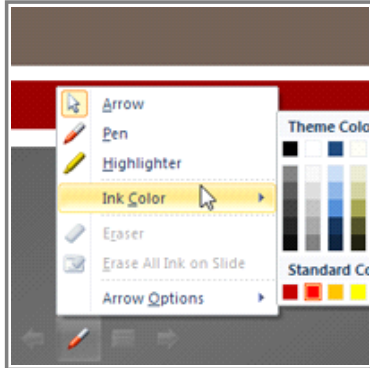




Introduction

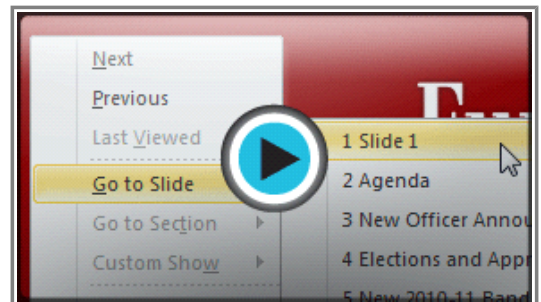


Once your slide show is completed, you will need to learn how to present it to an audience. PowerPoint offers several tools and features that can assist you in making your presentation smooth, engaging and professional.

In this lesson, you will learn how to **play a slide show** and **advance through the slides**. In addition, you will learn about **various presentation options** like using a highlighter to mark slides or how to set your slide show to play on a continuous loop.

Presenting Slide Show

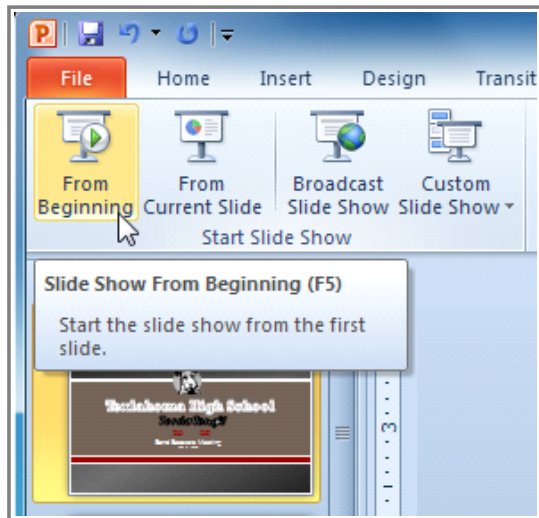
▶▶▶ Watch the video to learn the various options for presenting your slide show.



Watch the video (3:07). [Need help?](#)

To Start Slide Show:

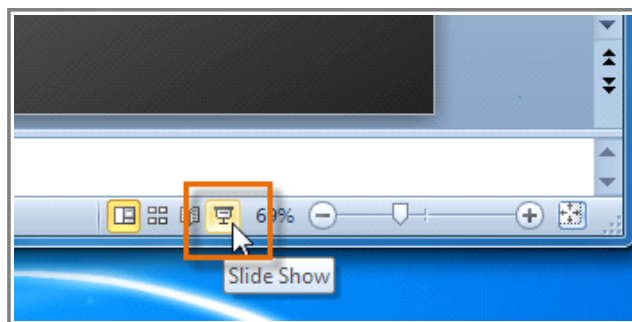
1. Select the **Slide Show** tab.
2. Click the **From Beginning** command in the **Start Slide Show** group to start the slide show with the first slide.



Starting Slide Show

You can also start the slide show from the slide you prefer by selecting the slide and clicking on **From Current Slide** from the Start Slide Show group. This option is convenient if you only want to view or present certain slides.

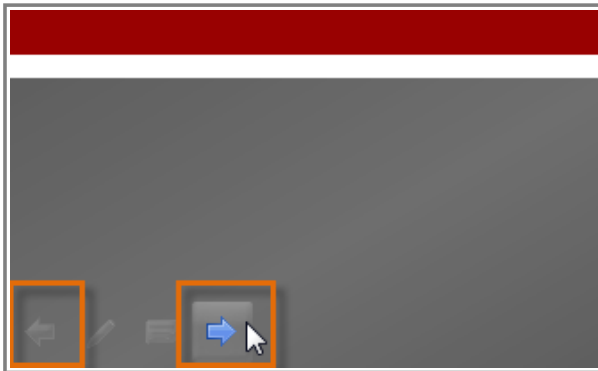
Another option for starting the slide show is to select **Slide Show** view at the bottom of the window.



