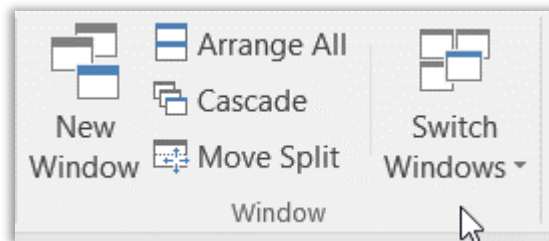


Application: PowerPoint – Arranging Presentation Windows

Use the Window options on the **View** tab to arrange more than one presentation on the screen at a time.

Once you have selected the **View** tab you can choose from the following.



1. **New Window** creates a duplicate of the current presentation in a new window and an incremental number is added to the **Title Bar**.

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- Changes made to one presentation are reflected in the duplicate presentations. However, it does allow you to view parts of the presentation at one time.
2. **Arrange All** and the presentations are rearranged on screen as tiles.
 3. **Cascade** and the presentations will be cascaded on the screen one on top of the other with the active presentation displayed at the front.
 4. **Switch Windows** to display a drop-down list of all currently open PowerPoint Presentations. Click on a presentation to activate it.

