

### PowerPoint Show Format

To save your presentation as a PowerPoint Show, rather than a presentation (i.e., one that will start as a full-screen show) choose Save As... and choose "PowerPoint show" in the Save as type dialog dropdown. The resulting file will have a .ppsx extension, rather than the customary pptx.

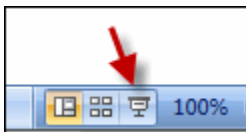
### Navigating your presentation in the classroom

#### To start a presentation:

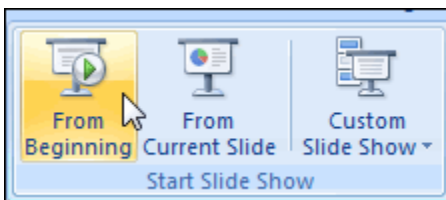
If you have saved your presentation as a PowerPoint Show (.ppsx file rather than .pptx) simply double click it to start the show. If not (i.e., you have saved it as a .pptx file) locate the .pptx file (or .ppt if you have saved it using an earlier version of PowerPoint), right-click it, and choose "Show".

Or, assuming you have saved it as a .pptx file (or .ppt), double click it to load the presentation into PowerPoint (or start PowerPoint and choose Open > and select the file) and then do one of the following to start the show:

- Click the Slide Show icon in the lower right of the screen (this will start the presentation at the currently active slide in PowerPoint, not necessarily from the beginning):



- Click the Slide Show tab and click From Beginning in the View Slide Show command group:



- From the View tab click the Slide Show command in the Presentation Views group:



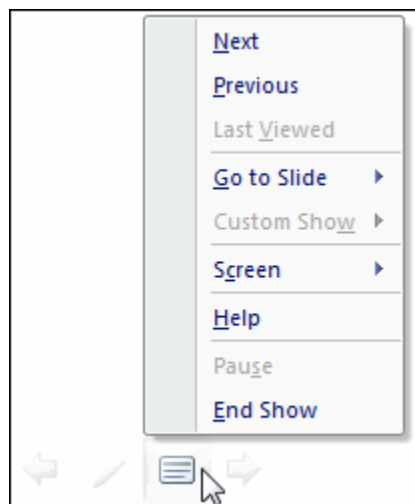
- Press the F5 key to start the presentation from the beginning, Shift-F5 to start from the currently active slide.

**To navigate a presentation:**

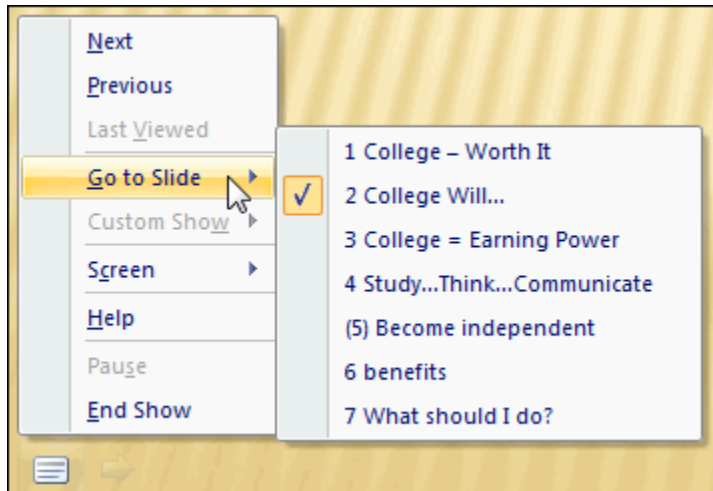
- To move forward (either to the next slide or the next animation on a slide)
  - Click the mouse
  - Press the spacebar
  - Press the Enter key
  - Press the N key (“N” for Next)
  - Press the Page Down key
  - Press the right-arrow key
- To move backward (either to previous animation or previous slide)
  - Press the P key (“P” for Previous)
  - Press the Page Up key
  - Press the left-arrow key
- To use the Slide Show Toolbar (during a presentation if the slide show toolbar is not visible in the lower left of your screen, move your cursor there and it will become visible as a translucent set of controls which will “color in” as you pass your mouse over each one):



