

Good Morning Students,

Students, this lesson is of class **VI**, for the subject of **Computers**. Topic is '**Viewing a Presentation**' which is covered in chapter '**5**'.

So, I hope all the students are ready for today's lesson. The name of the topic is **Viewing a Presentation**. Students, in previous lessons you have learnt how to create powerpoint presentation. So, our next topic is how to view a presentation. Children, you can view your powerpoint presentation in different formats like

1. Normal View
2. Outline View
3. Slide Sorter View
4. Notes Page View
5. Reading View
6. Slide Show View

Students, most of the view buttons are available in the **Presentation Views** group on the **View tab**. So let me explain you the different formats of view.

Normal View :- It is the default and most often used view of powerpoint presentation.

Students, Normal View is the editing mode where you will work most frequently to create your slides. This view displays one slide at a time in the slide area. To open this view, select the **View tab** and click on the **Normal** button or you can click on the **Normal View** icon on the **Status Bar**. Students observe the figure 5.13 given on page no. 51 of your text book.

Outline View :- It displays your presentation as an outline made up of titles and main text from each slide. This allows you to quickly edit the text on the slides and view the contents of all the slides at once.

Slide Sorter View :- This particular view gives you a view of your slides in thumbnail form. It makes our work easy to sort and organize the sequence of your slides. To open slide sorter view select the **View tab** and click on the slide sorter button. Students, observe the figure 5.14 given on page no. 51 of your text book to see the slide sorter view.

Notes Page View :- This view allows you to add extra notes related to your slide without having it displayed on your slide. It includes extra information that you require during your

presentation. It is also available on View tab.

Students, I am giving you three minutes break now. Pause the audio and after three minutes start the audio. Children, during this break write different ways of viewing your presentation.

Children, Welcome Back, I hope you have written the names of different views of powerpoint presentation as Normal View, Outline View, Slide Sorter View, Notes Page View, Reading View and Slide Show View. Now, let us continue with our topic.

Reading View :- This view is used when we run the presentation on our computer and do not want to show it to the other viewers

Slide Show View :- Slide Show View is the final view. The view in which we show our powerpoint presentation to the viewers or the audience. It displays our slides in a proper sequence or order in the full screen mode. To view the slide show either click on the **Slide Show** button on the Status bar or Select the **F5** key to view the slide show

Students, our next topic is **Slide Master**.

Slide Master is a simple way of applying changes to the entire slide which means any changes made in the Slide Master page automatically reflect on every slide in the presentation. Slide Master can save slide layouts which includes the background, color, font, effects etc. Slide Master consists of two placeholders

1. Slide Title Placeholder :- It contains a title. You can change the position of your title placeholder on a slide.
2. Body Text Placeholder :- This placeholder includes text, charts, pictures and other objects.

Children, I am ending the lesson now. You are advised to solve the back exercise