

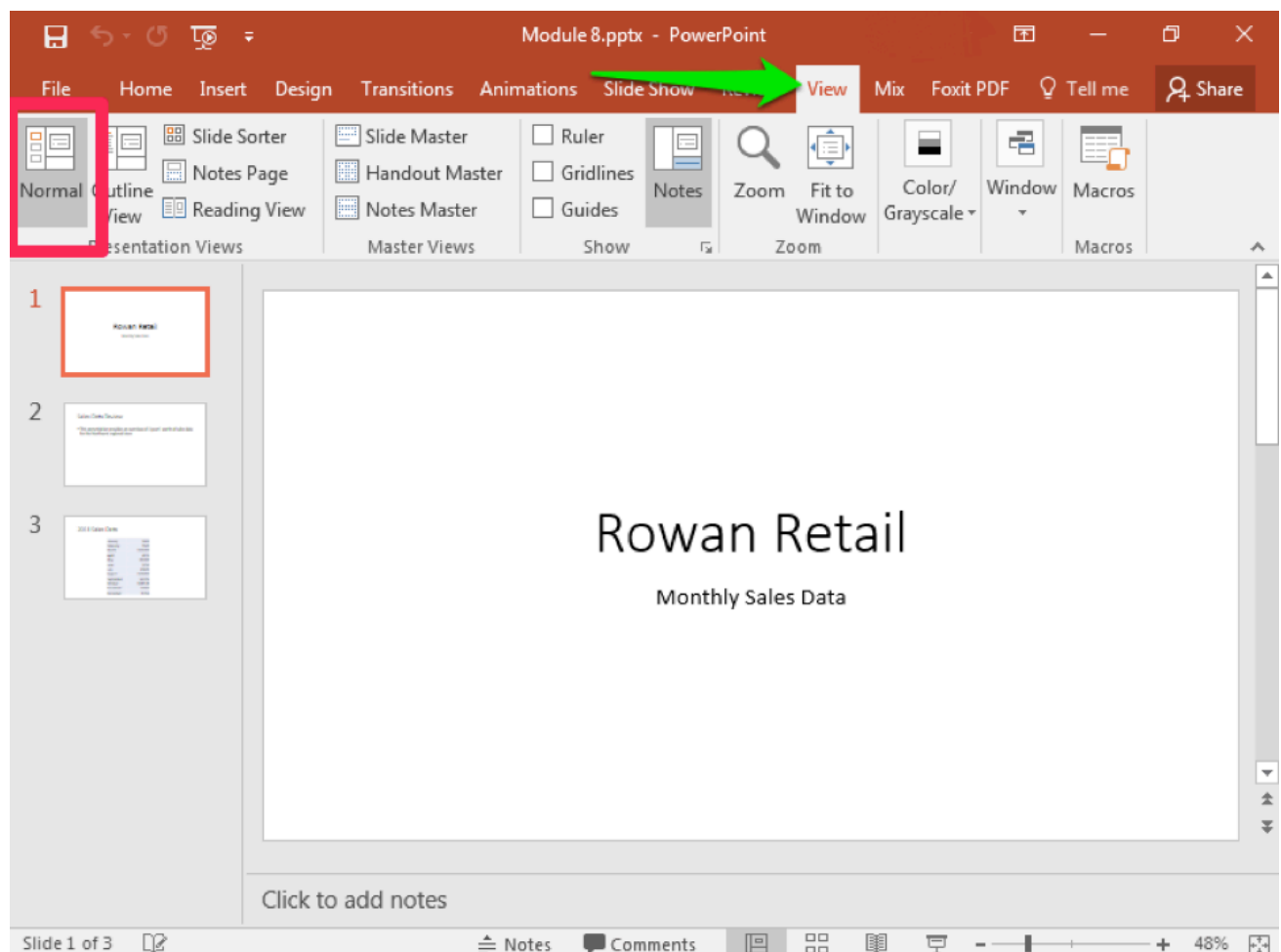
[See this page in the course material.](#)