Starting Slide Show view option

To Advance and Reverse Slides:

1. Hover your mouse over the bottom right of the screen. A menu will appear.
2. Click on the **right arrow** to advance slides or click on the **left arrow** to reverse slides.

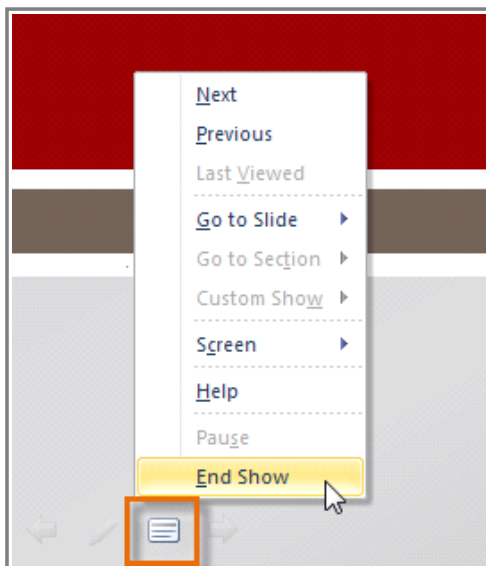


Advance or reverse slides

You may also use the **arrow keys** on your keyboard to advance and reverse slides.

To Stop or End Slide Show:

To end slide show, hover and select the **menu box options** command and click **End Show**. You can also press the "**Esc**" key at the top left of your keyboard to end show.

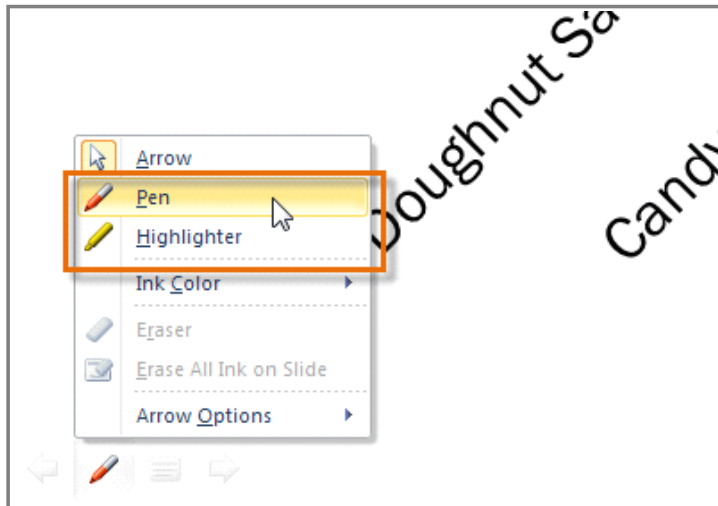


Ending slide show

PowerPoint provides convenient tools and features that you can use while you are presenting your slide show. Features include changing your mouse pointer to a pen or highlighter to draw attention to items in your slides. In addition, you can jump around to slides in your presentation or access items from your computer desktop if needed.

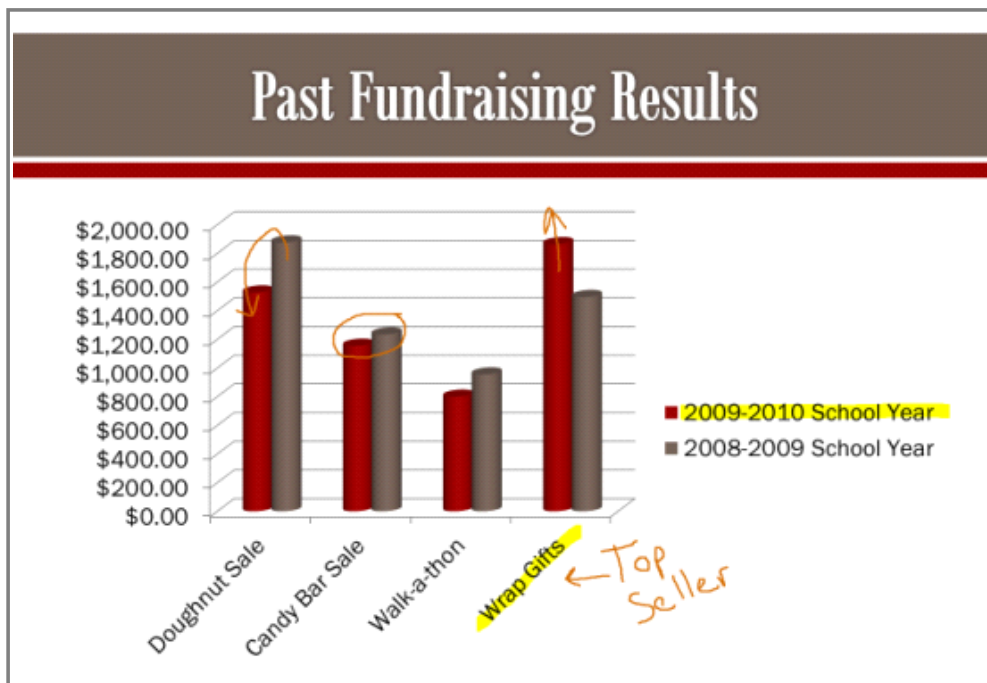
To Access the Pen or Highlighter:

