

Delivering a Presentation on a Computer

You can deliver a PowerPoint presentation in several ways: by distributing paper handouts of your presentation, by creating overheads or 35mm slides and then displaying them with an overhead projector, or by running the presentation on a computer. Running a presentation on a computer is the preferred method because it gives you the most control over the presentation and allows you to use multimedia, animation, and other nifty effects.

This lesson will show you the ins and outs of running a presentation on a computer, including some handy keystroke shortcuts to speed things along.

Start a slide show

Open the presentation you want to present.

Click the **Slide Show** tab on the Ribbon and click the **From Beginning** button in the Start Slide Show group.

The presentation appears in Slide Show view.

Other Ways to Start a Slide Show:

Click the **Slide Show** button on the status bar.
Or, press **<F5>**.

Tip: If you are using a peripheral device, such as an LCD projector, make sure the device is properly connected to your computer and turned on.

Navigate a slide show

The fastest way to navigate a slide show is using keystroke shortcuts, or *navigation keystrokes*.

To advance to the next slide: Click the left mouse button or press the **<Enter>**, **<Spacebar>**, **<>**, **<>**, **<N>** or **<Page Down>** keys.

To go back to the previous slide: Press the **<<**, **<>**, **<P>** or **<Page Up>** keys.

To jump to a specific slide: Type the slide number and press **<Enter>**.

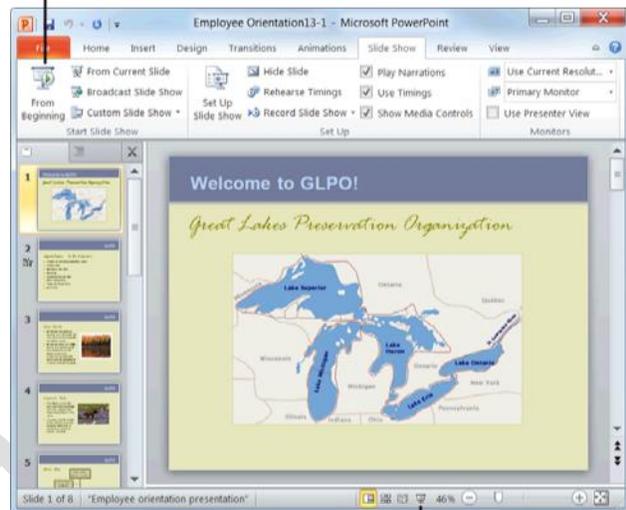
Exercise

Exercise File: Employee Orientation13-1.pptx

Exercise: Display the presentation in Slide Show view and use the available keystroke shortcuts to navigate to Slide 3. Toggle to a black screen, and then back to the presentation.

Continue navigating the presentation until you reach the final slide, and then exit Slide Show view.

From Beginning button



Slide Show button

Figure 13-1: You can activate Slide Show view using the Ribbon or the status bar.



Figure 13-2: You can also navigate a slide show using the buttons and menus found in Slide Show view.

Pause a slide show

If you want to pause the slide show for a little while during your presentation (for example, during a question and answer session), you can toggle between the presentation and a white or black screen.

White screen: Press <W>.

Black screen: Press .

End a slide show

Ending a slide show is extremely easy...

Press <Esc> to exit Slide Show view.

You return to Normal view and the PowerPoint program window.

Table 13-1: Navigation Keystrokes

Advance to the next slide	<Enter>, <Spacebar>, <N>, < >, < >, <Page Down>, or click the left mouse button
Go back to previous slide	<P>, < >, < >, or <Page Up>
Go to slide	<slide number> + <Enter>
Toggle between the presentation and a black screen	
Toggle between the presentation and a white screen	<W>
Show/hide mouse pointer	<A> or <=>
End slide show	<Esc>

Mustafa H.

Using the Laser Pointer, Pen, and Making Annotations

When a presentation is displayed in Slide Show view you can use the Pen tool to write on your slides or highlight important information.

Use the laser pointer

A new feature of PowerPoint 2010 is the ability to convert your mouse pointer into a laser pointer.

Display the presentation in Slide Show view.

Press and hold the **<Ctrl>** key and click and hold the left mouse button.

The arrow pointer changes to a laser pointer.

Release the **<Ctrl>** key and left mouse button when finished to deactivate the laser pointer.

The pointer changes back to an arrow.

Make annotations

You have three types of pens—Ballpoint, Felt Tip, and Highlighter—to choose from.

Display the presentation in Slide Show view.

Click the **Pen Tools** button in the bottom-left corner of the slide and select a pen type from the menu.

