



View Your PowerPoint Project While Editing

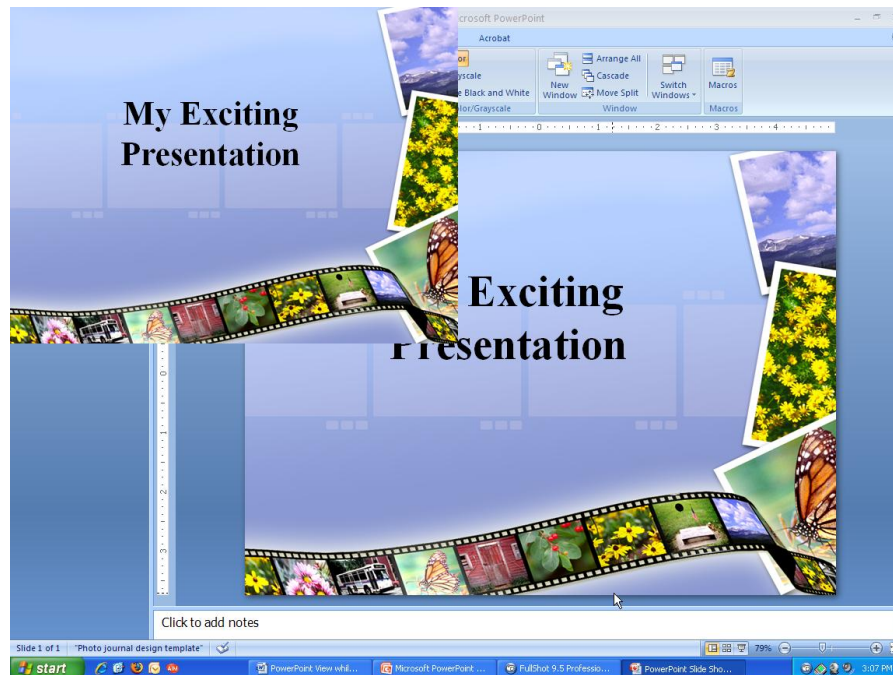
The traditional method of viewing a PowerPoint presentation while you are editing it involves shifting from edit mode to presentation mode and back again. This can add significantly to the time required for editing because it is necessary to open, start, stop, and close PowerPoint's view mode. Wouldn't it be great if you could view the presentation and edit it at the same time?

In Office PowerPoint 2007 you can. Follow the steps below and you will be able to open a small view of the presentation in the upper left hand corner of your screen while you edit it in the main window.

Start your PowerPoint presentation.

Click the View tab  on the ribbon.

Hold the Control key down while you click the Slide Show button . The presentation will open in the upper right corner of your screen.



At the bottom of your screen you will see one button for your presentation in edit mode and another for the presentation in view mode.



You can click either button to switch between modes.

As you make an edit, the view mode will be instantly updated. This saves much time because you can see your changes immediately.

At first it is sometimes confusing when you click the editing screen and the view disappears. To bring it back, simply the button at the bottom of the screen.