

Presenting slide shows in PowerPoint 2016

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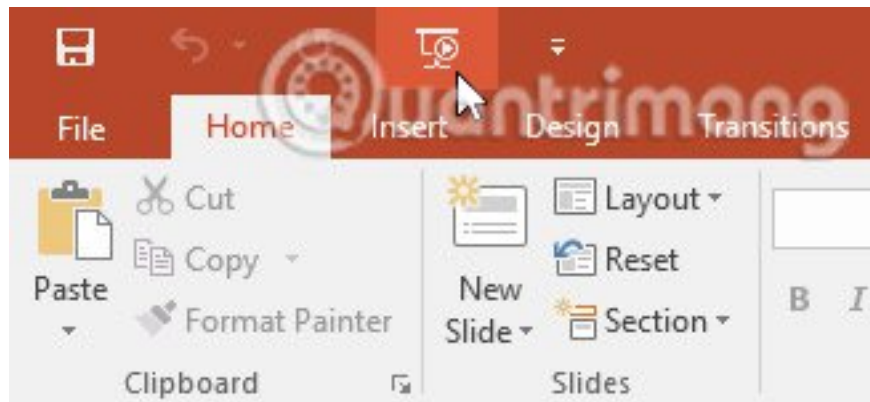
Present a slide show

Before presenting a slide show, you need to think about the type of device that will be used for your presentation. Many speakers use projectors during presentations, so you might consider using a similar projector. This allows you to control and preview slides on one screen while presenting them to the audience on another screen.

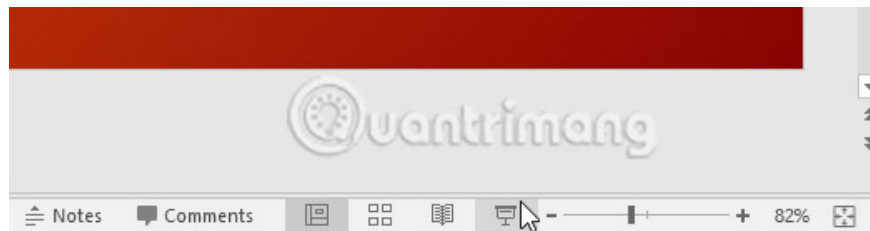
How to start the slide show

There are several ways you can start your presentation:

1. Click the **Start From Beginning** command on the **Quick Access Toolbar** or press the **F5** key at the top of the keyboard. The presentation will appear in full screen mode.



1. Select the **Slide Show view** command at the bottom of the PowerPoint window to start the presentation from the current slide.



1. Go to **Slide Show** tab on **Ribbon** to access more options. From here, you can start the presentation from the current slide and access the advanced options for the presentation.



How to preview and move back and forth between slides

You can switch to the next slide by clicking or pressing the spacebar on the keyboard. Alternatively, you can use the arrow keys on the keyboard to move to the previous slide or the next slide during the presentation.

You can also hover your mouse down to the bottom left and click the arrow to move to the previous slide or the next slide.



How to stop the slide show

You can exit **Presentation** mode by pressing the **Esc** key on your keyboard. Alternatively, you can click the **Slide Show Options** button at the bottom left and select **End Show**.



The presentation will also end after the last slide. You can click or press the spacebar to return to **Normal** view .