The arrow pointer changes shape, depending on the type of pen you selected.

Other Ways to Activate the Pen Tool: Press **<Ctrl> + <P>**. Or, right-click the slide, select **Pointer Options** from the contextual menu, and select the type of pen you want to use.

Click and drag the pointer on the slide.

Tip: To erase an annotation, press **<E>**.

Press **<Esc>** when you're finished to deactivate the Pen tool.

Exercise

Exercise File: Employee Orientation13-2.pptx

Exercise: Display the presentation in Slide Show view and navigate to Slide 4.

Use the laser pointer to point at objects on the slide.

Highlight the text, "The Basin contains 20% of the world's available surface water."

Deactivate the Highlighter tool and exit Slide Show view without saving your annotations.

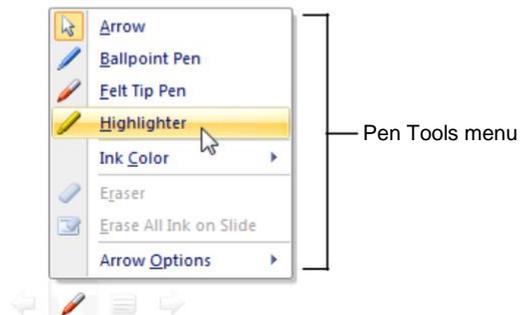


Figure 13-3: Using the Highlighter tool.

Change pen color

You have an entire palette of colors to choose from when it comes to the Pen tool.

Display the presentation in Slide Show view and click the **Pen Tools** button in the bottom-left corner of the slide.

The Pen Tools menu appears.

Point to **Ink Color**.

The color palette appears.

Select a color from the color palette.

- ❏ **Other Ways to Change Pen Color:** Right-click the slide and select **Pointer Options** from the contextual menu. Select **Ink Color** from the submenu and select a color from the color palette.

Table 13-2: Annotation Keystrokes

Change arrow to pen	<Ctrl> + <P>
Change pen to arrow	<Ctrl> + <A> or <Esc>
Erase on-screen annotations	<E>

Mustafa H. Ali

Creating a Presentation that Runs by Itself

This lesson explains how to create a presentation that runs without assistance. For example, you might want to set up a presentation to run unattended in a booth at a trade show or on a community access cable channel. A self-running presentation restarts when it is finished or if it has been idle for over five minutes.

When you design a self-running presentation, you'll want to keep the setting and purpose of the presentation in mind. For example, will your presentation be in a booth or display window? Do you want viewers to interact with your presentation, or do you want to prevent them from tampering with it? Is your presentation self-explanatory, or do you need to add voice narration to it?

Several options you will want to consider when creating a self-running slide show include:

Automatic or manual timings: You can set a slide show to run by itself with automatic timings, or you can set it so that users can move through the show at their own pace using the mouse. Mouse clicks are ignored unless they're on objects that have hyperlinks.

Hyperlinks: You can set up hyperlinks to move through the slide show or to jump to other slides and programs.

Voice narration: You can add recorded narration that plays with your slide show.

Open the presentation that you want to automate.

Click the **Transitions** tab on the Ribbon and click the **After** check box in the Transition to This Slide group.

Now you need to specify how long you want each slide to be displayed.

Click the **up** and **down** arrows until the desired amount of time appears.

PowerPoint will now automatically advance to the next slide after the specified amount of time has passed.

Click the **Apply to All** button in the Transition to This Slide group.

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.

Exercise

Exercise File: Employee Orientation13-3.pptx

Exercise: Set up the presentation to run by itself.

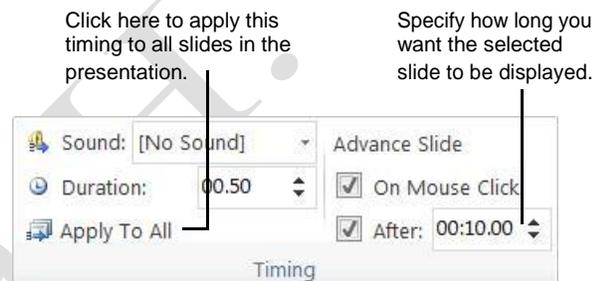


Figure 13-4: The Transition to This Slide group.

Select the **Browsed at a kiosk** option and make sure the **Using timings, if present** option is selected. Click **OK**.

Now you're ready to present the automated presentation.

Click the **Slide Show** tab and click the **From Beginning** button in the Start Slide Show group.

The presentation begins running automatically in Slide Show view.

✓ Tips

Except for using the mouse to click certain items, you can make most controls unavailable so users can't make changes to the presentation.