1. Hover and click on the **pen menu option** in the bottom left of your screen.
2. Select **Pen** or **Highlighter** based on your preference.



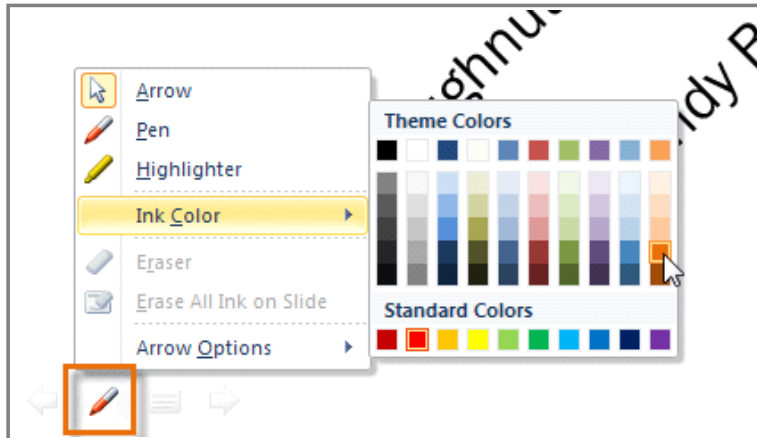
Accessing Pen or Highlighter

3. Use the pointer to **draw on or mark your slides**.



Using the pen and highlighter on a slide

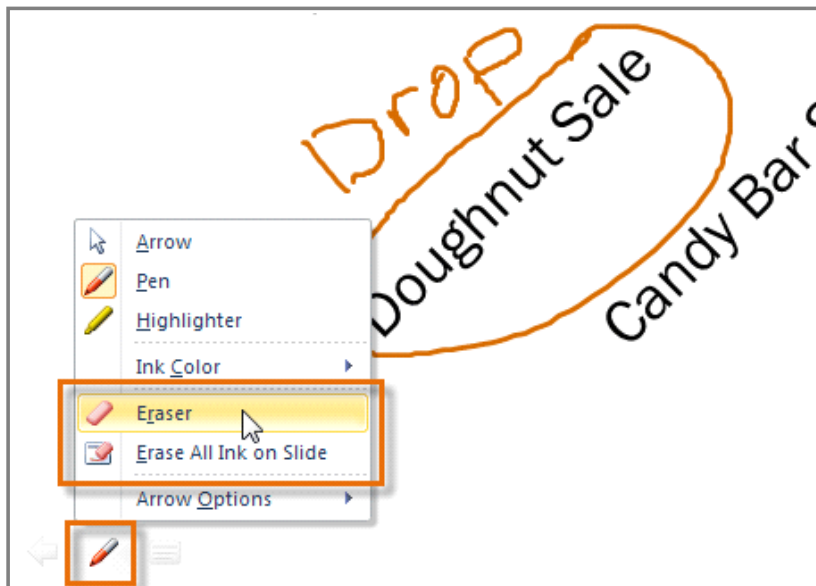
From the same menu, you can also **change the color** of the pen or highlighter. Keep in mind that light color choices are best for the highlighter.



Choosing a new ink color

To Erase Ink Markings:

1. Hover and click on the **pen menu option** in the bottom left of your screen.
2. Select **Eraser** to erase individual ink markings or select **Erase All Ink on Slide** to erase all markings.



