


USING MICROSOFT POWERPOINT SOFTWARE

When using the SMART Board to make presentations, it is possible to focus the attention of the audience by making notes or diagrams on a presentation. It is also possible to record feedback from the audience during the presentation.

- ✦ Start the **PowerPoint** program
- ✦ Open the **PowerPoint presentation** that is to be used in conjunction with the **SMART Board**.
- ✦ Do one of the following:
 - ✦ Click **View** on the **Menu Bar** and then select **Slide Show**.
 - ✦ Click **Slide Show** on the **Menu Bar** and then select **View Show**.
 - ✦ Click the **Slide Show** button (see illustration at right) on the **PowerPoint Views Bar**. 
This is the bar located in the lower left side of the PowerPoint program window.
- ✦ The Slide Show Toolbar will appear when the PowerPoint presentation is started.
 - ✦ This toolbar is usually located in the bottom left corner of the SMART Board and computer window.
 - ✦ This toolbar can be used to navigate through the presentation.
 - ✦ It also can be used to access a menu of commands.
 - ✦ The buttons on this toolbar are:
 - ▣ **Move Back** - Press this button to move backward one bullet point or one slide in the presentation.
 - ▣ **Menu Button** - This button provides a menu of commands that may be used during the PowerPoint presentation. The options in this menu are:
 - **Capture to Notebook** - When this option is chosen, the annotations and the current slide are displayed in the Notebook Software that is part of the SMART Board program. Information on working with the Notebook Software can be found later in this document.
 - **Insert Drawing as Image** - To save the images that are made on a PowerPoint slide to the PowerPoint program, press this option.
 - **Clear Drawing** - This option is used to remove all the drawings that are made with the digital pen from the PowerPoint presentation.
 - **Add Blank Slide** - To add a new slide to the presentation, choose this option from the list.
 - **PowerPoint Commands** - This option provides a list of commands that can be used with the PowerPoint program. These are:
 - ◆ **Go to Slide** - When this option is pressed, a list of slides in the presentation is displayed. To move to a particular slide, click on that slide name in the list.
 - ◆ **Black/Unblack Screen** - To display a black screen during a PowerPoint presentation, press this option. To return to the PowerPoint presentation, press this option again.
 - ◆ **Print Slide** - Press this option to print the slide where the mouse pointer is located.
 - ◆ **Show PowerPoint Menu** - This option is used to display the shortcut menu that is available when presenting a slide show in PowerPoint.

- **Settings** - Choose this option to change some of the default settings for the SMART Board. These include:
 - ◆ **Double Press to Advance** - When this option has a check mark beside it, the SMART Board has to be tapped twice for the slide show to advance to the next slide or bullet item.
 - ◆ **Save Annotations at End of Show** - To save all the annotations that are made throughout a presentation, place a check mark beside this option.
 - ◆ **Transparent Toolbar** - When this option is checked, the Slide Show Toolbar becomes transparent. This means that if the toolbar covers an object on a slide, the item will show through the toolbar.
 - **Smart Floating Tools** - For information on using the Floating Tools, please see the Floating Tools Toolbar section of this document.
 - **End Show** - Pressing this option will end the slide show and return to the editing mode of PowerPoint.
 - **Move Forward** - To move forward one bullet point or one slide in a PowerPoint presentation, press this button.
- ✚ It is also possible to move through a presentation by pressing on the SMART Board twice with your finger.