

Set up Your Dashboard in PowerPoint

HHS Presentation Tab

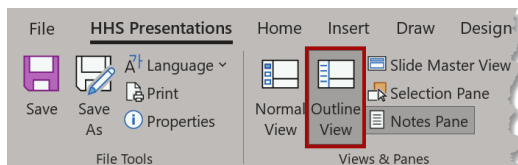
This tab is a collection of commonly used buttons when creating PowerPoint files. Keep this tab open.

Outline View

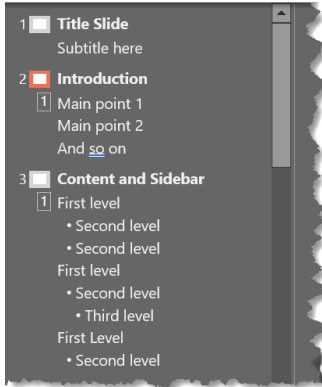
The Outline View in PowerPoint displays your titles and main text from each slide. Each title appears on the left side of the pane, along with a slide icon and slide number. The main text is indented under the slide title. You do not see images or tables in the Outline View. You **must** confirm titles and main text appears in the Outline View. This ensures that people who use screen readers will be able to hear the content.

Work with the Outline View open to help you build or check the structure of your presentation. To open the Outline View:

1. Go to the **HHS Presentations** tab.
2. In the **Views & Panes** group, click on the **Outline View** button.



It will open on the left-hand side.

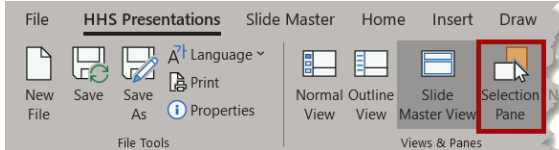


Selection Pane

The Selection Pane shows every object on the slide. Highlighting an object in the pane will also highlight it in the slide. Use the Selection pane to set the reading order of slide content.

To open the Selection Pane:

1. Go to the **HHS Presentations** tab.
2. In the **Views & Panes** group click on the **Selection Pane** button.



It will open on the right-hand side.

