Setting Up a Slide Show

Before delivering a presentation in front of an audience, there are several things you should consider.

Specify the show type

Are you going to be delivering your presentation in front of a live audience or unattended at a kiosk? This section will help you decide.

Click the **Slide Show** tab on the Ribbon and click the **Set Up Slide Show** button in the Set Up group.

The Set Up Show dialog box appears. Under Show type, you have several options from which to choose:

Presented by a speaker: This is the typical full-screen slide show. You can advance the slides and animations manually, or you can set automatic timings.

Browsed by an individual: Runs the slide show in a standard window, with custom menus and commands for the viewer to use.

Browsed at a kiosk: Delivers the slide show as a self-running show that restarts at the end of the presentation. The viewer can click hyperlinks and action buttons but cannot modify the presentation.

Select the desired option and click **OK** to save your changes.

Specify show options

Do you want your slide show to start over automatically each time it finishes, or do you want to run it without any of the recorded narration? This section shows you how.

Click the **Slide Show** tab on the Ribbon and click the **Set Up Slide Show** button in the Set Up group.

The Set Up Show dialog box appears. Under Show options, you have several options from which to choose:

Loop continuously until 'Esc': Select this option if you are leaving the show unattended and want it to continuously repeat.

Show without narration: If you recorded narration but don't want to use it, select this option.

Show without animation: Select this option to disable animations. This might be necessary for presentations being viewed on slower computers.

Exercise

Exercise File: Employee Orientation12-1.pptx

Exercise: Open the Set Up Show dialog box and specify that the presentation be presented by a speaker and that the slides in the presentation will be advanced manually.
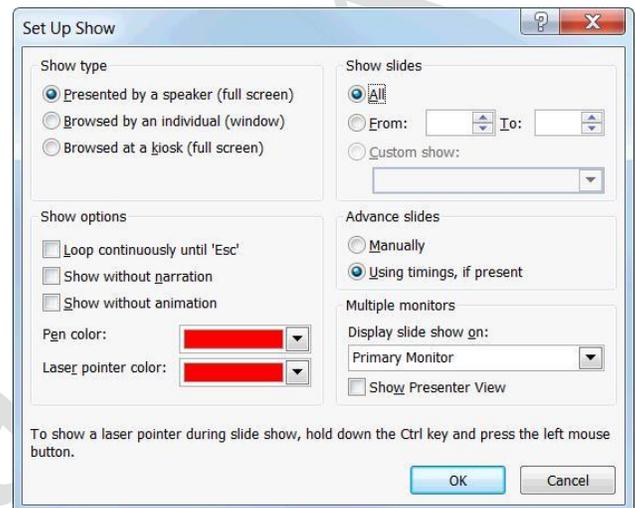

Figure 12-1: The Set Up Show dialog box.

Select the desired option and click **OK** to save your changes.

Specify which slides to include

Do you want to include all slides in a slide show or only select ones? This section shows you how.

Click the **Slide Show** tab on the Ribbon and click the **Set Up Slide Show** button in the Set Up group.

The Set Up Show dialog box appears. Under Show slides, you have several options from which to choose:

All: Select this option to include all slides in the presentation (except for slides you've hidden).

From: Select this option to include a range of slides that you specify.

Custom show: Select this option to pick and choose any number or range of slides that you wish.

Select the desired option and click **OK** to save your changes.

Specify how to advance slides

Do you want to advance through the slides in a presentation manually or let PowerPoint do it for you? This section will help you decide.

Click the **Slide Show** tab on the Ribbon and click the **Set Up Slide Show** button in the Set Up group.

The Set Up Show dialog box appears. Under Advance slides, you have two options from which to choose:

Manually: Selecting this option requires you to click the mouse or use the keyboard to advance slides.

Using timings, if present: Select this option to move slides forward automatically based on the timings you save when you rehearse.

Select the desired option and click **OK** to save your changes.

Rehearsing Slide Show Timings

When you deliver your presentation in front of an audience, you want to make sure that each slide is displayed for an adequate amount of time. Use PowerPoint's Rehearse Timings feature to specify the amount of time between slides when you are rehearsing your presentation.

