

Slide layout

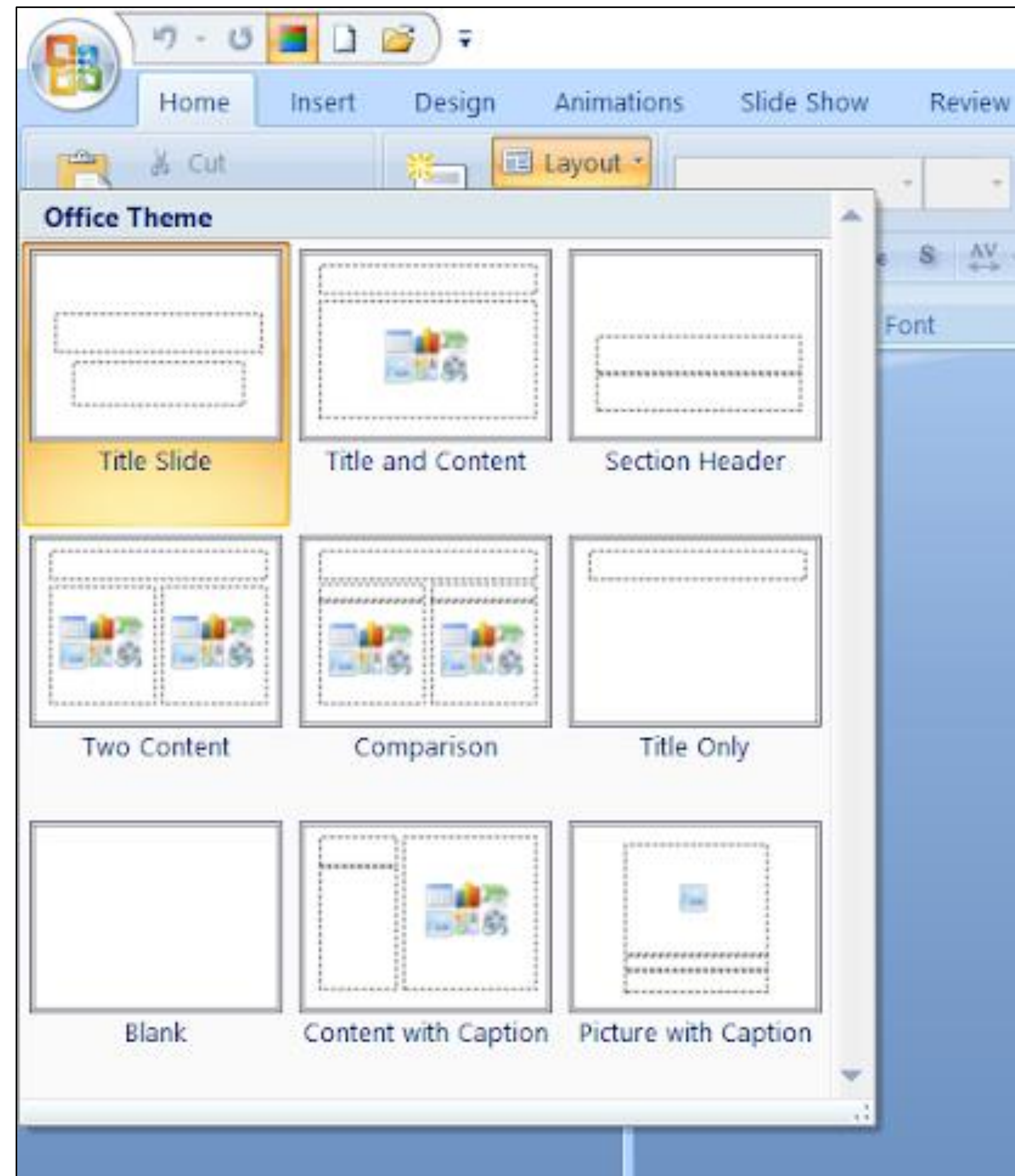




Slide layout

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





Slide layouts



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.