Learning Outcomes

- Use the Outline and Normal views

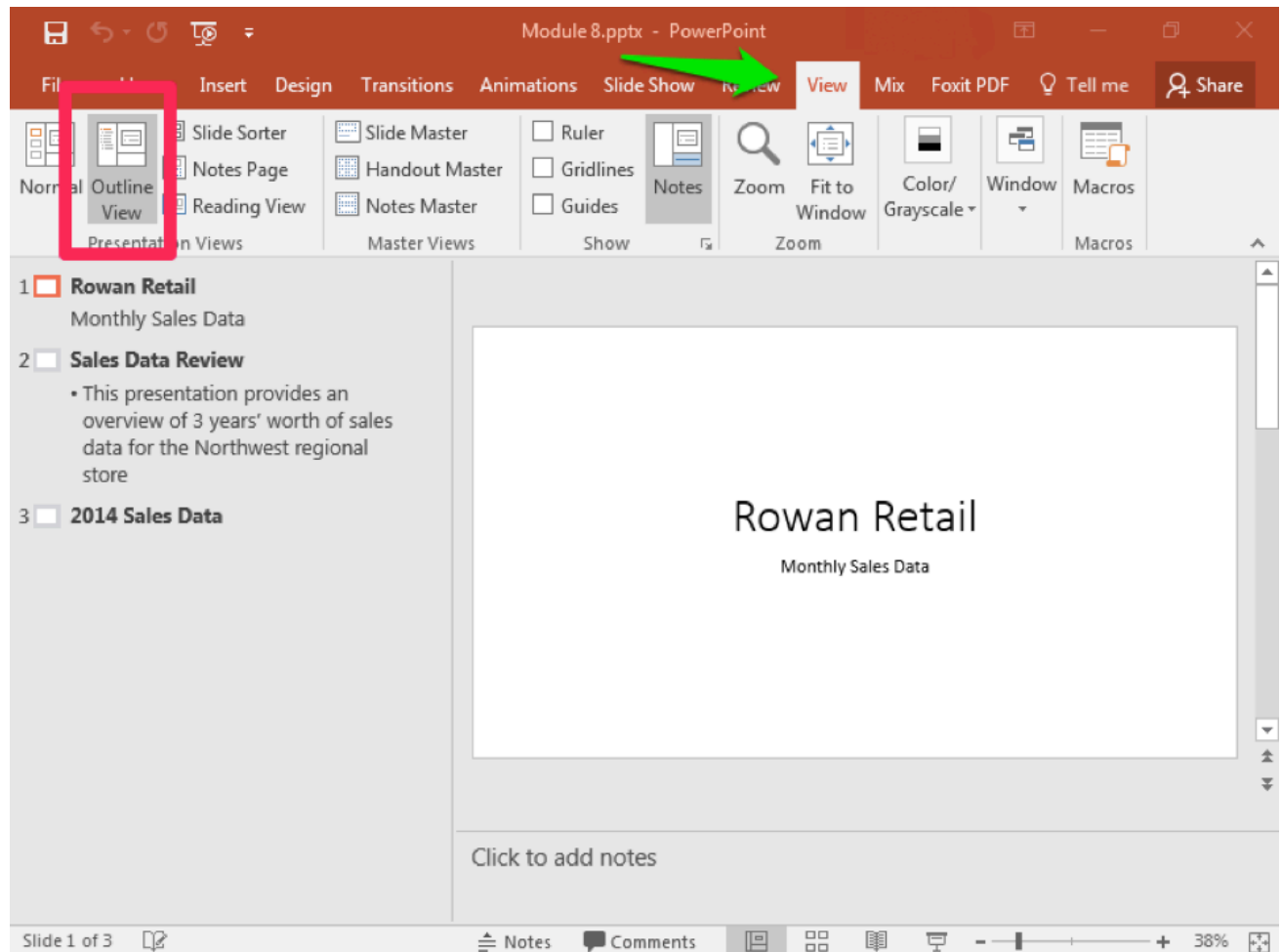
Another commonly used option in PowerPoint is the view you use to examine the slides. There are two major views: Normal and Outline.

By default, PowerPoint opens presentations in the Normal view. This is the view you have seen in screenshots throughout this module, with the slide thumbnails on the left, and as shown below.



