Using the Zoom Controls

This lesson will show you how to use the Zoom controls to adjust how a layout appears in the program window.

Zoom

The zoom feature can come in handy when the text or object you want to work with is too small for you to see. Zooming in on a layout makes it appear larger onscreen; zooming out of a layout makes it appear smaller.

1. Click the **View** tab on the ribbon and click the **Zoom In** or **Zoom Out** button in the **Zoom Group.**
2. Continue clicking the **Zoom In** or **Zoom out** button until the desired zoom is reached.

   Other Ways to Zoom:

   Click and drag the **Zoom Slider** bar.

   Or, click the % box to the left of the **Zoom Slider** bar to open the Zoom window and select the desired percentage.

   Or, press **<Ctrl> + <+> to Zoom In or <Ctrl> + <-> to Zoom Out.**

   ✅ **Tip:** Changing the zoom to 100% after you create your presentation will give you a representation of the display quality you will see depending on the viewing distance of your display. Larger zoom views may appear pixilated.

Best Fit

Rather than zooming in or zooming out, the Best fit option allows to Zoom to the best fitted area.

1. Click the View tab on the ribbon and click the **Best Fit** button in the Zoom Group. See Fig. 2
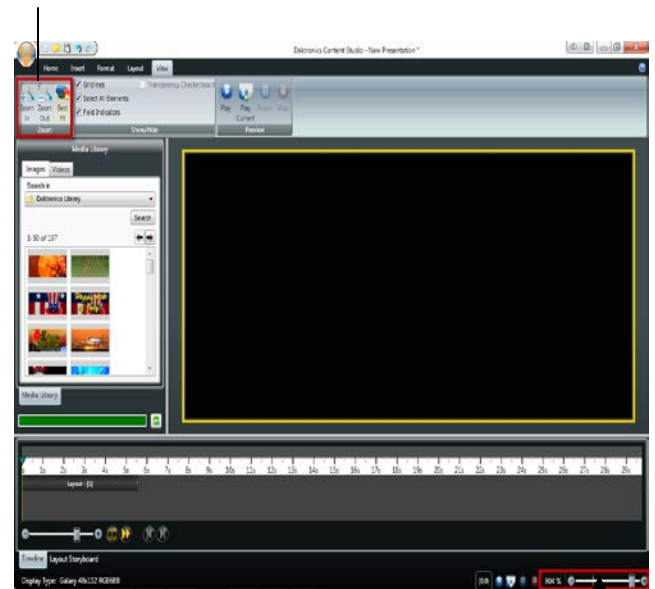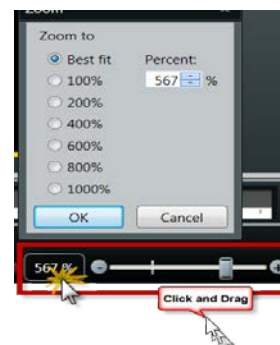
The Zoom Group

Figure 1: Zoom In or Zoom Out

The Zoom Slider

Figure 2: Best Fit on the View tab