Click the **Slide Show** tab on the Ribbon and click the **Rehearse Timings** button in the Set Up group.

The presentation opens in Slide Show view, and the Recording toolbar appears.

Navigate through the presentation, leaving each slide displayed for the approximate length of time that you want it to be displayed during your presentation.

✅ **Tip:** Keep in mind that PowerPoint is recording your every move, so don't rush through your slides unless you want your viewers to be rushed, too.

✅ **Tip:** If you mess up or want to restart the timing on a slide, click the **Repeat** button on the Recording toolbar.

When you're finished, a dialog box appears asking whether or not you want to save your timings.

Click **Yes** to save your timings or click **No** to discard them.

If you chose to save your timings, your slides will automatically advance using those timings the next time you run the slide show.

✅ Tips

If you decide you want to run your presentation manually without timings, click the **Slide Show** tab on the Ribbon and click the **Set Up Slide Show** button in the Set Up group. Select **Manually** under Advance slides and click **OK**.

To redo your timings, simply run the Rehearse Timings feature again.

Exercise

Exercise File: Employee Orientation12-2.pptx

Exercise: Begin rehearsing the presentation.

Navigate through the presentation, leaving approximately 5 seconds for each slide.

In the dialog box that appears, choose NOT to save your slide timings.
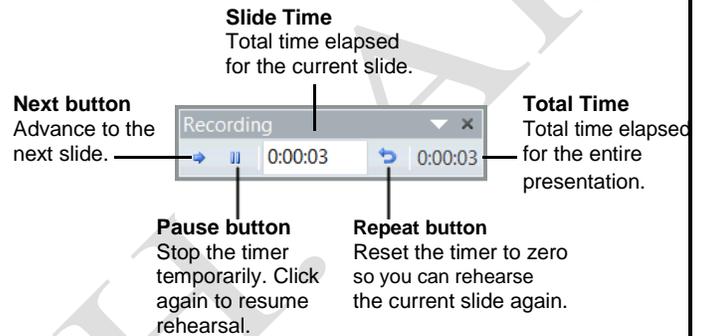
Switch back to Normal view.

Slide Time
Total time elapsed for the current slide.

Next button
Advance to the next slide.

Total Time
Total time elapsed for the entire presentation.

Pause button
Stop the timer temporarily. Click again to resume rehearsal.

Repeat button
Reset the timer to zero so you can rehearse the current slide again.

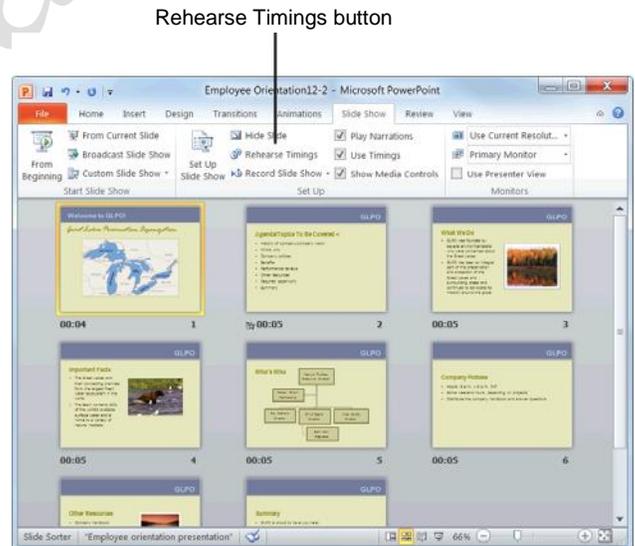**Figure 12-2:** The Recording toolbar.

Rehearse Timings button

Figure 12-3: Saved timings will appear underneath each slide in Slide Sorter view.

Adding Comments to a Slide

Adding a comment to a slide is like sticking a Post-It note to it. You can use comments to add suggestions, notes, or reminders to a slide.

Insert a comment

Navigate to the slide to which you want to add a comment.

If you want to attach the comment to a particular object on the slide (placeholder, image, etc.), click the object to select it.

Click the **Review** tab on the Ribbon and click the **New Comment** button in the Comments group. A new comment box appears.

Type your comment. When you're finished, click anywhere outside the comment box to deselect it.