- Click the left or right arrows on the slide show tool bar to go to the next/previous animation or slide
- Click the slide icon button to pop-up a menu with Next and Previous choices:

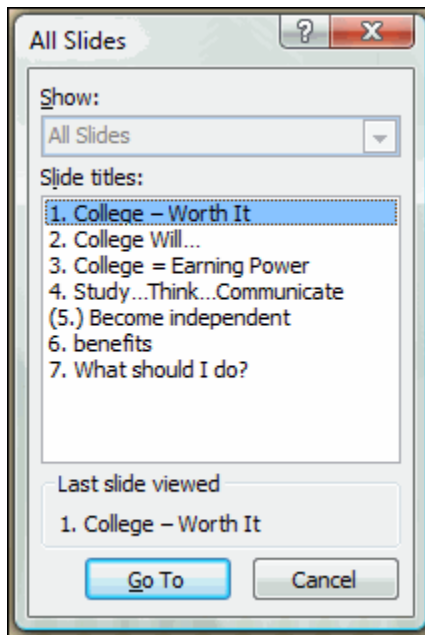


- Move your cursor over the Go to Slide choice on this menu to jump to any slide in your presentation:



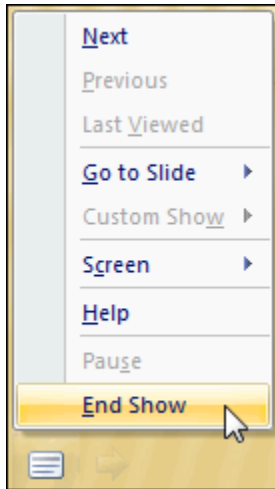
Note that the active slide will have a check mark next to it and hidden slides will have their slide number shown in parentheses.

- The slide show navigation pop-up menu can also be accessed by simply right-clicking the current slide.
- To jump to a specific slide in a slide show:
  - Use the technique described directly above, with the slide show pop-up menu.
  - Type the slide number and press Enter.
  - Press Ctrl-S and a different but similar menu will appear from which you can select the desired slide:



**To end a presentation:**

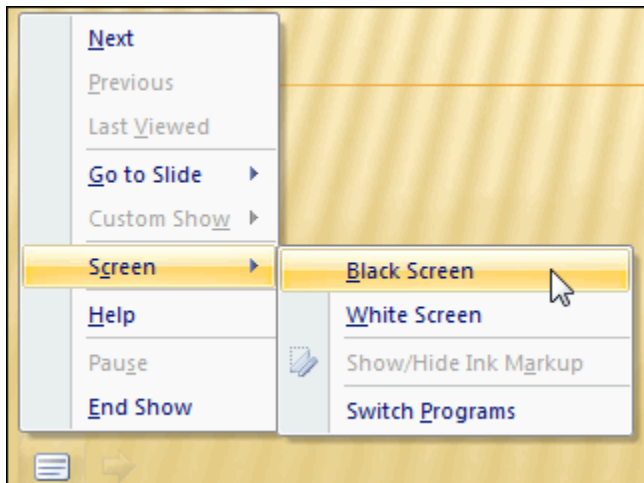
- Press the Esc key, hold down Ctrl and press the Break key, or press the minus key (-).
- Select End Show from the Navigation tool bar menu or the slide show pop-up menu:



**Navigation Effects**

**Blanking the screen:**

- Press the B key to black the screen or the W key to white the screen. Press the same key again to return to the presentation. (Note: it does not matter if you use upper or lower case keystrokes).
- On the Slide Show toolbar click the slide show menu, move your cursor over Screen, and select Black Screen or White Screen:

