of all slides on the left, and a notes section below. This view allows easy editing of text, images, and other elements. It's the default view when you open a presentation.

State Govt. Services

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MBA Entrance

Railways & Metro Services

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Different Views in PowerPoint

Outline View

Outline View in PowerPoint displays only the text from your slides in an outline format. It helps you focus on the content and structure of your presentation.

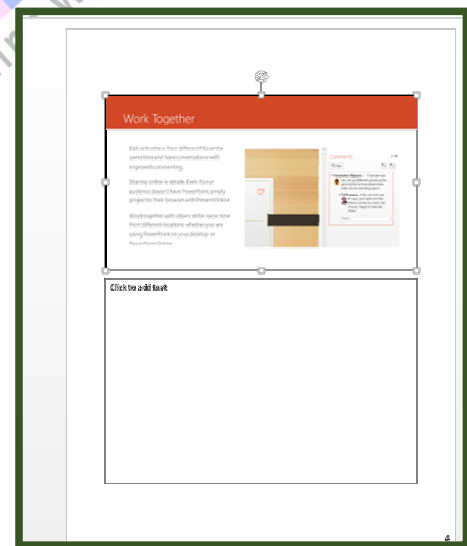
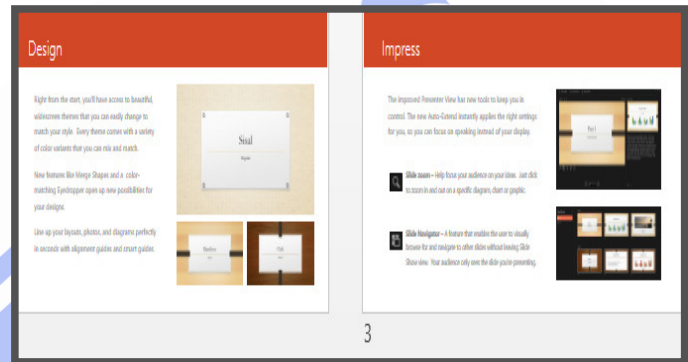
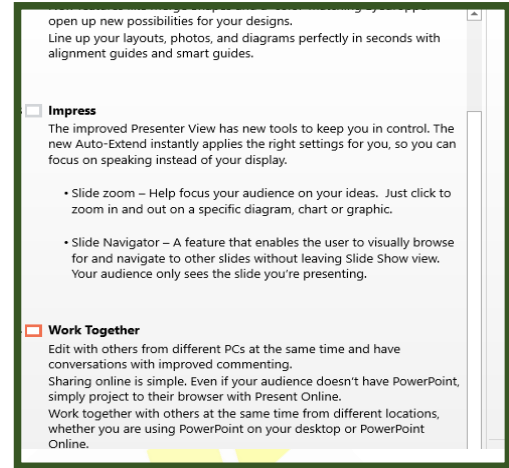
You can easily edit titles and bullet points in this view. It is useful for organizing ideas and reviewing the flow of your slides.

Slide Sorter View

Slide Sorter View in PowerPoint shows all your slides as thumbnails on one screen. It helps you easily reorder, delete, or organize slides. You can also apply transitions and view the overall flow of your presentation. This view is great for managing the structure and sequence of slides.

Notes Page

Notes Page view in PowerPoint lets you add and view speaker notes for each slide. It shows one slide at a time with a section below for your notes. These notes help you remember key points while presenting. You can also print notes pages as handouts for reference during your presentation.



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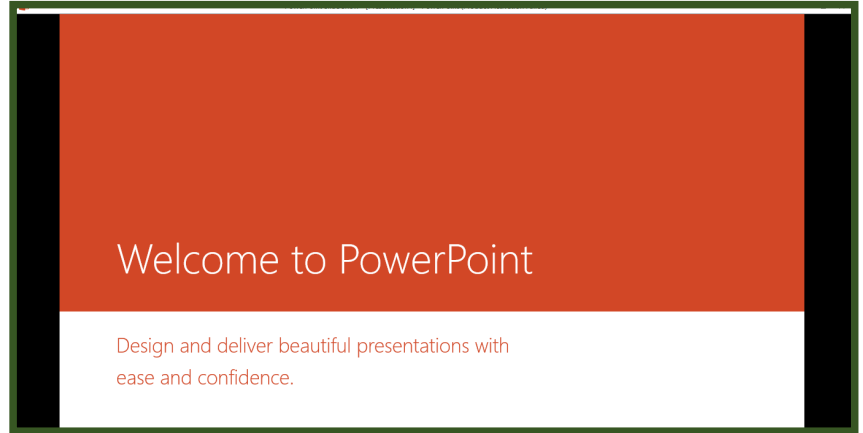
Different Views in Power Point

Reading View

Reading View in PowerPoint lets you view your presentation in a windowed, full-screen-like mode.

It's designed for previewing slides with animations and transitions without editing.

Unlike Slide Show view, it doesn't take over your entire screen. It's useful for reviewing your presentation or showing it casually to others.



Why we use Presentation Views?

We use presentation views to work on different parts of a presentation more effectively. Each view helps with a specific task like editing, organizing, reviewing, or presenting slides. They make it easier to design, structure, and deliver a professional presentation. Using the right view improves efficiency and clarity while working.

Assignment

Make a **4 - Slide PowerPoint presentation on "Digital Awareness"** with given instructions like titles, content, formatting (bold, italic, and color cues), and layout. You can easily replicate this in PowerPoint and use **Reading View** to present.

Slide 1: Title Slide

Title: Digital Awareness in the Modern World (Font: Bold, Size 36, Dark Blue)

Subtitle:

Empowering Smarter & Safer Online Lives (Font: Italic, Size 24, Gray)

Slide 2: What is Digital Awareness?

Title: Understanding Digital Awareness (Bold, Dark Blue)

Content:

- CBSE
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- Banking & Insurance
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- Digital Awareness is the understanding of how to use digital tools safely, effectively, and ethically.
- It includes knowledge of online privacy, digital communication, and cyber threats.
- It's essential for students, professionals, and everyday users in today's tech-driven world.

Highlight Tip:

Use Bold Green for keywords like privacy, communication, cyber threats.

Slide 3: Why It Matters

Title:

The Importance of Digital Awareness (Bold, Navy Blue)

Content (Bullet Points):

- Protects your digital identity.
- Helps avoid cyberbullying and scams.
- Promotes responsible online behavior.
- Builds skills for the digital workplace.

Highlight Tip:

Use Orange Italics for words like scams, behavior, workplace.

Slide 4: Tips to Stay Digitally Aware

Title: Smart Habits for the Digital Age (Bold, Teal)

Content:

- Update your software and apps regularly
- Think before you click on links or downloads
- Use strong passwords.
- Respect others in online spaces
- Learn about new digital tools and trends

Highlight Tip:

Use Bold Red for warnings like click, passwords, downloads.

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