

How to use 2 screens for PowerPoint slides

Setting up 2 screens when PowerPoint slide show will help you see the next notes and slides on your computer.

When connecting the projector to a computer to show PowerPoint slides, by default 2 screens will have the same content. Which slide is the computer you are opening, the projector screen will also open the slide. However, during the presentation process, you will definitely need to see other content, but cannot write on the slide. So what to do?

Instead of writing memos to manual paper for monitoring, we can set up 2 different PowerPoint screens. This mode will allow the user to view the slide that is currently playing on the computer, view the next slide and read the notes written on the slide but not the big screen. So the slide viewer will only see the main content of the slide without knowing the contents of other notes. The following article will guide you how to set up 2 screens on PowerPoint.

1. How to use 2 screens on a computer
2. How to display a full screen PowerPoint presentation
3. How to use PowerPoint to shoot and capture laptop screen

Instructions for using 2 screens on PowerPoint

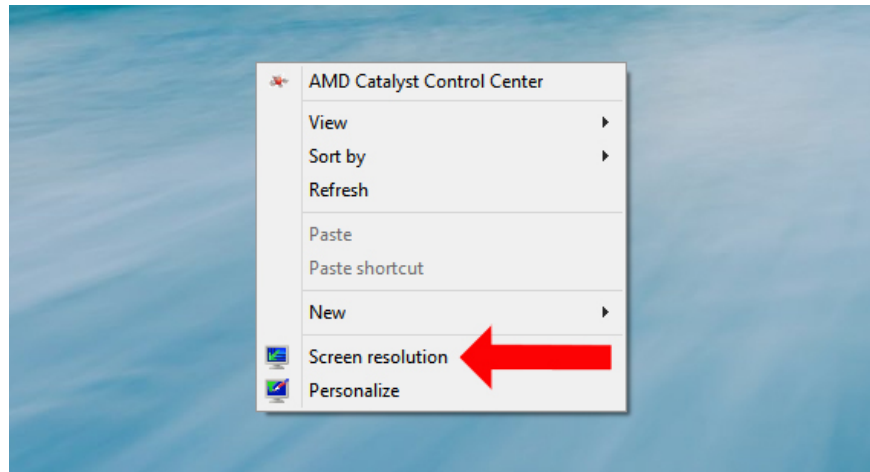
Step 1:

First, connect the HDMI or VGA projector to the computer tightly. How to connect the projector to the computer you read can be found in the article [How to connect the projector to a computer, laptop](#).

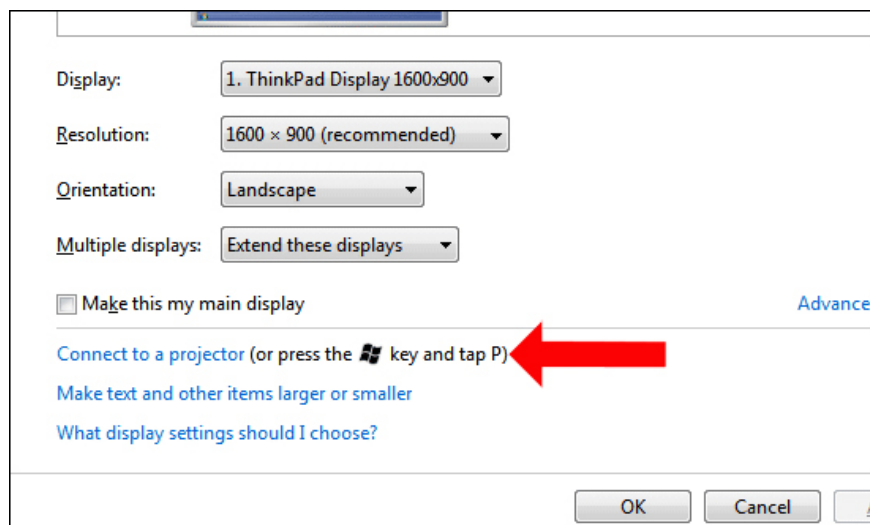


Step 2:

Right-click outside the screen and then click **Screen resolution** .



Display the new interface and click on **Connect to a projector (or press the key and tap P)** . Or users can press the Windows + P key combination to open the interface to select the screen connection type.



Step 3:

In this interface we will see there are 4 types of connection with different content display.

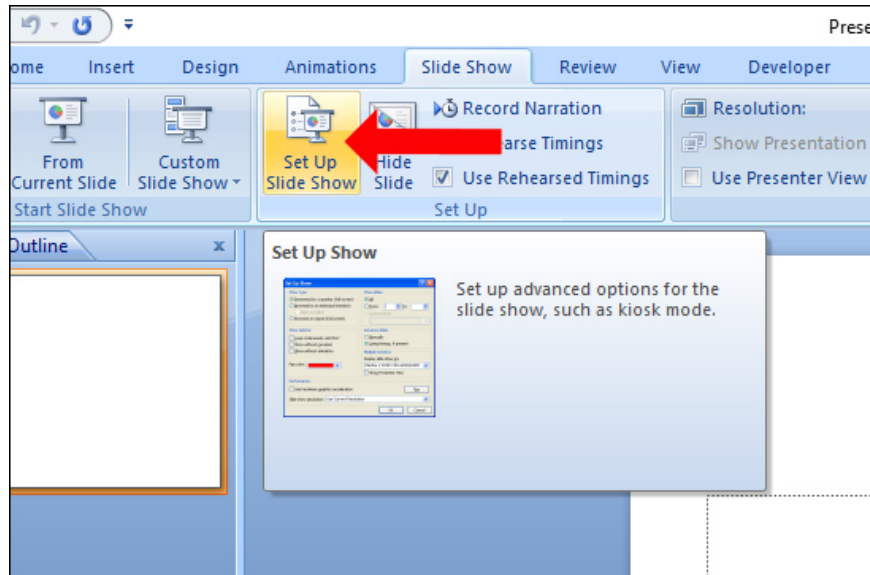
1. Extend: will separate 2 separate screens.
2. Duplicate: are the same two screens on the displayed content.
3. Computer Only: do not bring data to the projector.
4. Projector Only: images only appear on the projector, the Laptop screen will turn off. This saves laptop battery power during slide shows.