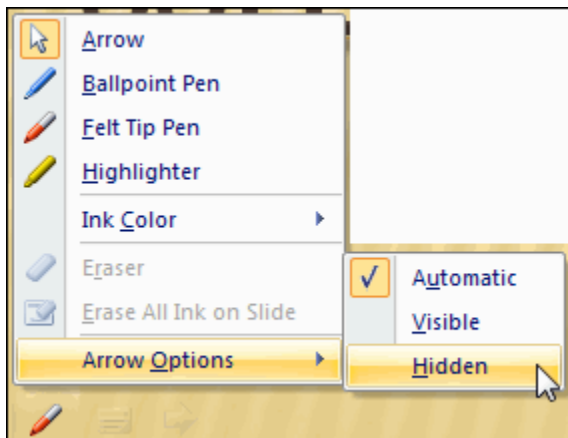


Note: Whiting the screen can be especially useful if you are using a table PC and wish to have a blank screen on which you can write annotations with a stylus.

Also note: the same pop-up menu can be accessed by right-clicking the slide.

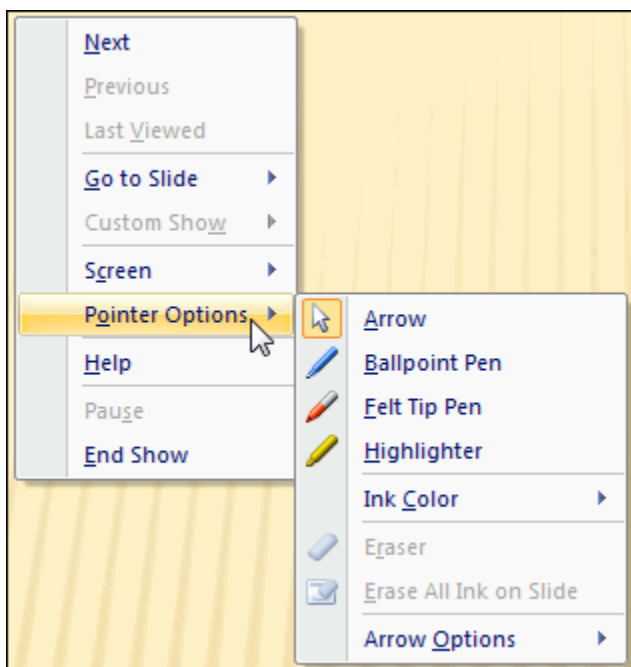
### Show/Hide the cursor:

- The arrow pointer (cursor) will automatically display for 3 seconds and then disappear during a presentation. Mouse movement will bring it back, and it will then disappear until the next mouse movement. Simply clicking the mouse button will not bring it back.
- Press the A key to toggle cursor visibility on/off. The behavior described above, however, will persist even after pressing A to hide pointer visibility.
- To disable pointer visibility more effectively, click the annotation tool on the slide show toolbar, and choose Arrow Options > Hidden:



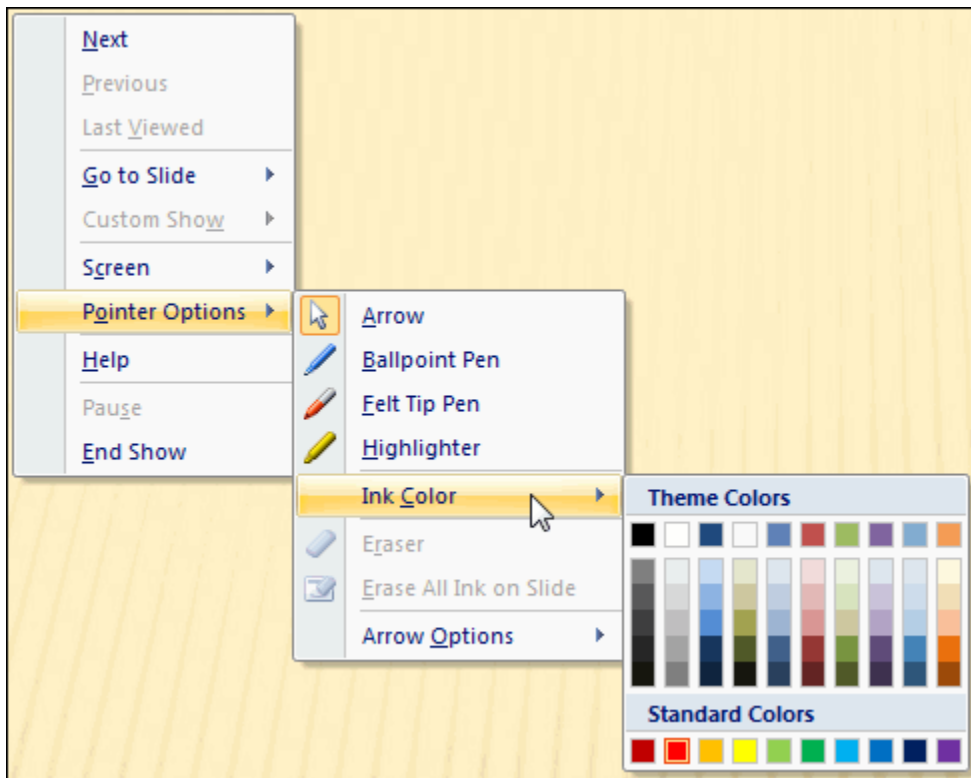
Note: Even when hiding the arrow pointer in this manner, pressing A will make it visible again.