Edit a comment

You can easily make changes to a comment simply by typing in any comment box.

Click in the comment box and edit the text as needed.

Delete a comment

Delete a comment when it is no longer needed.

Select the comment box and click the **Delete Comment** button in the Comments group of the Review tab on the Ribbon.

🔸 **Other Ways to Delete a Comment:** Right-click the comment box and select **Delete Comment** from the contextual menu.

Hide or show comments

If comments are distracting, you can temporarily hide them from view.

Click the **Review** tab on the Ribbon and click the **Show Markup** button in the Comments group.

✅ **Tips**

Comments do not appear in Slide Show view or Slide Sorter view.

You can add more than one comment to text, an object, or a slide in a presentation.

Exercise

Exercise File: Employee Orientation12-3.pptx

Exercise: Navigate to Slide 8 and insert the following comment:
Make sure to reiterate the topics covered and remind group to submit paperwork to HR as soon as possible.
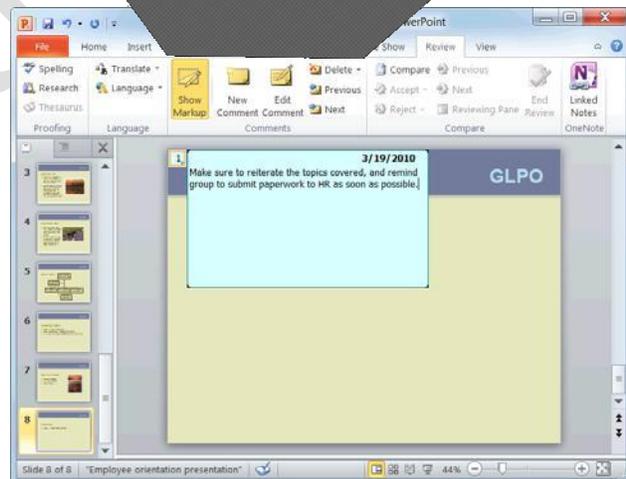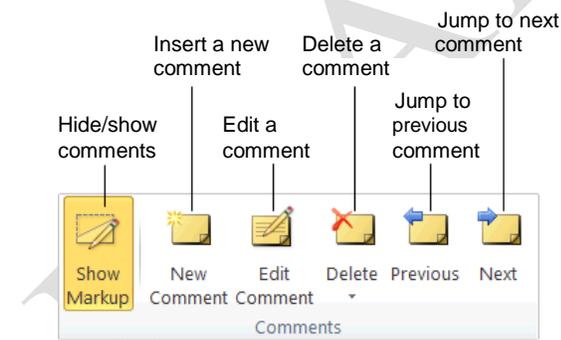
Hide this comment when you're finished.

Figure 12-4: Use the commands in the Comments group to insert, edit, and delete comments in a presentation.

Hiding a Slide

If you don't want a slide to be included in the final slide show, you can hide it from your audience.

Navigate to the slide you want to hide.

Click the **Slide Show** tab on the Ribbon and click the **Hide Slide** button in the Set Up group.

The slide number is crossed out, indicating that the slide is hidden.

🖱 **Other Ways to Hide/Unhide a Slide:**
Click the **Slides** tab in the Outline pane, right-click the slide that you want to hide or unhide, and select **Hide Slide** from the contextual menu.

✅ **Tips**

To unhide a slide, repeat the steps listed above.