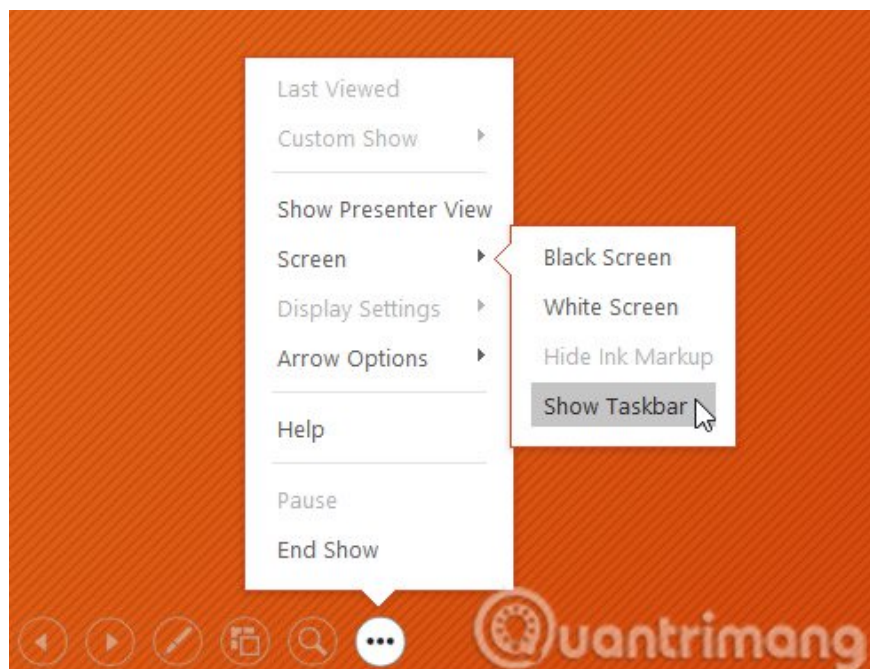
Tools and features for presentations

PowerPoint provides convenient tools that you can use when displaying your slide show. For example, you can change the cursor to a pen or highlight pen to draw attention to specific items in your slide. In addition, you can move to different slides in your presentation or access other programs from the taskbar if needed.

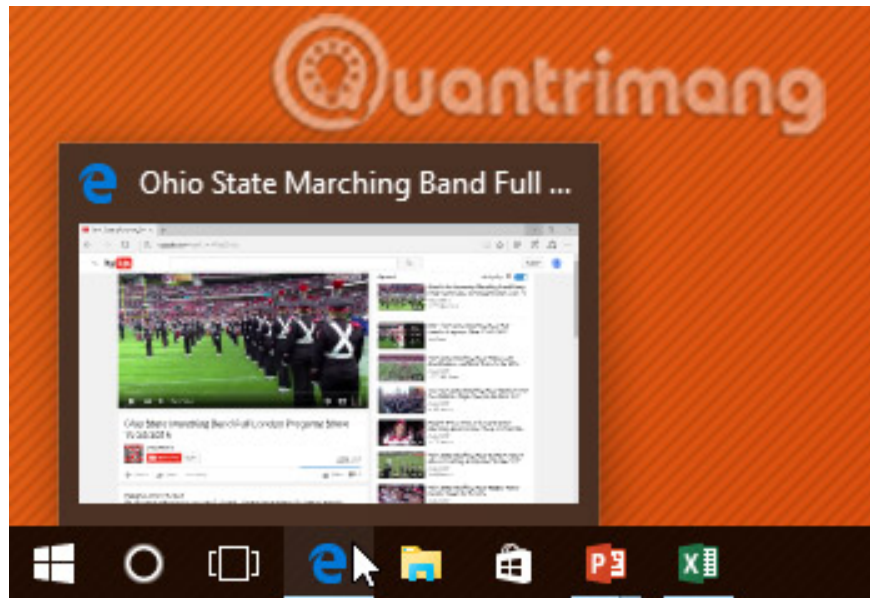
How to display the taskbar

Sometimes you may need to access the Internet or other files and programs on your computer during a presentation. PowerPoint lets you access your taskbar without closing the presentation.

1. Locate and select the **Slide Options** button in the bottom left corner.
2. Select **Screen**, then click **Show Taskbar**.



3. The taskbar will appear. Select the program you want to open, such as a web browser. When finished, close the window or click the PowerPoint icon on the taskbar to return to the presentation.



Options for slides

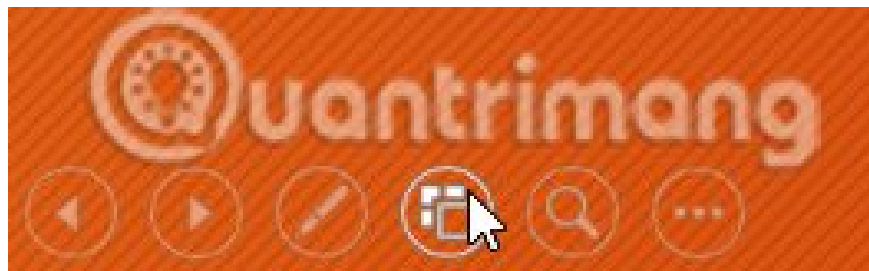
You can also access any of the menu items above by right-clicking anywhere on the screen during the slide show.



How to transfer to a non-adjacent slide

You can move to different slides without the correct order if needed.

