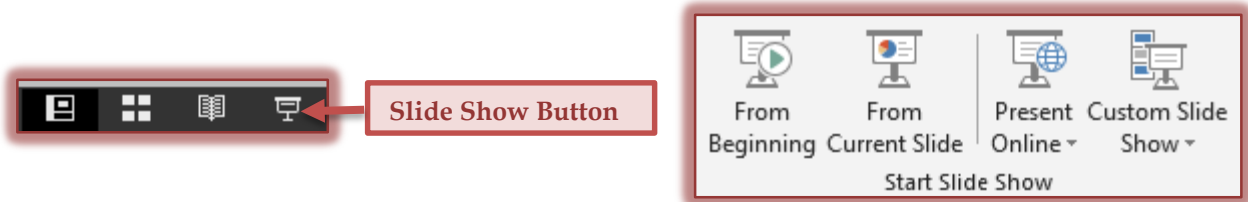


## MOVE AROUND A PRESENTATION IN SLIDE SHOW VIEW

There are several ways to move around a presentation when in Slide Show View.

### Start Slide Show

- ✦ Click the **Slide Show** button on the **View Toolbar** (see illustration below).
- or
- ✦ Click the **Slide Show Tab** and in the **Start Slide Show Group**, click one of the view buttons (see illustration below).



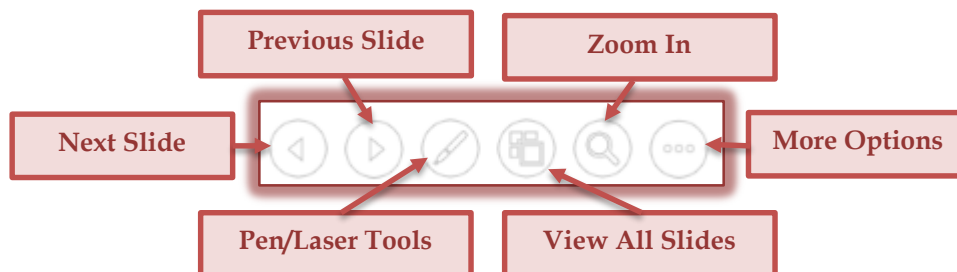
### Keyboard Methods

The following commands are used to move around a presentation during a Slide Show.

- ✦ Spacebar on the keyboard.
- ✦ Left mouse button.
- ✦ Page Up or Page Down key on the keyboard.
- ✦ The arrow keys on the keyboard.

### On-Screen Navigation Tools

The **Onscreen Navigation Tools**, which appear in the bottom left corner of the slide, can be used to move through the presentation. Five semi-transparent buttons will display in the bottom left corner of the slide for a few seconds and then disappear. When the mouse pointer is moved over the tools, they will reappear. The buttons will display as long as the mouse pointer is moving or when pointing to the buttons.



- ✦ Click the **Next Slide** and **Previous Slide** buttons to move from slide to slide.
- ✦ The **Zoom In** button is used to enlarge the view of the current slide in the presentation.
  - ✦ Pressing the left mouse button will make the image larger.
  - ✦ Press the right mouse button to make the current image smaller.
- ✦ Click the **View All Slides** option to display a miniature view of each of the slides in the presentation. Click one of the slides to view it in the presentation.
- ✦ Click the **Pen/Laser Tools** button to display options for adding annotations to the slide.
  - ✦ **Laser Pointer** - This button is used to change the mouse pointer into a laser pointer.
  - ✦ **Pen** - This option can be used to write or circle items on the slide.
  - ✦ **Highlighter** - To emphasize parts of a slide, select this option.
  - ✦ **Eraser** - This option is used to erase areas of the annotations on the slide.

- ✦ **Erase All Ink on Slide** – Select this option to remove all the annotations that have been applied to a slide.
- ✦ **Ink Color** – A gallery of ink colors will appear at the bottom of the list of options. Click any of the colors to select it and then choose either the Pen or Highlighter tool to annotate the slide.
- ✦ **More Options** – This area is used to access some additional view options for the presentation.
  - ✦ **Last Viewed** – When moving through a presentation, this option will allow the presenter to return to the previous slide.
  - ✦ **Custom Show** – In PowerPoint, it is possible to create a custom show using the slides in the current presentation. When this option is selected a list of the custom shows that are part of the presentation will display.
  - ✦ **Show Presentation View** – With this view, it is possible to view the slide along with the notes that were created for the slide. The audience will only be able to view the slide, not the notes. This feature works best if two monitors are being used.
  - ✦ **Screen** – To choose between a black or white screen, select this option. This option also allows you to hide any ink markups (annotations) or to show the windows taskbar during the presentation.
  - ✦ **Display Settings** – This feature is currently not available during the slide show.
  - ✦ **Arrow Options** – Use this option to specify how the mouse pointer arrow is going to display. The options are Automatic, Visible, and Hidden.
  - ✦ **Help** – To obtain assistance with a feature in PowerPoint, select this option.
  - ✦ **Pause** – Select this option to pause an animated presentation.
  - ✦ **End Show** – This option is used to end the slide show presentation.

## Shortcut Menu

Click the **Slide Shortcut Menu** button to display additional commands. The options in this menu are described below.

- ✦ **Next** – Click this button to move to the next slide in the presentation.
- ✦ **Previous** – This button is used to return to the previous slide.
- ✦ **Last Viewed** – To move the slide that was viewed last, click this button.
- ✦ **See All Slides** – Click this option to display a miniature view of each of the slides in the presentation. This feature can be used to move to a different slide in the presentation instead of showing them in consecutive order.
- ✦ **Zoom In** – To enlarge a portion of a slide to highlight it, select this option. Click the left mouse button to zoom in and the right mouse button to zoom out.
- ✦ **Custom Show** – A slide show within another slide show can be created in PowerPoint. This button is used to move to one of the Custom Shows.
- ✦ **Show Presentation View** – With this view, it is possible to view the slide along with the notes that were created for the slide. The audience will only be able to view the slide, not the notes. This feature works best if two monitors are being used.
- ✦ **Screen** – This option can be used to display a black or white slide while doing the presentation.
- ✦ **Pointer Options** – Select this option to work with Pen and Laser Tools.
  - ✦ **Laser Pointer** – This button is used to change the mouse pointer into a laser pointer.

- ✦ **Pen** – This option can be used to write or circle items on the slide.
- ✦ **Highlighter** – To emphasize parts of a slide, select this option.
- ✦ **Ink Color** – Use this option to select a color for highlighting or writing with a pen.
- ✦ **Eraser** – This option is used to erase areas of the annotations on the slide.
- ✦ **Erase All Ink on Slide** – Select this option to remove all the annotations that have been applied to a slide.
- ✦ **Arrow Options** – To select whether to have the arrow visible or to hide the arrow during the presentation, click this button.
- ‡ **Help** – Click this option to obtain help with this feature.
- ‡ **Pause** – To pause an animated presentation, click this button.
- ‡ **End Show** – When this button is clicked, the slide show will be terminated.