If you are in Slide Show view and want to display a hidden slide, right-click the current slide, select **Go to Slide** from the contextual menu, and click the slide that you want to unhide.
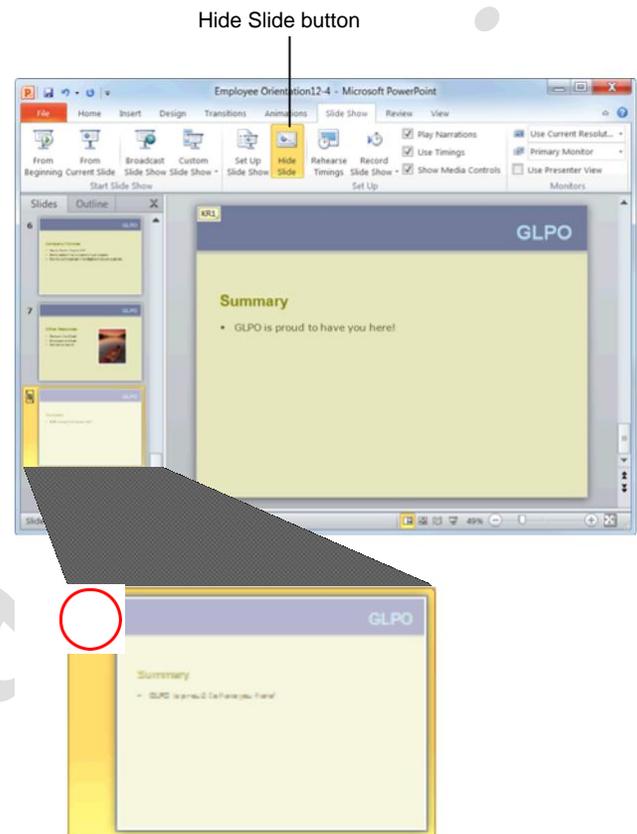
Hide Slide button

Figure 12-5: Slides that are hidden have their slide number crossed out.

Recording a Presentation

You can make sure that your audience hears what you have to say by adding voice narration to your slides.

✅ Tips

You must have a microphone attached to your computer in order to record narration.

Record a slide show

Open the presentation you want to record, click the **Slide Show** tab on the Ribbon, and click the **Record Slide Show** button in the Set Up group.

The Record Slide Show dialog box appears. Here, you can select what you want to record.

Slide and animation timings: Records the amount of time you spend on each slide as well as the timing set for the animations in the slide show.

Narrations and laser pointer: Records your voiceover as you navigate through the slide as well as your use of the mouse in laser pointer mode.

Select what you want to record and click **Start Recording**.

The presentation opens in Slide Show view, and the Recording toolbar appears.

Navigate through the presentation, leaving each slide displayed for the approximate length of time that you want it to be displayed during your presentation.

✅ **Tip:** Keep in mind that PowerPoint is recording your every move, so don't rush through your slides unless you want your viewers to be rushed, too.

✅ **Tip:** If you mess up or want to restart the timing on a slide, click the **Repeat** button on the Recording toolbar.

When you're done, the saved timings will appear underneath each slide in Slide Sorter view. The narration for each slide will appear as a sound icon on the lower right corner of the slide.

The next time you run the slide show your slides will automatically advance using the recorded timings and narration (if applicable).
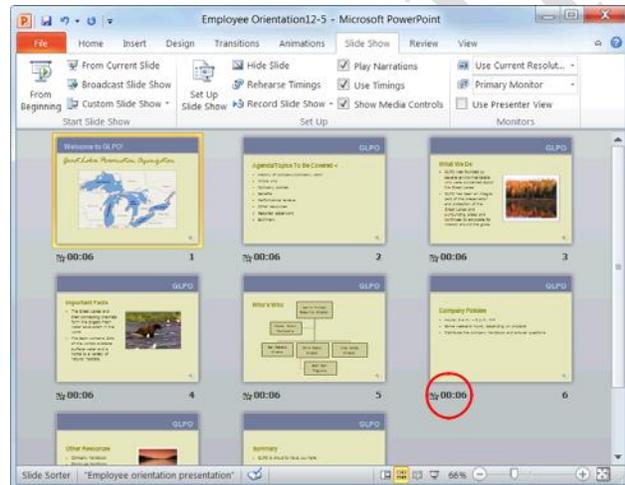
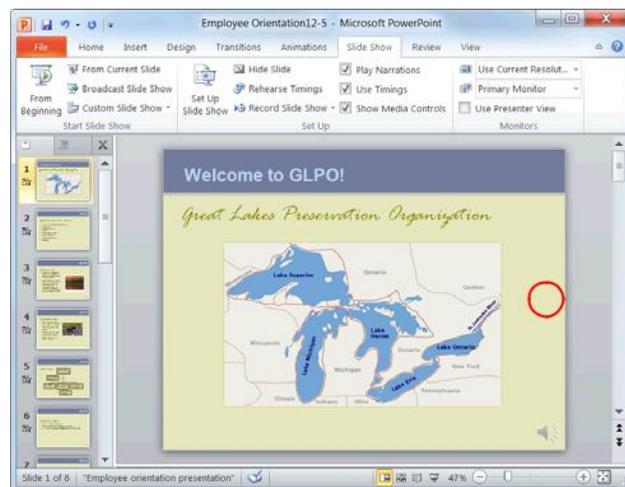**Figure 12-6:** Saved timings will appear underneath each slide in Slide Sorter view.