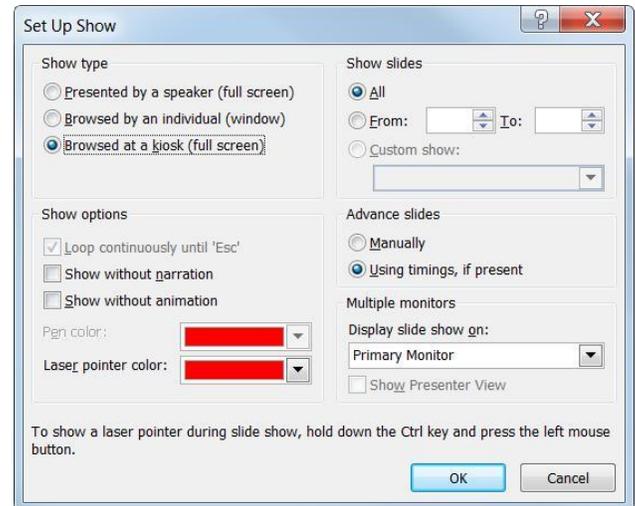


Figure 13-5: The Set Up Show dialog box.

Mustafa H.

Using Presenter View

Presenter view allows you to run your presentation from one monitor (at a podium, for example) while your audience views it on another. Here are some advantages to running a presentation using Presenter view:

You can use thumbnails to select slides out of sequence and create a customized presentation for your audience.

Preview text shows you what your next click will add to the screen, such as a new slide or the next bullet in a list.

Speaker's notes are shown in large, clear type so that you can use them as a script for your presentation.

You can temporarily black out the screen during a presentation and then resume where you left off. This can come in handy during breaks or question and answer periods.

Turn on multiple monitor support

The first thing you need to do is set up your monitors.

- ✔ **Tip:** If your computer is already set up to use multiple monitors, you can skip ahead to the next section.
- ⚠ **Trap:** Make sure that the computer you are using for the presentation has multiple monitor capability. Most laptop computers have this built in, but most desktop computers require two video cards.

First, make sure you have a second monitor connected to your computer.

Right-click the Windows desktop and select **Personalize** (Vista) or **Screen Resolution** (Windows 7) from the contextual menu.

The Display Properties or Display Settings dialog box appears, depending on which operating system you are using.

(Windows 7 users can skip this step.) Click **Display Settings** (Vista).

Click the icon that represents the monitor that will be used by the presenter and select the **This is my main monitor** (Vista) or **Make this my main display** (Windows 7) check box.

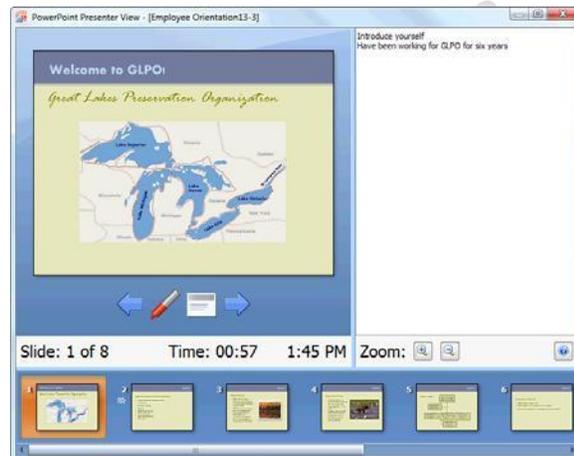
- ✔ **Tip:** If the check box is unavailable, the selected monitor is already designated as the primary monitor.

Exercise

Exercise File: None required.

Exercise: Understand the process of delivering a presentation on two monitors.

Familiarize yourself with Presenter view and what it looks like.



What you see.



What your audience sees.

Figure 13-6: Using Presenter view allows you to manage your presentation without your audience seeing.

Click the icon that represents the monitor that will be viewed by the audience and select the **Extend the desktop onto this monitor** (Vista) check box. Windows 7 users should click the **Multiple displays** list arrow and select **Extend these displays**.

Click **OK**.

Deliver the presentation in Presenter view

Once you've got your monitors all set up, you're ready to deliver your presentation using Presenter view.

Click the **Slide Show** tab on the Ribbon, click the **Show Presentation On** list arrow in the Monitors group, and select the monitor that will be viewed by the audience.

This is usually "Monitor 2 Generic PnP Monitor".

If it is not already selected, click the **Use Presenter View** check box in the Monitors group. Now you're ready to deliver the presentation.

Click the **Slide Show** button on the status bar.

