

PRESENTING A SLIDE SHOW

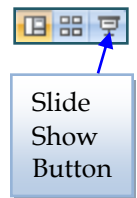
PowerPoint provides several tools that allow for presentation of a slide show to audiences everywhere. PowerPoint accommodates the following situations:

- ❖ 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. (Pinard, 1999, p. 215)

Starting 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. These ways are:

- ❖ Click the **Slide Show** button on the **View Toolbar** (see illustration at right).
- ❖ Click the **Slide Show** button in the **Presentation Views Group** on the **View Tab**.
- ❖ Press the **F5** function key.



The first option starts the show at the currently selected slide. The other three options start the show at the first slide.

Navigating a Slide Show

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

Using 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.

Using 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. To access this menu:





- ❖ 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.

Action	Used to
Go to Slide	Move to a specified slide in the presentation. A list of the slides in the presentation will be displayed.
Custom Show	Present a custom slide show.
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.

Using 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	 This button is used to move to a previous slide in the presentation.
Pointer	 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.
Navigation	 To access the shortcut menu described in the previous table, this button can be clicked. This would be done in place of right-clicking in the slide.
Next	 To move to the next slide in the presentation, click this button.