

Chapter 9
Arranging Slides using views in
Microsoft powerpoint 2013

Practice zone



Practice Zone

Identify the view you will use for the following tasks.

1. To change the order of the slides _____
2. To create and design the slides _____
3. To play the slide show on your own computer when you are not showing it to the audience _____
4. To view the notes added _____
5. To move the text easily from one slide to another _____
6. To play the slides in full screen mode to present it to the audience _____

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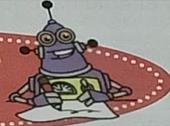
Answers of practice zone

1. Slide sorter view
2. Normal view
3. Reading view
4. Notes page view
5. Outline view
6. Slide show view

Assessment zone

- A. Choose the correct answer

ASSESSMENT ZONE



A. Choose the correct answer.

1. Name the view used to present the slides in full screen mode to the audience.
 - a) Notes Page View
 - b) Outline View
 - c) Normal View
 - d) Slide Show View
2. Which of the following views can be accessed from the View tab only?
 - a) Outline and Reading View
 - b) Reading and Notes Page View
 - c) Outline and Notes Page View
 - d) Slide Sorter and Reading View
3. Which of the following view displays only the thumbnails of all the slides so that you can change the order of slides?
 - a) Slide Sorter
 - b) Outline View
 - c) Normal View
 - d) Reading View

Answers of choose the correct answer

1. (d) Slide show view
2. (c) Outline and Notes page view
3. (c) Normal view

B. Fill in the blanks using the appropriate words given below.

3. Fill in the blanks using the appropriate words given below.

Reading F5 Outline Notes Page View Page Down

1. The _____ View is useful when you want to view the presentation as a slide show that fits within the window.
2. The _____ View displays the text of the presentation so that it can be moved from one slide to another easily.
3. The _____ View can be used for printing the slide and notes added in the slide.
4. The _____ key can be used to start the slide show.
5. The _____ key can be used to advance to the next slide during the slide show.

Answers of fill in the blanks

1. Reading
2. Outline
3. Notes page
4. F5

5. Page down

C. Tick (✓) the correct statement
and cross (×) out the wrong one.

C. Tick (✓) the correct statement and cross (×) out the wrong one.

1. You cannot make changes to the text on a slide during the slide show.
2. The Reading view displays slides in full screen mode.
3. You cannot change the order of the slides once they are created.
4. The Slide Sorter can be accessed only from the View tab.
5. The Normal View can be used for adding notes for the presentation.

Answers of tick the correct

1. ×
2. ×
3. ×
4. ×
5. ✓

D. Answer the following questions.

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1. Discuss two ways to switch between different views in PowerPoint.
2. Differentiate between Reading View and Slide Sorter view.
3. Discuss any two methods to run the slide show.
4. Write down the various things that can be done in the Normal View in PowerPoint.

Answers:

1. You can switch between different views either by using different options in the Presentation Views group under the View tab or by using the view buttons on the Status Bar.
2. The differences between Reading view and Slide Sorter view are:
 - (i) If you want to view the slides as a slide show mode you can use Reading view but if you want to view the thumbnails of all the slides you can use Slide Sorter view.
 - (ii) Reading view can be use to Play the slide show but slide sorter view can be use to change the order of slides.
3. The two methods to run the slide show are:
 - (i) Using the **Start from beginning button** on the **Quick access toolbar**.

- (ii) Clicking on the **Slide show button** on the **Status Bar**.
- 4. The various things that can be done in the normal view are as follows:
 - (i) This view is use to create and design slides by adding text, pictures,charts and tables to the slide.
 - (ii) It is use to rearrange, add or delete slides from the presentation.