Accessing Eraser options

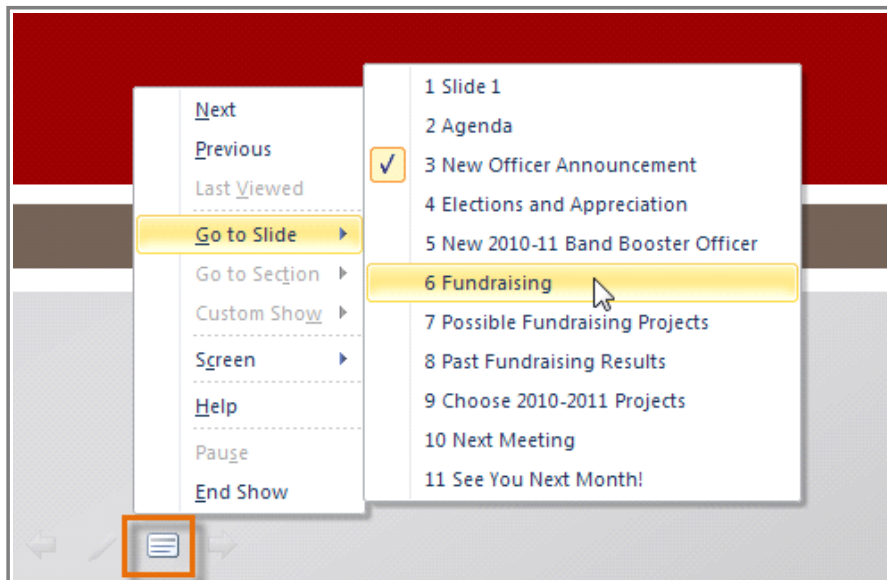
When you end your slide show, you also have the option to **Keep** or **Discard** (erase) any ink markings you made during your presentation.



Choosing to keep or Discard ink markings

To Jump to a Non-Adjacent Slide:

1. Hover and click on the **menu box option** in the bottom left of your screen.
2. Select **Go to Slide** and choose the slide you would like to jump to in your presentation.

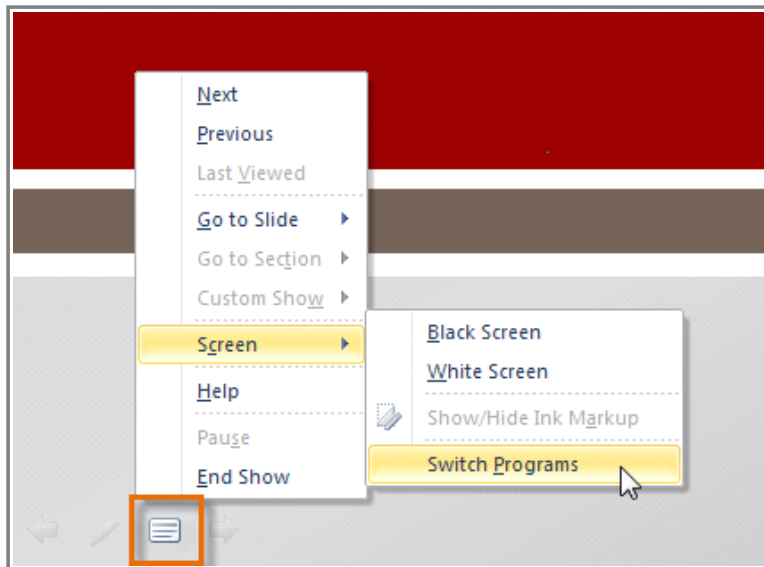


Choosing Go To Slide

To Access the Desktop:

Sometimes you may need to access the Internet or other files and programs on your computer during your presentation. PowerPoint allows you to access your desktop task bar without ending your presentation.

1. Hover and click on the **menu box option** in the bottom left of your screen.
2. Select **Screen** and then click on **Switch Programs**.