The presentation appears on both monitors.

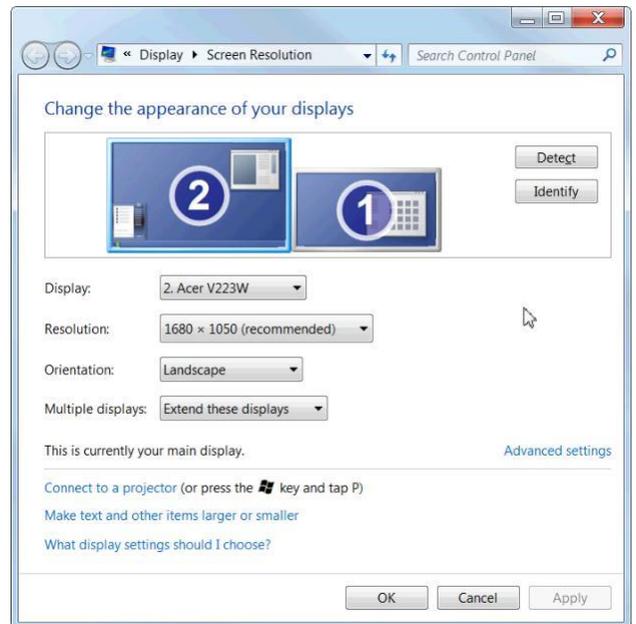


Figure 13-8: The Display Settings dialog box in Windows 7.

The slide that is currently being displayed to the audience.

Click here to use the Pen tool.

The elapsed time of the presentation.

Click a slide to navigate to it.

Speaker's notes are shown in large, clear type so that you can use them as a script for your presentation.

Click here to display a menu that enables you to end the show, darken or lighten the audience screen, or jump to a specific slide number.

Figure 13-7: In Presenter view, icons and buttons are large enough to navigate easily.

Creating a Custom Show

Let's say you're a Volunteer Coordinator who wants to create two similar presentations: one for youth volunteers, and one for adult volunteers. Instead of having to create and work with two different presentation files, you can use the Custom Show feature to create several similar slide shows within a single presentation file.

Compile a custom show

Compiling a custom show from an existing presentation is extremely easy.

Open the presentation that you want to use to create a custom show.

Click the **Slide Show** tab on the Ribbon and click the **Custom Slide Show** button in the Start Slide Show group.

Select **Custom Shows**.

The Custom Shows dialog box appears.

Click **New**.

The Define Custom Show dialog box appears. First you need to give the custom show a name.

Type a name for the custom show in the **Slide show name** field.

Now you need to select the slides that you want to appear in the custom show.

Click the slide you want to add and click **Add**.

Repeat this step as many times as necessary.

Click **OK**, then click **Close**.

PowerPoint saves the custom show, and you return to the original presentation.

View a custom show

Once you've got the custom show compiled, you're ready to present it.

Click the **Slide Show** tab on the Ribbon and click the **Custom Slide Show** button in the Start Slide Show group.

Select the custom show you want to view. The selected show opens in Slide Show view.

Exercise

Exercise File: Employee Orientation13-4.pptx

Exercise: Create a custom show named "Volunteer Training" using slides 1, 3, 4 and 5 of the Employee Orientation presentation.

View this presentation in Slide Show

view. Press <Esc> when you're finished.

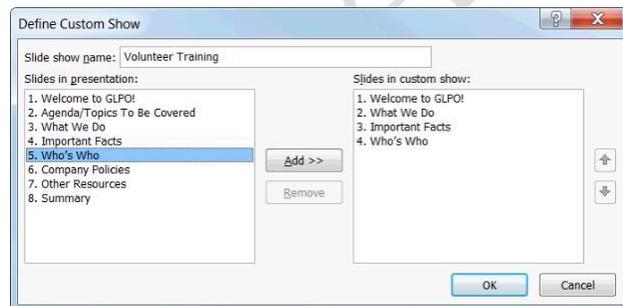


Figure 13-9: The Define Custom Show dialog box.

Custom Slide Show button



Figure 13-10: To view a custom show, select it from the Custom Slide Show list.

Broadcasting Presentations

PowerPoint now allows you to deliver presentations by broadcasting them over the Web. Instead of being in the same room to view the presentation, your audience views it in their Web browser.

To broadcast, you and your audience must use one of the following services:

SharePoint Server 2010

Windows Live

✔ Tips

Be aware that some PowerPoint features either change or simply do not work when broadcasting a presentation. For details, see Table 13-3: Limitations to Broadcasting.