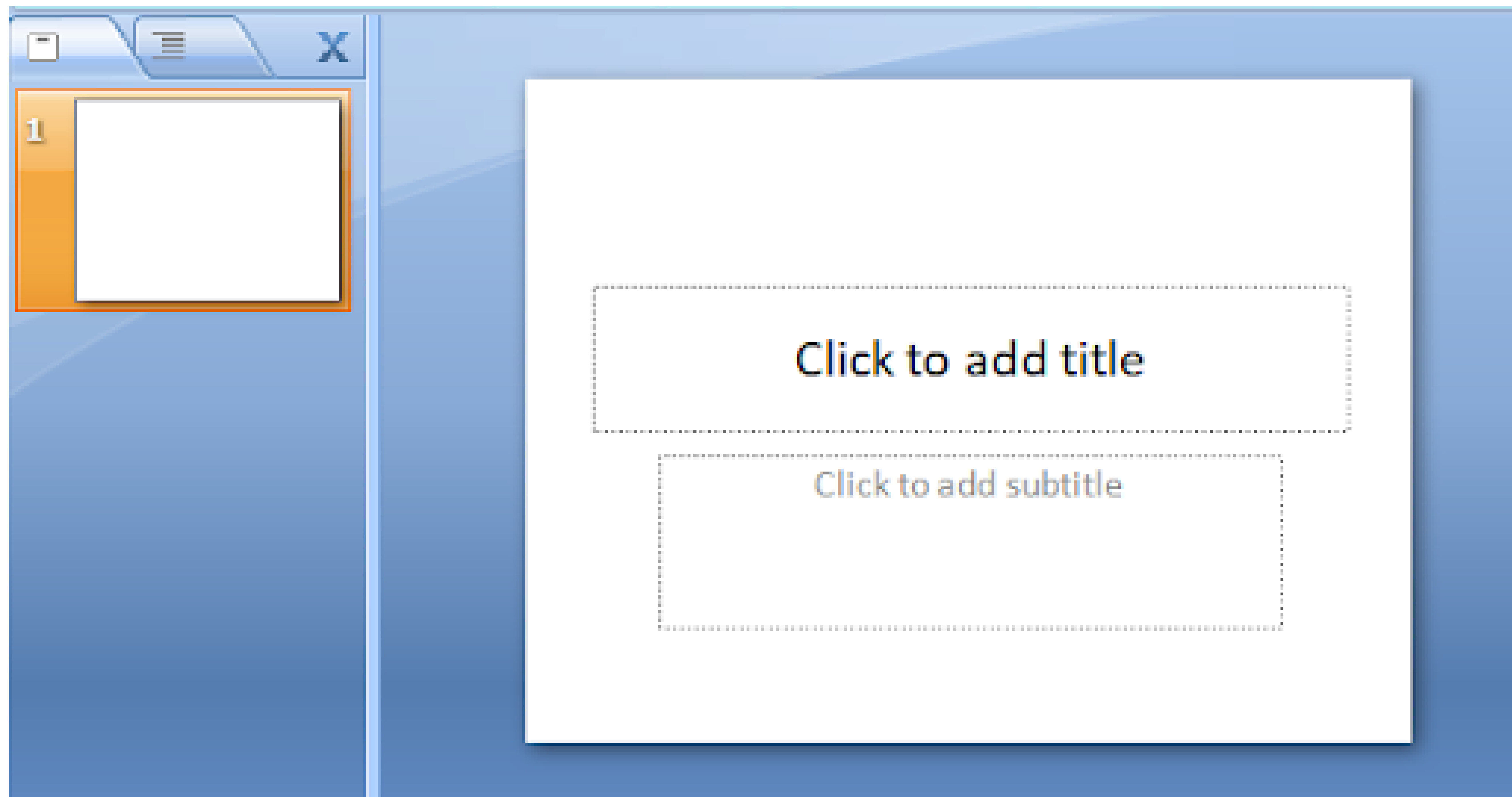
Presentation view



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.