Switching Programs during slide show

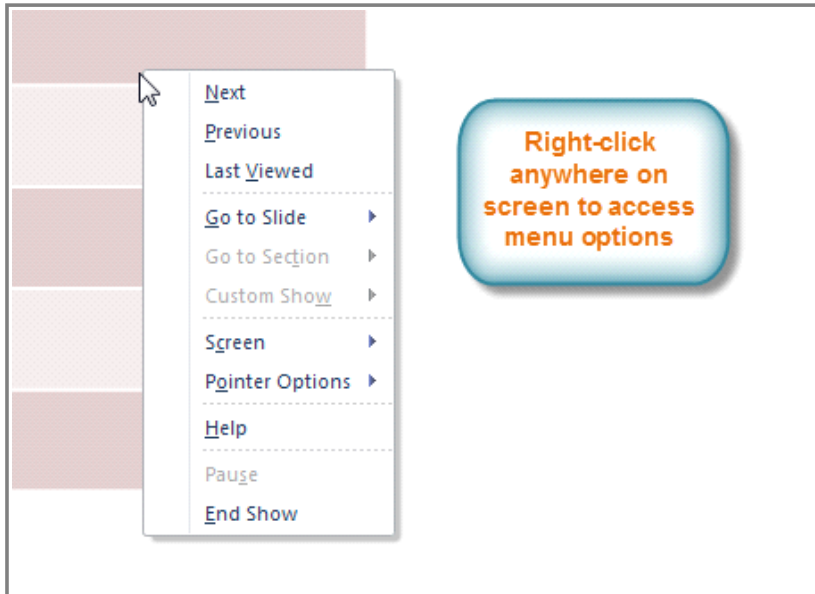
3. Your computer's **task bar** will appear. Choose a program you would like to switch to.



Accessing other programs during your slide show

Menu Access Options:

You can also access any of the above menu items by **right-clicking** anywhere on the screen during your slide show.



Right-clicking to access slide show menu options

Keyboard Shortcuts

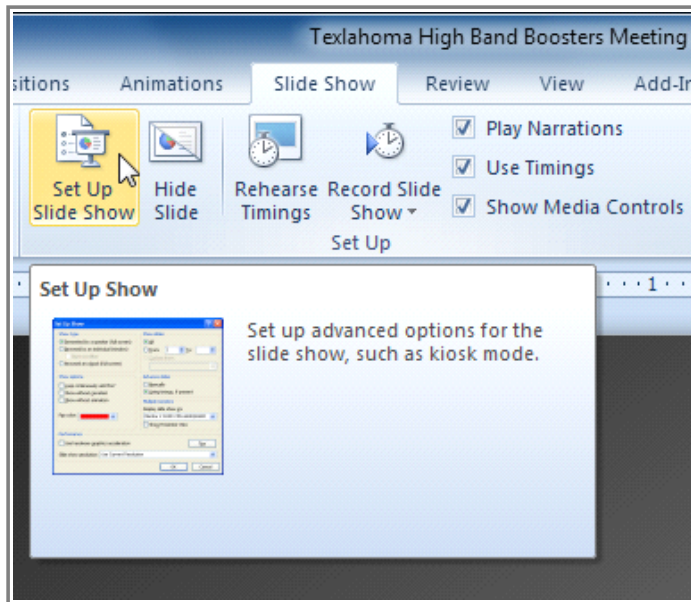
- Switch between the pen pointer and mouse pointer by pressing "**Ctrl + P**" (pen) or "**Ctrl + M**" (mouse) on the keyboard.
- Press "**E**" on the keyboard to erase any ink markings while using the pen or highlighter.

Slide Show Set Up Options

PowerPoint has various options for setting up and playing a slide show. For example, you can set up an unattended presentation that can be displayed at a kiosk and make your slide show repeat with continuous looping.

To Access Slide Show Set Up Options:

1. Select the **Slide Show** tab.
2. Click the **Set Up Show** command.



Setting up slide show

3. The Set Up Show dialog box will appear. Review the interactive to learn about the various options that are available for setting up and playing a slide show.
4. Click **OK** to apply the settings to the slide show.

Challenge!



1. Open an **existing PowerPoint presentation**. If you want, you can use this [example](#).
2. Practice starting a slide show and using the menu options to **advance** and **reverse** through slides.
3. Change your mouse pointer to a **pen** or **highlighter** and practice marking a slide. If you are using the example, you can add markings to the chart on slide 8.
4. **Erase** or **discard** any markings you have made on slides.
5. Practice going to non-adjacent slides in your slide show. If you are using the example, go to slide 3 and 10.
6. Change the **ink color** and add **continuous looping** to your slide show with the Set Up Slide Show command.