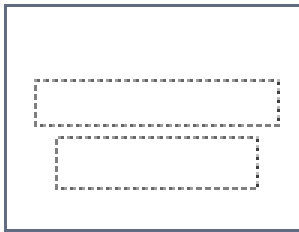


# Placeholders/Content Placeholders

- In MS PowerPoint, placeholders are boxes with dotted borders that contain content and reside within a slide layout.
- All built-in slide layouts that come with PowerPoint contain content placeholders.
- If you click on the bottom half of the New slide button, PowerPoint displays all the slide layouts you can insert, and on each you can see content placeholders.

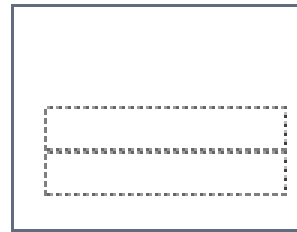
## Office Theme



Title Slide



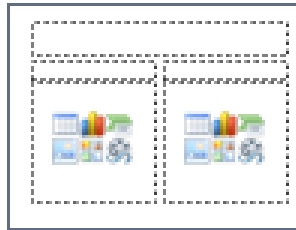
Title and Content



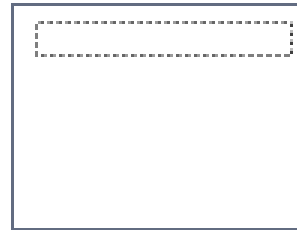
Section Header



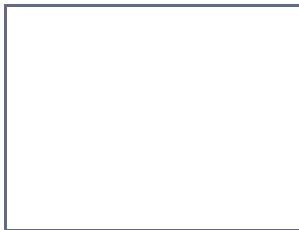
Two Content



Comparison



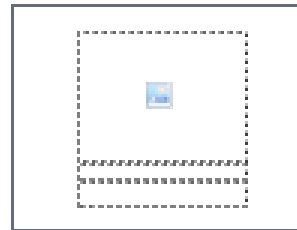
Title Only



Blank



Content with  
Caption



Picture with  
Caption



Duplicate Selected Slides



Slides from Outline...



Reuse Slides...

# Placeholders/Content Placeholders

- If you insert a two content slide layout, for example, you will get three placeholders: one for the slide's title, and two for the content. To add your own text, click in a placeholder and start typing. You can style the text however you please, using the usual formatting options.

# How does PowerPoint know what placeholders should appear on each slide?

- This is determined by slide master.
- If you click View > Master Views > Slide Master, you can see all the slide layouts available for use in your presentation.
- Click on any slide layout to select it and you'll see the placeholders already present. You can add new placeholders by clicking Insert Placeholder in the Master Layout group of the Slide Master tab.

# Views in MS PowerPoint

- PowerPoint's various views enable you to see your presentation in a variety of ways. PowerPoint provides following views:
  - Normal View
  - Outline View
  - Slide Sorter View
  - Notes Page View
  - Slide Show View

# Views in MS PowerPoint

- **Normal View:**

- It is the **default view that lets you focus on an individual slide**. The slide you are currently editing is called the current slide. The current slide appears in the Slide pane, which is the largest of the view's three panes.
- Below the Slide pane is the Notes pane, where you can add and edit notes you want to associate with the current slide.
- In the left pane—called the Slides pane—you can click the thumbnail images of the slides to jump from one slide to another.

# Views in MS PowerPoint

- **Outline view:**

- is the same as Normal view except instead of thumbnail images of the slides, a text outline of the presentation appears in the left pane. Only text from placeholders appears in the outline; any text from manually created text boxes does not. Text from graphical objects such as SmartArt also does not appear in the outline

# Views in MS PowerPoint

- **Slide Sorter view** displays **all the slides in a presentation on a single screen**. In Slide Sorter view, you can reorganize a slide show by dragging slides to different positions. You can also duplicate and delete slides in this view



# Views in MS PowerPoint

- **Notes Page view** shows **one slide at a time, along with any notes that are associated with the slide.** This view lets you create and edit notes. You may find it easier to work with notes in this view than in Normal view. You can also print notes pages for your presentation; they are printed as they appear in Notes Page view.

# Views in MS PowerPoint

- Slide Show view lets you preview your presentation on the screen, so you can see it the way your audience will see it.