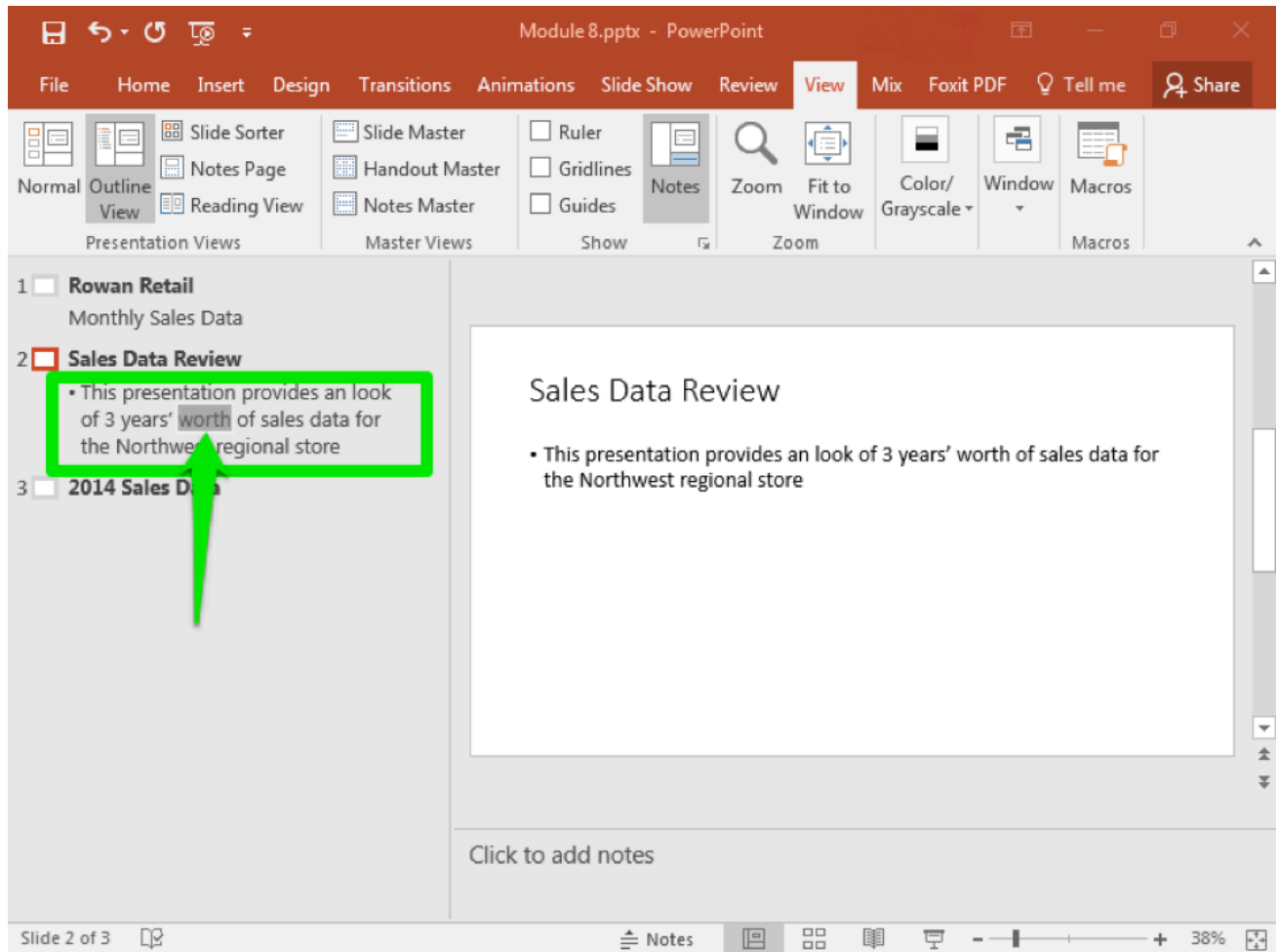
But as you can see, it is difficult to see what the text on slides actually says from the Normal view. If you wish to still have an overall thumbnail view of the slides in the presentation, but want

to be able to read the text on the slides, you can use the “Outline” view.



Note that you can read the text that has been typed on a slide, but you cannot see tables or a thumbnail view of any images. In the Normal view, the table in Slide 3 is visible, but in the Outline view all you can see of Slide 3 is the title.

You can still add, delete, and move slides from the Outline view. You can also directly edit text from the thumbnail slides in the Outline view, which you cannot do from the Normal view thumbnails. To do this, double-click on or near the text you would like to edit and type as normal.



Practice Questions

Mike is editing a presentation and needs to make changes on several slides that have text. Which thumbnail view is the best choice for this?

☐ The main view since it provides text details.

[See this interactive in the course material.](#)

Henry is editing a presentation and wants to quickly scan through the whole presentation to make sure images were added to some slides. Which view should he use?

☐ The main view since it provides image details.

[See this interactive in the course material.](#)

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