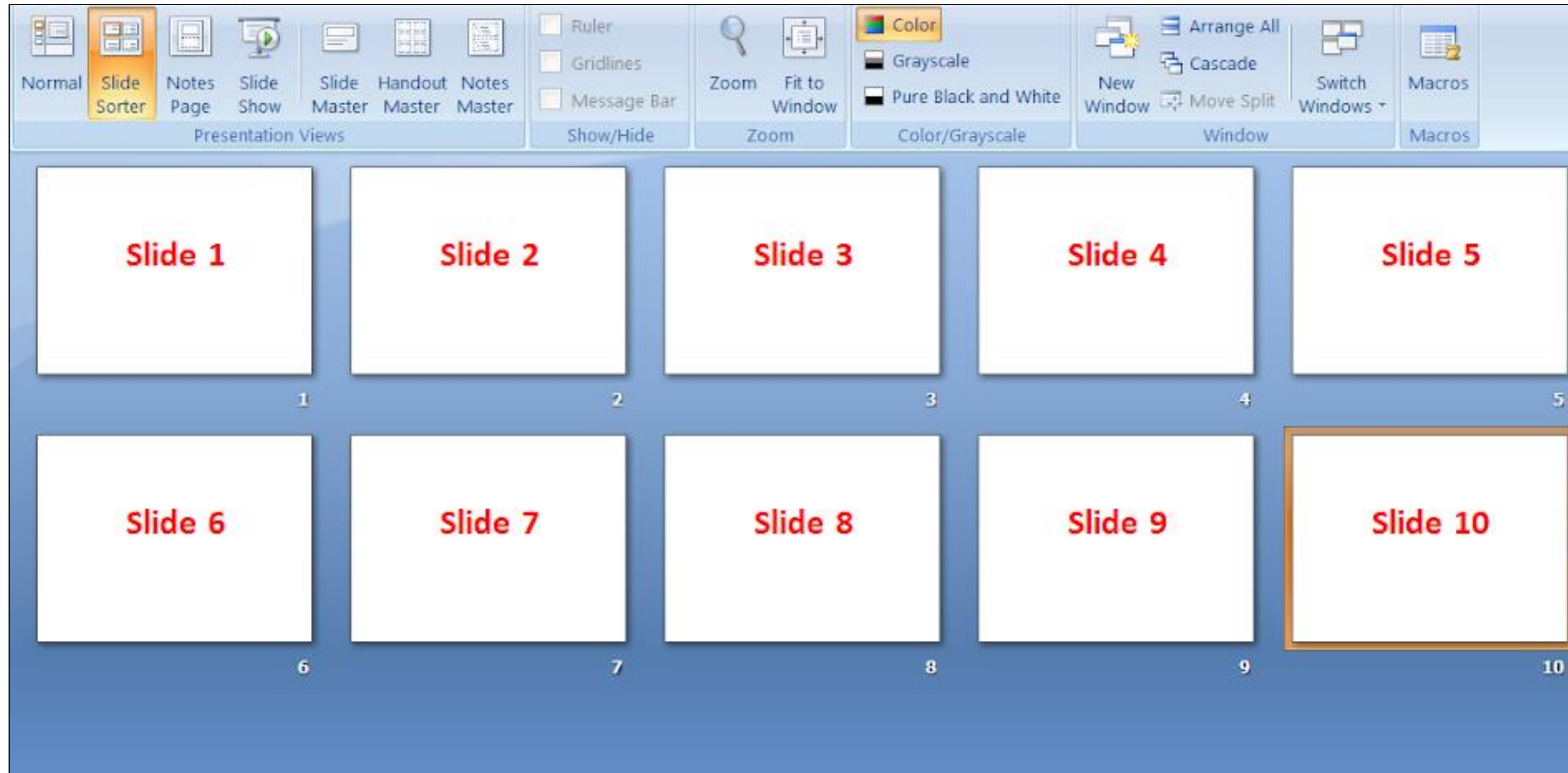
Normal view



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 .





