

## **View Ladder**

### **Outlining View**

**Provides a quick and easy way to create and organize your thoughts in a structured format. Uses a hierarchy to establish levels of importance.**

### **Speaker Notes View**

**Provides additional space for the speaker to share notes and comments per slide. Speaker Notes are an excellent tool for assisting with public speaking and lecturing.**

### **Slide Sorter View**

**Displays thumbnail versions of all the slides in a presentation. This view assists with arranging and timings of slides.**

### **Slide Show View**

**Displays the slides as an electronic presentation. Presents much like a projector as timings, animations, and transitions are demonstrated.**