- Right-click and slide and choose Pointer Options to access the same menu:



**Annotate a slide using the mouse:**

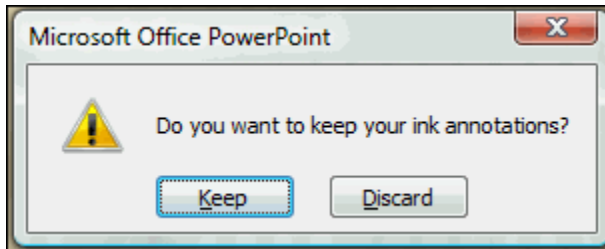
- Using the same menu described above choose Ballpoint Pen, Felt Tip Pen or Highlighter to place annotations on a slide.
  - Press Ctrl-P to quickly change to the Felt Tip Pen tool.
  - Press Ctrl-A to change back to the Arrow tool.
  - Press Ctrl-H to hide either.
- Control “ink color” by using the Ink Color” menu choice:



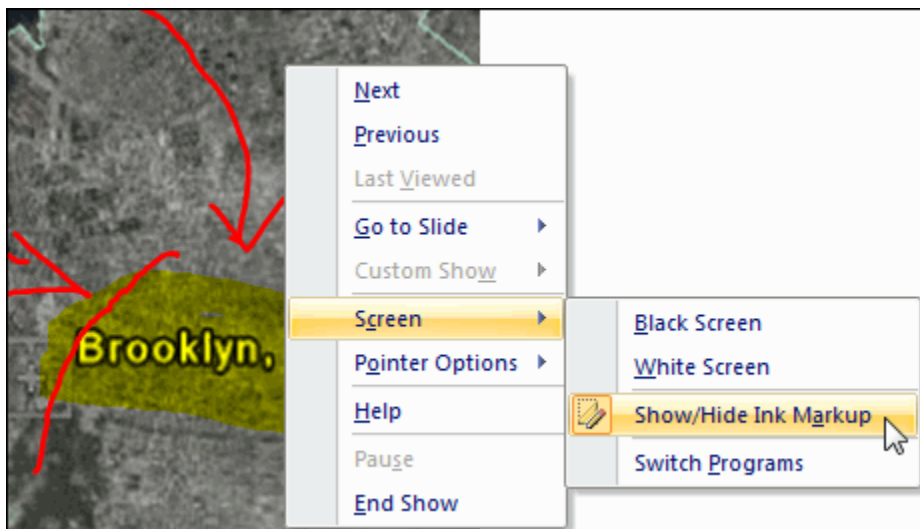
Note that this menu is available from either the slide show toolbar at the lower left of the screen, or simply by right-clicking a slide.

- Once an annotation has been placed on a slide the Eraser and Erase All Ink on Slide choices on this menu become available. The eraser tool erases line segments, not portions of lines. Pressing the E key also erases all ink on a slide.
  - Press Ctrl-M to hide/show ink annotations on a slide.