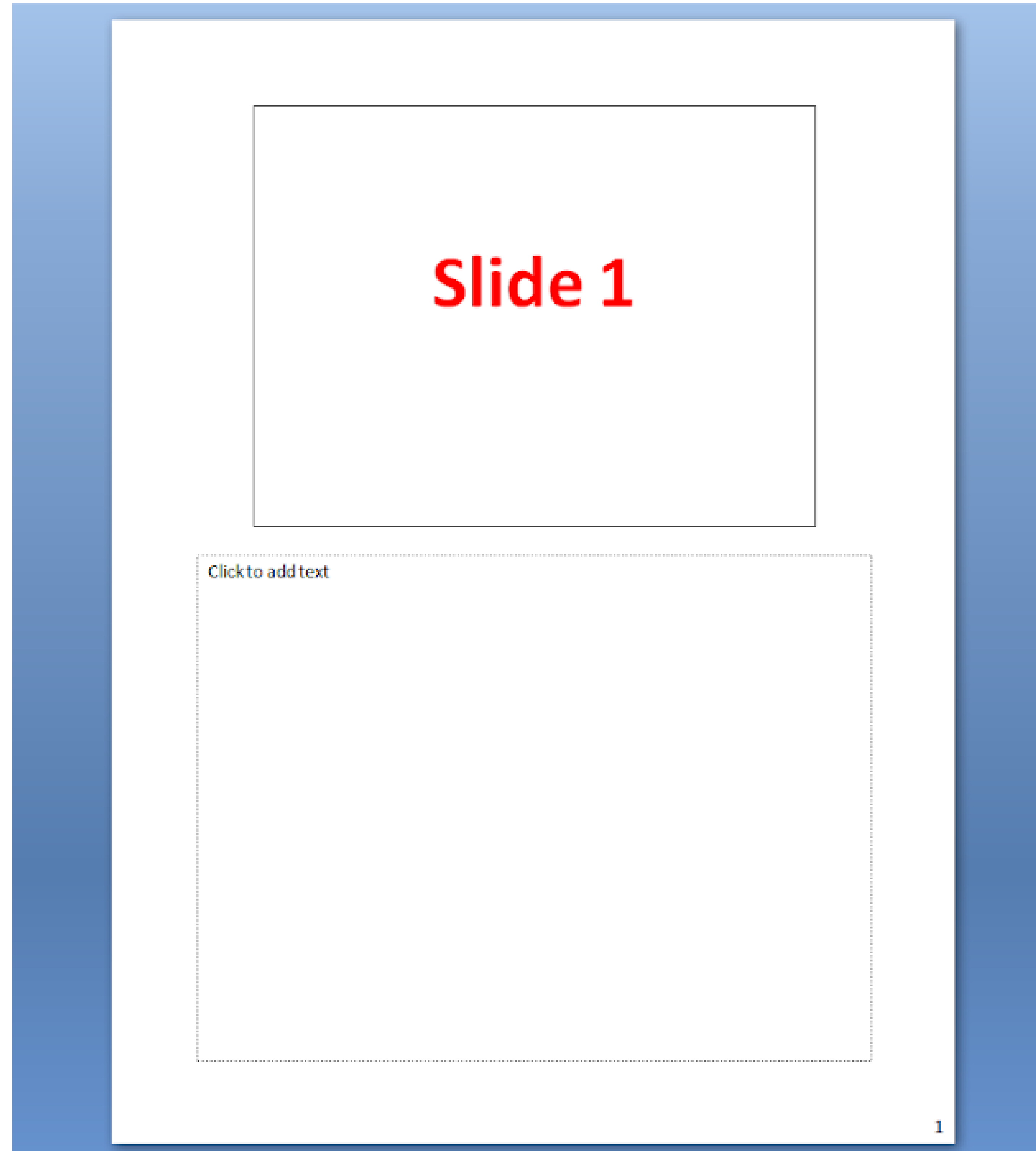
Slide sorter view



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 .