Because no sound is transmitted during a broadcast, you may want to set up a conference call to coincide with your presentation's scheduled broadcast time.

In this lesson, you will learn how to setup your finished presentation for broadcasting.

Broadcast a presentation using Windows Live

By default, PowerPoint uses the PowerPoint Broadcast Service through Windows Live to broadcast slide shows.

Click the **Slide Show** tab on the Ribbon and click the **Broadcast Slide Show** button in the Start Slide Show group.

The Broadcast Slide Show dialog box appears.

Click **Start Broadcast**.

A Windows Security dialog box opens.

Enter your Windows Live username and password and click **OK**.

PowerPoint connects to Windows Live and prepares your slide show for broadcasting.

When preparation is complete, PowerPoint provides you with a link to the slide show.

✔ **Tip:** Click the **Remember my credentials** check box in the Windows Security dialog box so you don't have to enter your user information for every broadcast.

Exercise

Exercise File: None required.

Exercise: Understand the process of broadcasting a presentation online using the Windows Live service.

Table 13-3: Limitations to Broadcasting

Internet	An Internet connection is required to broadcast presentations.
Supported Browsers	Internet Explorer, Firefox, and Safari for Mac
File Size	A file size limitation may be imposed by the broadcast service you use.
Audio (Sounds, Narration)	Audio is NOT transmitted to the audience during the broadcast.
Video	Videos are NOT transmitted to your audience during a broadcast.
Annotations	The presenter cannot add ink annotations, highlights, or markups to the slide show.
Laser Pointer	Movement with the laser pointer feature is not transmitted to your audience.
Hyperlinks	Viewers will not be able to follow when you navigate away from the presentation.
Transitions	Any slide transitions are seen as Fade transitions to your viewers.
Disruptions	Screensavers, pop-ups, or other system notifications can disrupt the slide show.



Figure 13-11: The Broadcast Slide Show dialog box.

Click one of the following:

Copy Link: Lets you send the link to your audience manually via e-mail, instant messenger, or other method.

Send in Email: Lets you send the link via your default e-mail program.

Trap: If using the PowerPoint Broadcast Service, all of your viewers must have a Windows Live ID. Give your viewers sufficient notice before the broadcast time to set up a Windows Live account if they have not already.

Click **Start Slide Show**.

The presentation opens in Slide Show view, and the slide show begins. The Broadcast contextual tab also appears on the Ribbon.

Transition through your slides as you normally would.

At the conclusion of the broadcast, press <Esc> to exit Slide Show view and click **End Broadcast** in the Info bar.

A warning message appears asking you if you want to end the broadcast and informing you that all remote viewers will be disconnected.

Click **End Broadcast**.

The broadcast is terminated and all remote users are disconnected.

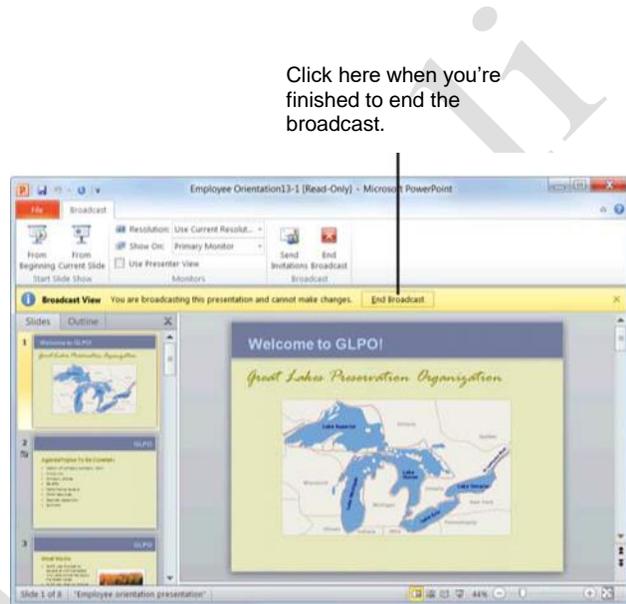


Figure 13-12: Ending a broadcast.

Change the broadcast service

If you don't want to use the PowerPoint Broadcast Service through Windows Live, you can very easily use a different service.

Click the **Slide Show** tab on the Ribbon and click the **Broadcast Slide Show** button in the Start Slide Show group.

The Broadcast Slide Show dialog box appears.

Click **Change Broadcast Service**.

Click **Add a new service** in the Choose a broadcast service box.

The Add Broadcast Service dialog box appears.

Enter the Web address of the service you want to use and press <Enter>.

The service is added to your broadcast service list.



Figure 13-13: Changing the Broadcast Service.