

PRESENT A SLIDE SHOW

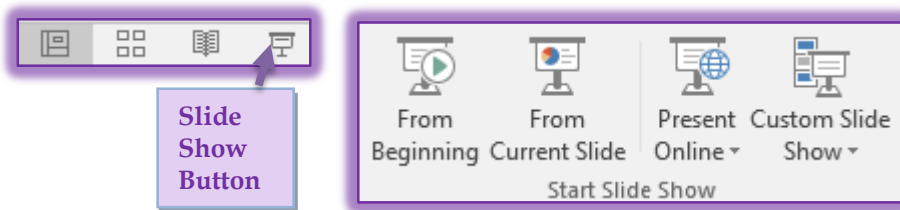
PowerPoint provides several tools that allow for presentation of a slide show to audiences everywhere. PowerPoint accommodates the following situations:

- ✦ Presenting to a large audience in a conference room or an auditorium.
- ✦ Showing a presentation on a computer that doesn't have PowerPoint installed.
- ✦ Broadcasting a presentation over an intranet or the Internet.
- ✦ Meeting with a remote audience over the Internet in "real time."
- ✦ Participating in a Web discussion about a presentation.

Start a Slide Show

Before a presentation is shown to an audience, it should be checked to make sure all the slides are in order, that the transitions work properly, and that all the timings are correct. A slide show can be viewed at any time during the creation process. There are several ways to view a Slide Show.

- ✦ Click the **Slide Show** button on the **View Toolbar**.



- ✦ Click the **Slide Show Tab** and in the **Start Slide Show Group** click one of the available buttons.
 - ✦ **From Beginning** - This option is used to start the presentation at the first slide.
 - ✦ **From Current Slide** - Use this option to start the presentation from the slide where the insertion point is located.
- ✦ Press the **F5** function key.

Navigate a Slide Show

There are several ways to navigate through a slide show. The following table explains the keyboard and mouse shortcuts that may be used to navigate a slide show during a presentation.

Mouse and Keyboard Shortcut Keys

Action	Used to
Left Mouse Click	Move to the next slide.
Press Enter	Move to the next slide.
Press Home	Move to the first slide in the show.
Press End	Move to the last slide in the show.
Press Page Up	Move to the previous slide.
Press Page Down	Move to the next slide.
Press a slide number and then press Enter	Move to the slide number specified.
Press Esc	Exit Slide Show view.

Use the Shortcut Menu

In addition to using the keyboard combinations, it is also possible to use the Shortcut Menu to access slides. These options are described in the table below.

✦ While in **Slide Show** view, right-click on the slide.

✦ The **Slide Show** short cut menu will appear.

Action	Used to
Next	Move to the next slide in the presentation.
Previous	Move to the previous slide in the presentation.
Last Viewed	Move to the last slide viewed in the presentation.
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	Present a custom slide show. This type of show allows the user to create different versions of the current presentation.
Show Presenter 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	Choose how the presentation should be displayed on the screen. A list of options will display when the mouse pointer is moved over this option.
Pointer Options	Select the options for annotating a slide during a presentation. A list of pointer options will appear when this option is selected.
Help	Locate information about the PowerPoint program.
Pause	Stop a presentation that has been setup to run automatically.
End Show	Stop the presentation from running.

Use the Popup Toolbar

The table below shows the buttons that are available on the Popup Toolbar in Slide Show View. These buttons can be accessed by moving the mouse to the lower left side of the Slide Show window. The buttons will appear in a slightly different shade of the Design that has been applied to the presentation.

Button	Description
Previous Slide	This button is used to move to a previous slide in the presentation.
Next Slide	To move to the next slide in the presentation, click this button.
Pen/Laser Tools	This button is used to access pen tools such as highlighter. These tools allow you to annotate parts of a presentation while in Slide Show View. It is also possible to save these annotations for future use.

Button	Description
View 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.
More Options	This area is used to access some additional view options for the presentation, such as Last Viewed, Custom Show, Zoom In, and Arrow Options.