Normal page view

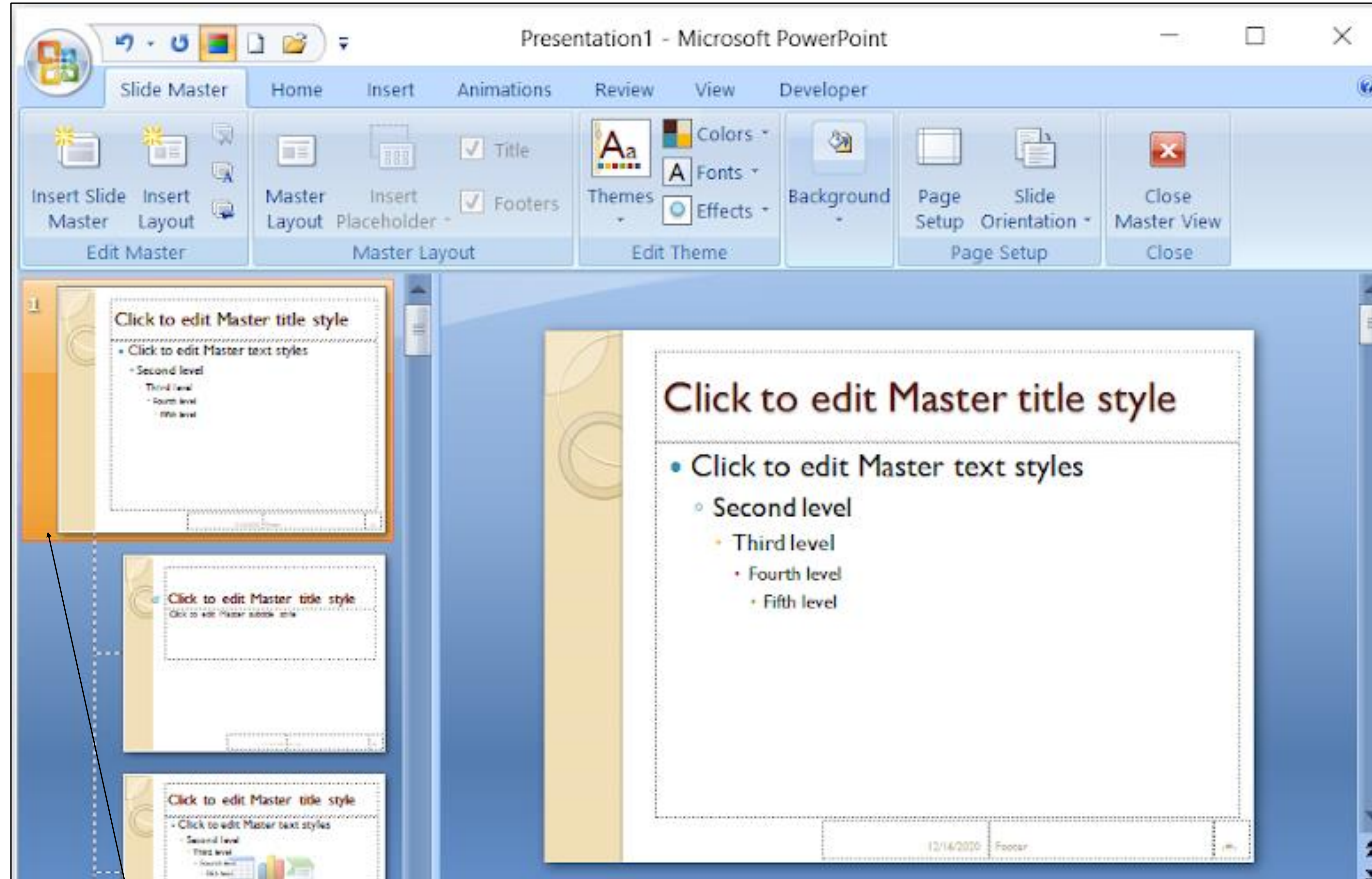




Slide master view

- ❖ 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.





