

- AGES OF READING EVERYDAY
- Reading helps us to gain knowledge.
 - Reading improves our imagination.
 - Reading improves our spelling and vocabulary.
 - Reading improves our communication skills.

Discuss by giving examples:
When you read, you get to know about new words which you can include while conversing with people.

▲ Fig. 9.10 Outline View



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 _____

- The Slide Sorter View displays thumbnails of all the slides in your presentation
- The Reading View displays a presentation not in the full screen mode but as a slide show that fits within the window.
- The Slide Show view displays the slides in the full-screen mode.
- The Notes Page View displays an image of a slide along with the notes related to that slide.
- The Outline View displays only the text of the slides in outline form.

Words to Know

View: A View in PowerPoint lets you to create, arrange and deliver your presentation.

Slide Show: A Slide Show is the sequential display of slides in the full-screen mode.

Thumbnail: reduced-size version of pictures or videos, used to help in recognizing and organising them.



ASSESSMENT ZONE



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

B. 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.

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.

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