Figure 12-7: The narration appears as a sound icon in the lower right corner of each slide.

Clear slide timings

If you're unhappy with the slide timings for your slide show, you can clear the timing for one or all slides.

Click the **Slide Show** tab on the Ribbon and click the **Record Slide Show** button list arrow in the Set Up group.

A list appears.

Select **Clear** from the list and select either **Clear Timing on Current Slide** or **Clear Timing on All Slides**.

The timings are cleared.

Clear slide narration

As with slide timings, can clear slide narration if you're dissatisfied with it.

Click the **Slide Show** tab on the Ribbon and click the **Record Slide Show** button list arrow in the Set Up group.

A list appears.

Select **Clear** from the list and select **Clear Narration on Current Slide** or **Clear Narration on All Slides**.

The narration is cleared.

Marking a Presentation as Final

Before you share a copy of your presentation with other people, you can use the Mark as Final command to set the presentation as "read-only," preventing reviewers or readers from making any inadvertent changes.

Mark a presentation as final

Click the **File** tab on the Ribbon.

The Info tab in Backstage view appears.

Click the **Protect Presentation** button and select **Mark as Final**.

The Microsoft PowerPoint dialog box appears notifying you that the presentation will be marked as final and then saved.

Click **OK**.

The Microsoft PowerPoint dialog box appears describing what happens when the document is marked as final.

Click **OK**.

The presentation is marked as final. The Permissions section of the Info tab moves to the top of the screen.

⚠ **Trap:** The Mark as Final command is not supported in the 2003 and earlier versions of PowerPoint. If your presentation is opened in an earlier version, your reviewers and readers can make changes.

Remove Mark as Final status

You can remove Mark as Final status the same way you applied it.

Click the **File** tab on the Ribbon.

The file commands and Backstage view appears.

Click the **Protect Presentation** button and select **Mark as Final**.

Mark as Final status is removed.

✅ **Tips**

The Mark as Final command is not a security feature and should not be used as one. Mark as Final status can be removed at any time by anyone who receives a copy of the presentation.
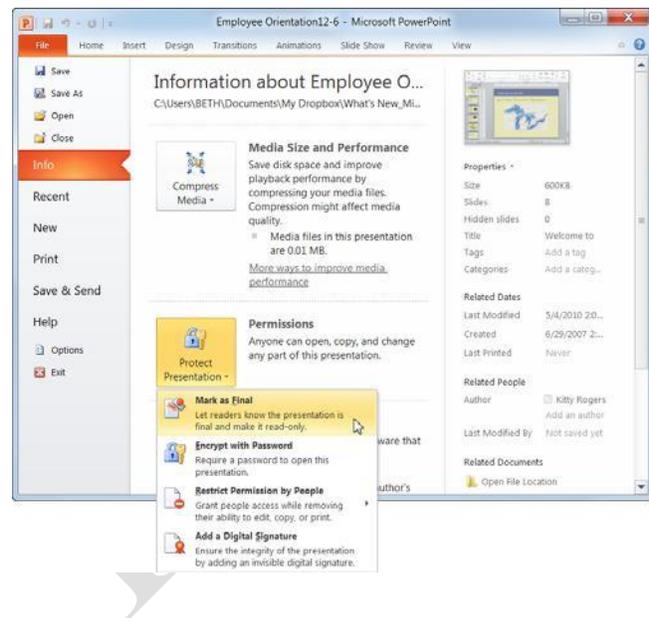
Figure 12-8: Mark your presentation as final in Backstage view.

Figure 12-9: When a presentation is marked as final, the Info bar notifies the user that the presentation is marked as final and the editing commands on the Ribbon are disabled.