Slide master



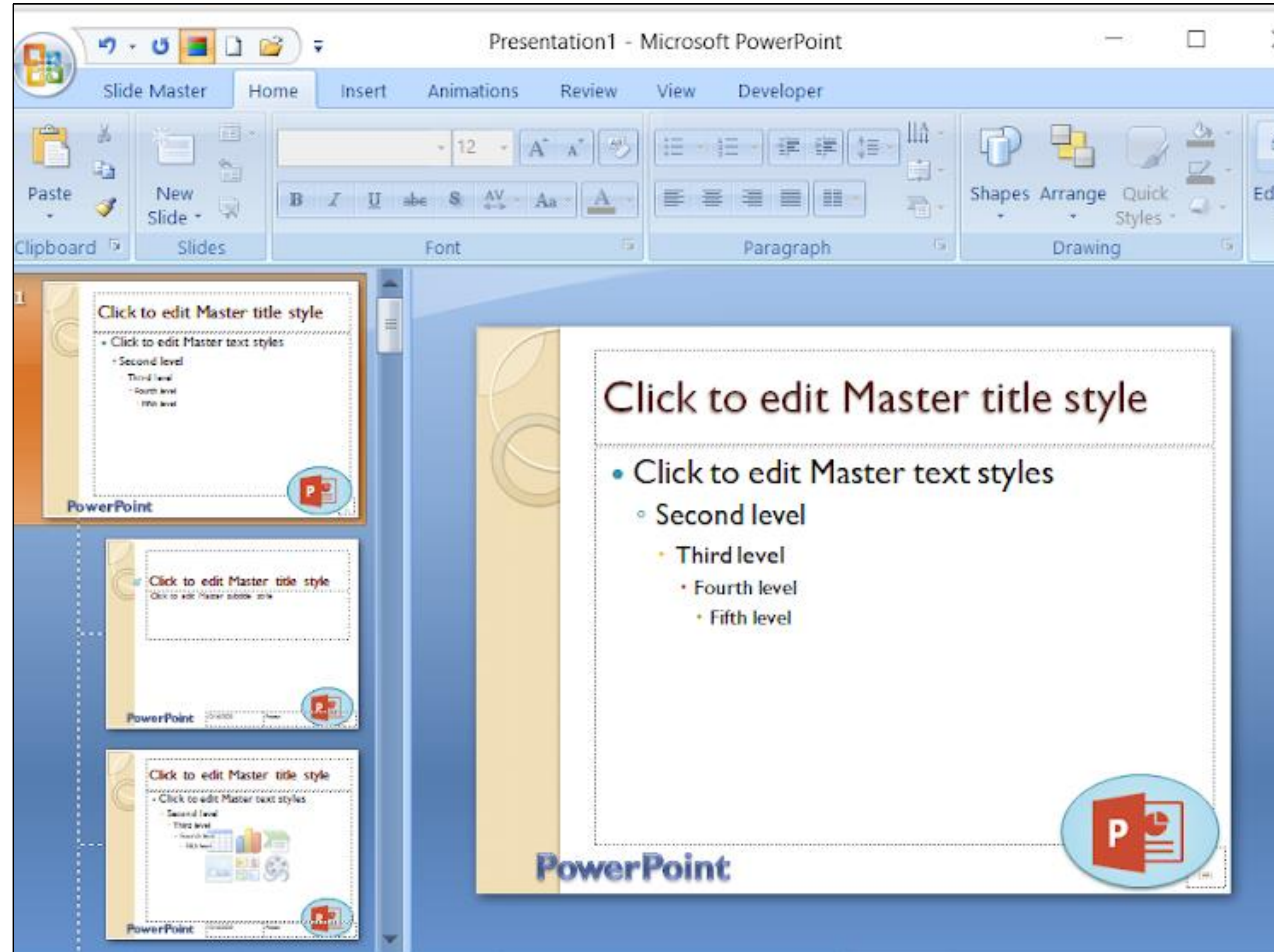
- ❖ In the left navigation pane, scroll up and select the first slide. This is the slide master.
- ❖ Use the desired tabs on the Ribbon to make changes to the Slide Master
- ❖ Move, resize, or delete other slide objects as needed.





- ❖ 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.







- ❖ In the above example the PowerPoint logo and text is added in slide master tab.
- ❖ The changes will appear in presentation.



Slide 1

Microsoft PowerPoint is a presentation program, created by Robert Gaskins and Dennis Austin at a software company named Forethought, Inc. It was released on April 20, 1987, initially for Macintosh System Operating system based computers only.

PowerPoint