- When exiting a presentation that you have annotated you will be given the option to keep/discard annotations. Saving them will place them on the slide as a single graphic object. They can always be deleted later:



- If you have placed a number of annotations on a slide, but then wish to show the underlying slide without the annotations, for purposes of clarity, you can right-click the slide (or use the slide show toolbar menu) and choose Screen > Show/Hide Ink Markup (Ctrl-M). The markup can be toggled back on in the same manner:



- More accurate annotations can be achieved by use of a stylus and tablet PC than with the mouse.

### Taking Notes While Presenting

Some presenters like to have a note taking program running while presenting so that they can pop it up to type reminders to themselves to research an answer to an audience question. To access the Windows taskbar on which the note taking program is running, press Ctrl-T during the presentation. You can also access running programs by pressing alt-tab and selecting the program.

## Hiding Slides

In slide sorter view or in the Slide thumbnail in normal view you can right-click a slide and choose “Hide.” Then the slide will not appear in your presentation unless you choose to show it, as discussed above. You can unhide the slide in the same way.

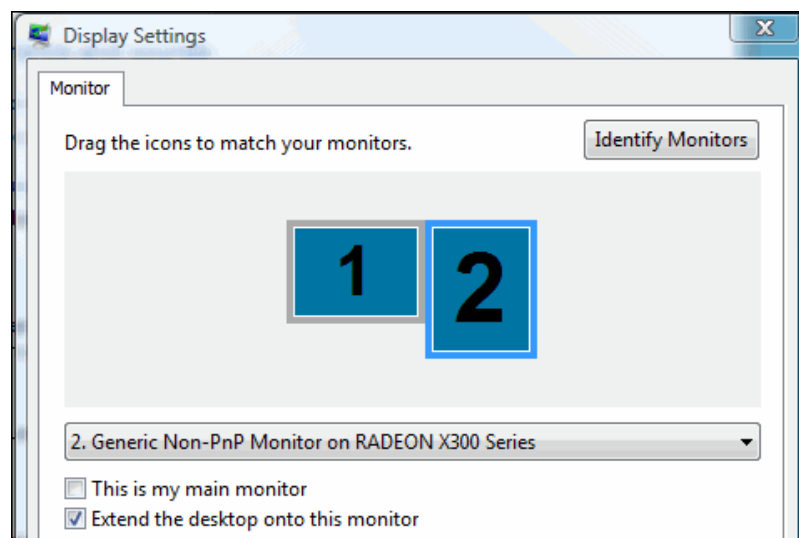
## Speaker Notes

In PowerPoint 2003 it was possible to right-click a slide (or use the slide show toolbar) and choose Screen > Speaker Notes, in order to display a pop-up containing a slide’s speaker notes (which would be visible on screen, of course). This capability has been removed from PowerPoint 2007. If you wish to use speaker notes with version 2007 you have two choices: 1) print the speaker notes so that they are available to you while presenting; or 2) present using two monitors in “Presenter View”.

