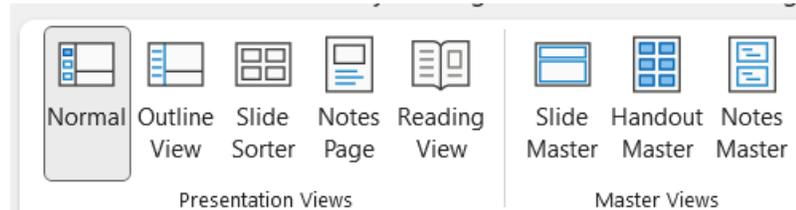


Using the Outline View in PowerPoint

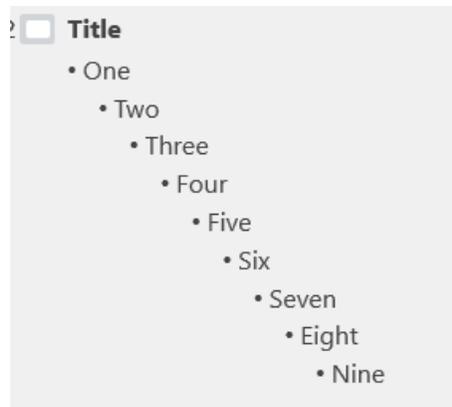
1. Open a blank new presentation. (Ctrl N)
2. On the View Tab in the Ribbon click the Outline View button.



- a. This button could also be added to the QAT by right clicking the button and choosing Add to Quick Access Toolbar.
3. Click in the Outline Panel beside the slide icon.



4. Begin typing the presentation title and tap the Enter key.
5. A new slide is created.
6. Use the Tab key to demote, this will take you back to slide one and into the Subtitle textbox.
7. Type in the subtitle and tap the Enter key.
8. Use the Shift Tab key combination to promote to a new slide.
9. Continue typing the contents of each slide by using the Tab to demote and Shift Tab to promote each line of text in the Outline Panel.



- Tab can be used to move down from a slide all the way down to a ninth level of bullet.
- The Shift Tab combination can move from the ninth level bullet all the way up to a new slide.