

Power Point O365 Training

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# Intro to PowerPoint

## What is PowerPoint?

With PowerPoint on your PC, Mac, or mobile device, you can:

* Create presentations from scratch or a template.
* Add text, images, art, and videos.
* Select a professional design with PowerPoint Designer.
* Add transitions, animations, and cinematic motion.
* Save to OneDrive, to get to your presentations from your computer, tablet, or phone.
* Share your work and work with others, wherever they are.

## Change views

Although the Normal view is probably the most common one used, there are other views that come in handy for different tasks and preferences.



**Display Normal view**

This is the default view.

* Select **View** > **Normal**.

Or, select **Normal**  from the task bar at the bottom of the window.



**Display Outline View**

Use this view to see a text outline or story board of your presentation.

* Select **View** > **Outline View**.



**Display Slide Sorter view**

Use this view to see the order of your slides, or to reorganize your slides.

1. Select **View** > **Slide Sorter**.

Or, select **Slide Sorter**  from the task bar at the bottom of the window.



1. To reorganize your slides, just click and drag your slides to a new location.

**Display Notes Page view**

Use this view to see how printed notes look, or as cues for yourself while you're presenting.

* Select **View** > **Notes Page**

Or, select **Notes**  at the bottom of the slide window.



**Display Reading View**

Use this view to resize the window while viewing animations and transitions.

1. Select **View** > **Reading View**.
2. To close **Reading View**, press Esc or select another view in the task bar at the bottom of the window.



**Display Master Views**

To change the **Slide Master**:

1. Select **View** > **Slide Master**.

**Note:** Be careful when making changes to the **Slide Master**, since changes to layouts in the **Slide Master** will be applied to all slides in your presentation that use that layout.

1. To close a master view, select **Close Master View**.



**Change the color of the view**

1. Select the **View** tab.

Select **Normal**, **Outline**, or **Slide Sorter** view if you're not already in one of these views.

1. Select **Color**, **Grayscale**, or **Black and White** to see how your presentation looks on the screen or printed.

**Add a Ruler, Gridlines, or Guides**

1. Select the **View** tab.
2. Select the options you want:
	* **Ruler** - to show horizontal and vertical rulers.
	* **Gridlines** - to show a grid.
	* **Guides** - to show automatic alignment guides.