## Using Two Monitors in Presenter View

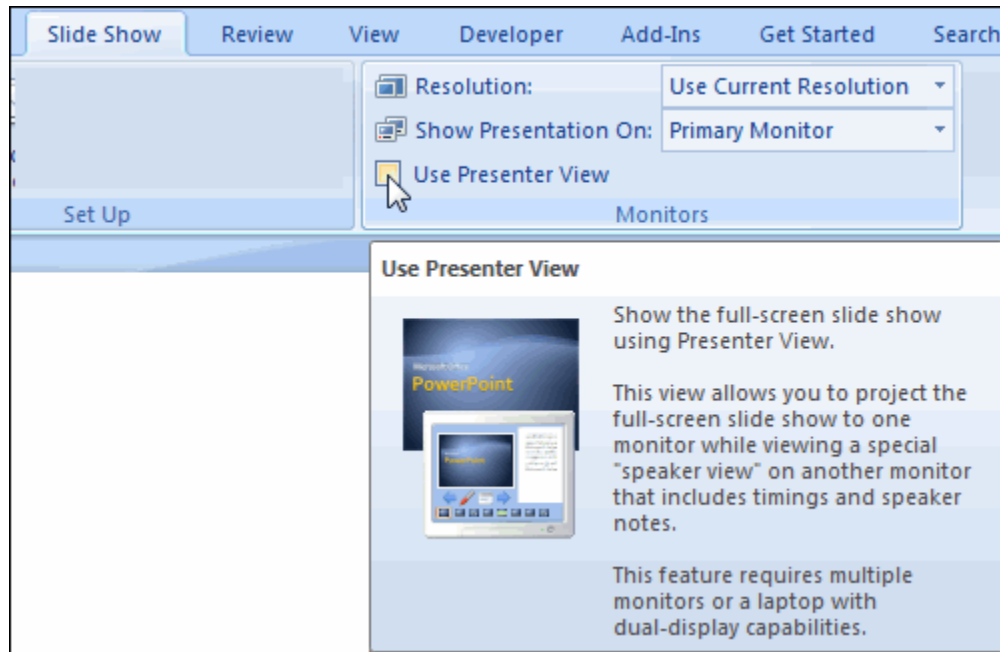
If you want to present using Presenter View on two monitors you must first have the correct hardware configuration, it must be set up correctly, and Presenter View must be enabled within PowerPoint.

- Hardware configuration
  - To present with two monitors you must have a laptop with an external video port, or a desktop with two graphics cards, a graphics card with two ports, or a graphics card capable of driving multiple monitors from the same port.
  - After attaching and powering up the second monitor, right-click your desktop and choose Personalize > Display Settings (using Windows Vista—it is Properties > Settings in Windows XP).
  - Click on Monitor Number 2 and choose “Extend the desktop onto this monitor”:



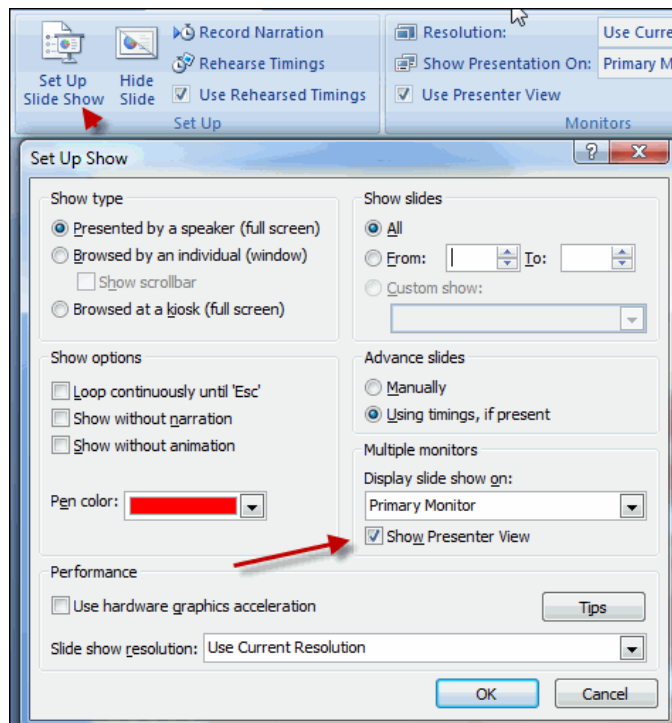
- PowerPoint configuration

- Click the Slide Show tab and the “Use Presenter View” command:



Note that this command group also allows for viewing the presentation on either monitor or setting the resolution for either monitor as you wish.

Also note that Presenter View can be set up in the Set Up Slide Show dialog box, which also permits setting many slide show variables. To access it, click the Set Up Slide Show command button in the Set Up group on the Slide Show tab:



- Presenter View

Presenter View will place your presentation on the primary monitor (or secondary, if that is how you set it up) and on the other monitor will place a navigation aid called “Presenter View” which shows the current slide, a thumbnail of each slide, a panel with speaker notes (that can be conveniently zoomed) and the slide show navigation toolbar that is normally accessible in the lower left of the presentation slide.

