

Tips for Using PowerPoint

To Start

- Double click the slideshow file; it should open the slideshow in PowerPoint

To See Notes

- Look at the top of the toolbar for the program
- Find "View" and click on it once
- Select "Notes Page" from the drop down list of options
- You will see the slide with a dotted text box underneath it. There are notes provided in bold type for most slides, there are also parenthetical notes for some slides, which indicate places where you can personalize the presentation.

To Print Notes

- You can print this view to use as a script during a slide show
- Click on file and select "Print"
- At the bottom of the window that pops up look for a field that says "Print What"
- Choose "Notes Pages" from the drop-down list
- Hit OK to print

To Play Slideshow

- Look at the top of the toolbar for the program
- Find "View" and click on it once
- Select "Slide Show" from the drop-down list of options
- The slides will take up the entire screen, each slide will stay onscreen for 12 seconds
- To move forward through the slides more quickly, use the space bar, right arrow, or down arrow keys on your keyboard (you can also go back to a previous slide by hitting the up, or left arrow keys)

To Pause the Slideshow

- You should still be able to see your mouse's cursor on the screen
- Move the cursor to the lower left corner of the screen
- Click once on the triangle
- Hold your cursor over the option "Screen" in the drop-down menu
- Two additional options will appear to the side of the drop-down menu
- Choose "Pause"
- To resume the slideshow, follow the same directions for pausing the slideshow and choose "Resume"

To End the Slideshow

- You should still be able to see your mouse's cursor on the screen
- Move the cursor to the lower left corner of the screen
- Click once on the triangle
- Choose "End Show" from the drop-down menu of options