

Viewing Your Presentation Outline

PowerPoint has several ways to view a presentation for different purposes. This document contains information on the Outline tab, which can be very helpful in seeing the logical order of your whole presentation.

In the Outline tab, PowerPoint displays your presentation as an outline made up of the titles and main text from each slide. The main text is indented under the slide title.

Introduction to the Outline View

Working in the Outline view allows you to see a textual outline of your entire presentation. The Outline view also makes it easy to rearrange your points, move slides from one position to another, and apply formatting changes. You can also print the Outline view for use as notes.

NOTE: The Normal view contains an Outline pane. For more information, refer to The PowerPoint Views.

To display the Outline view:

1. To the left of the slide work area, select the Outline tab .


View Options in the Outline View

In the Outline view, you can work with your text formatted, as it would appear in the presentation or in plain text. Working with plain text allows you to see more of your presentation at once. You can also print with formatted text or plain text, depending on your view.


Switching between Plain Text and Formatted Text

1. Open the Outline View
2. In the **Outline** pane, select one of your slides by clicking the box next to it the text for that slide is highlighted.
(NOTE: No matter which slide you select, formatting will be displayed for all slides in your presentation.)
3. Right click the highlighted text » select **Show Text Formatting**.
(NOTE: The **Show Text Formatting** button toggles between showing and hiding text formatting.)

Displaying Only Titles for the Entire Presentation

1. Open the Outline View
2. In the **Outline** pane, select one of your slides by clicking the box next to it the text for that slide is highlighted.
3. Right click the highlighted text » select **Collapse**  » **Collapse All**.
(NOTE: It is not necessary to select all slides when using the **Collapse all** option.)

Displaying All of the Slides in the Outline When Some Are Collapsed

1. Open the Outline View
2. In the **Outline** pane, select one of your slides by clicking the box next to it the text for that slide is highlighted.
3. Right click the highlighted text » select **Expand**  » **Expand All**.
(NOTES: It is not necessary to select all slides when using the **Expand all** option. If all of your slides are collapsed, you can double click one to expand it.)

Working with Text in the Outline View

When you select the **Outline** tab, a textual outline of your presentation will appear in the pane at the left side of the screen. If there are images in your presentation, they will not appear in the outline.

Working with Text in the Outline View: Formatting Text

1. Open the Outline View
2. In the outline, select the text you want to format.
3. From the **Home** tab, in the **Font** group, make the desired changes.

Working with Text in the Outline View: Adding Text

1. Open the Outline View
2. From the outline, place the insertion point where you want to add text.
3. Type the desired text.



Working with Text in the Outline View: Deleting Text

1. Open the Outline View
2. Select the text you wish to delete.
3. Press [Delete].



Moving Paragraphs in an Outline

You can move a paragraph up or down a level in the outline. When you promote a paragraph or line of text in your outline, it moves to the left; when you demote it, it moves to the right. When you move a paragraph up, you exchange it with the one above; when you move a paragraph down, you exchange it with the one below. In this way, you have control over the organization of text in your presentation without having to go to the slides themselves.

Moving Paragraphs in an Outline: Promoting/Demoting

1. Open the Outline View
2. Right click in the text you want to move » select **Promote**  or **Demote** .

Moving Paragraphs in an Outline: Up/Down

1. Open the Outline View
2. Right click in the text you want to move » select **Move Up**  or **Move Down** .

Moving Slides in an Outline

1. Open the Outline View
2. In the outline, click and drag the slide icon to the appropriate location.
(NOTE: While dragging the slide, a line will move with your cursor showing you where the slide will be when you release the mouse.)

Printing in the Outline View

When you print your outline, it prints with the options that are showing in the **Outline** view (different formatting, collapsed, expanded). Therefore, adjust the text formatting to ensure that your document will print correctly.

1. Open the Outline View
2. To print your outline with all text formatting shown, make sure to toggle on all text formatting.

3. To print all of your slides, make sure all of your slides are expanded.



4. From the Office menu, select Print the Print dialog box appears.

5. From the Print what pull-down list, select Outline View.

6. Click OK the document prints in the Outline view.