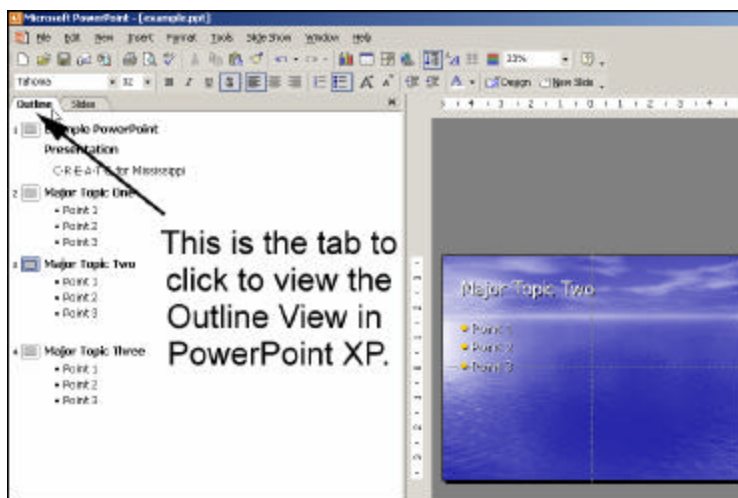


PowerPoint XP: Outline View

Select **OUTLINE VIEW** by clicking the **OUTLINE** tab located in the left side frame when you are looking at your presentation in **NORMAL VIEW**.



Outline Toolbar



Promote / Demote

Move Up / Move Down

Collapse / Expand

Collapse All / Expand All

Summary Slide

Show Formatting

You create both slide titles and bulleted items in **OUTLINE VIEW**. You can move items around within **OUTLINE VIEW** by dragging and dropping them. Click to the left of a bullet item to move bullets, and click the slide icon to move the entire slide. If you want to **PROMOTE AN ITEM** (move up a level), for example make a bulleted item a heading, you can use press **SHIFT + TAB**.