



Slide layout

- ❖ **Slide layout** refers to design and placement of different elements on a slide.
- ❖ It contains formatting, positioning, and placeholder boxes for all of the content that appears on a slide.

Apply a slide layout

- ❖ Select the slide that you want to change the layout for.
- ❖ Select Home > Layout.

Presentation view

- ❖ PowerPoint Presenter View shows you the slide sorter, the slide show, slide master and your speaker notes, to help you focus while presenting and connect with your audience.





Normal view

- ❖ Normal view is the editing mode where you'll work most frequently to create your slides.
- ❖ It displays slide thumbnails on the left, a large window showing the current slide.

Slide sorter view

- ❖ It shows slides in thumbnail form.
- ❖ This view makes it easy for you to sort and organize the sequence of your slides .

Normal page view

- ❖ It enables you to view your speaker notes in a page view
- ❖ Each slide contains its own Notes Page.
- ❖ These notes do not show on the screen during Slide Show view.
- ❖ It is a place to put all that extra text that you want to put onto your slides .





Slide master view

- ❖ It is a tool used to create slide templates.
- ❖ you can edit the slide master, which will affect every slide in the presentation.
- ❖ Slide Master can save slide layouts, including the background, color, fonts, effects, positioning, etc
- ❖ In the left navigation pane, scroll up and select the first slide. This is the slide master.
- ❖ Use the desired tabs on the Ribbon to make changes to the Slide Master
- ❖ Move, resize, or delete other slide objects as needed.
- ❖ When you're finished, click the Close Master View command on the Slide Master tab.
- ❖ The change will appear on all slides of the presentation.