Here we will select **Extend** to separate the content of 2 slide screens on different computers and projectors.

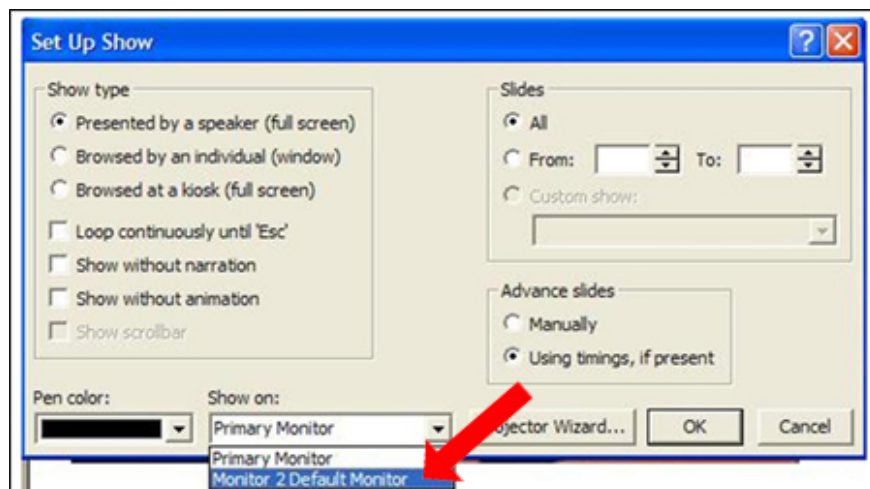


Step 4:

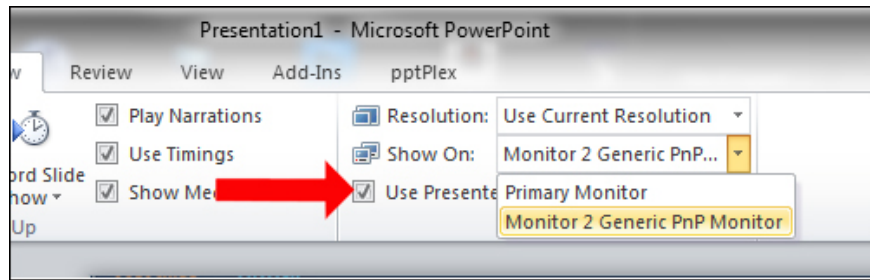
Open the PowerPoint interface and then click on the **Slide Show tab** . Next, click on **Set Up Slide Show** below.



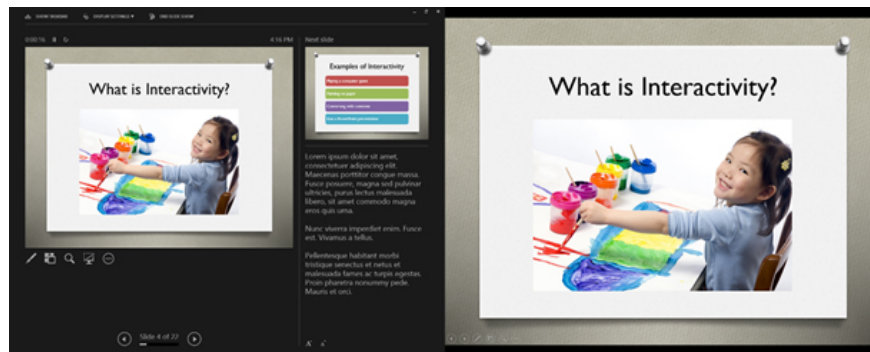
In the **Set Up show** interface **show** at **multiple monitors** click on **Monitor 2** .



With some newer PowerPoint versions we can click Show On and also select Monitor 2.



Finally, press F5 and open the slide to show it. The screen results on the projector will only display the content on the slide or the computer screen. The laptop screen will show the slide content, note or any content, but the viewer will not see it because it is not displayed on the projector screen.



In case the user wants to open another video or document, other software, perform the opening operation as usual and then drag the interface to the right side of the screen. Then the interface will switch to the projector screen.

With this setting you can completely hide other content written on computer PowerPoint slides, but do not want to display on the projector screen. Any user actions performed on the computer will not be projected on the projector screen.

See more:

1. How to cut photos using Microsoft PowerPoint
2. How to insert Header and Footer on PowerPoint when printing
3. How to design PowerPoint with Text box and SmartArt

I wish you all success!

You finished reading the article "**How to use 2 screens for PowerPoint slides**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.