1. Locate and select **See All Slides** button in the bottom left corner.



2. The thumbnail versions of each slide will appear. Please select the slide you want to move to.

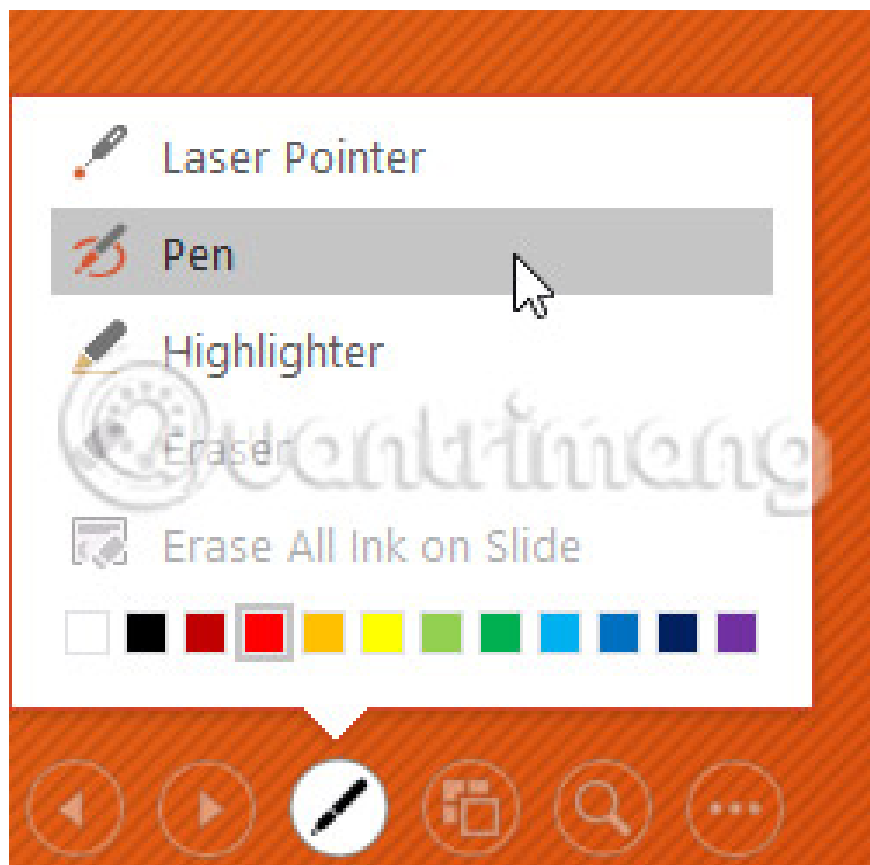


3. The selected slide will appear.

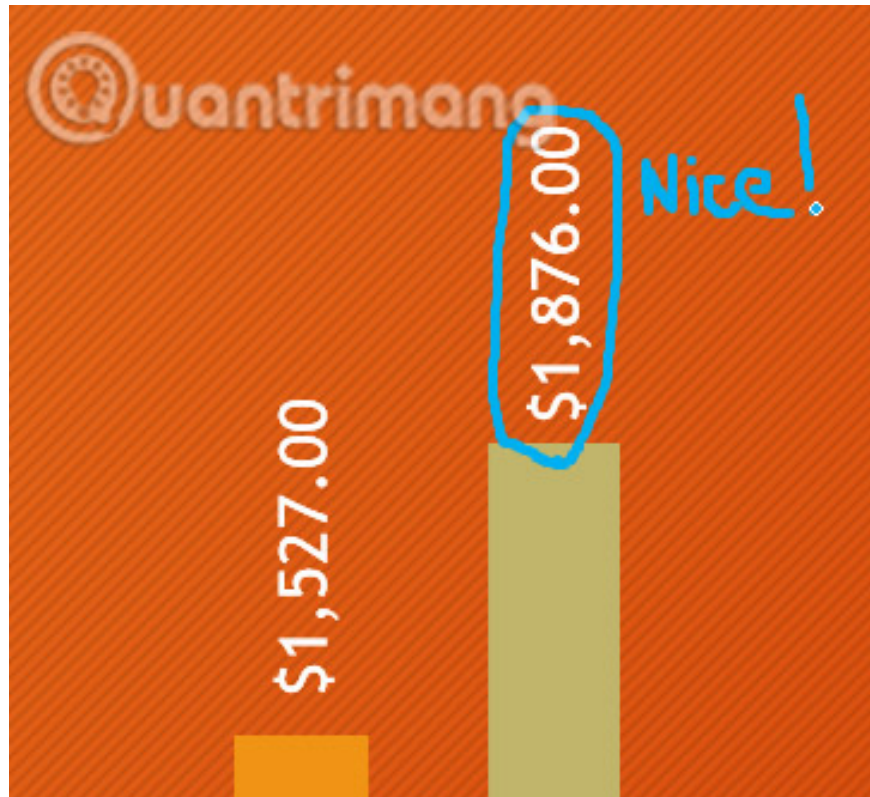
How to access the drawing tools

As mentioned above, the mouse pointer can act as a pen or highlight pen to draw attention to specific items in your slide.

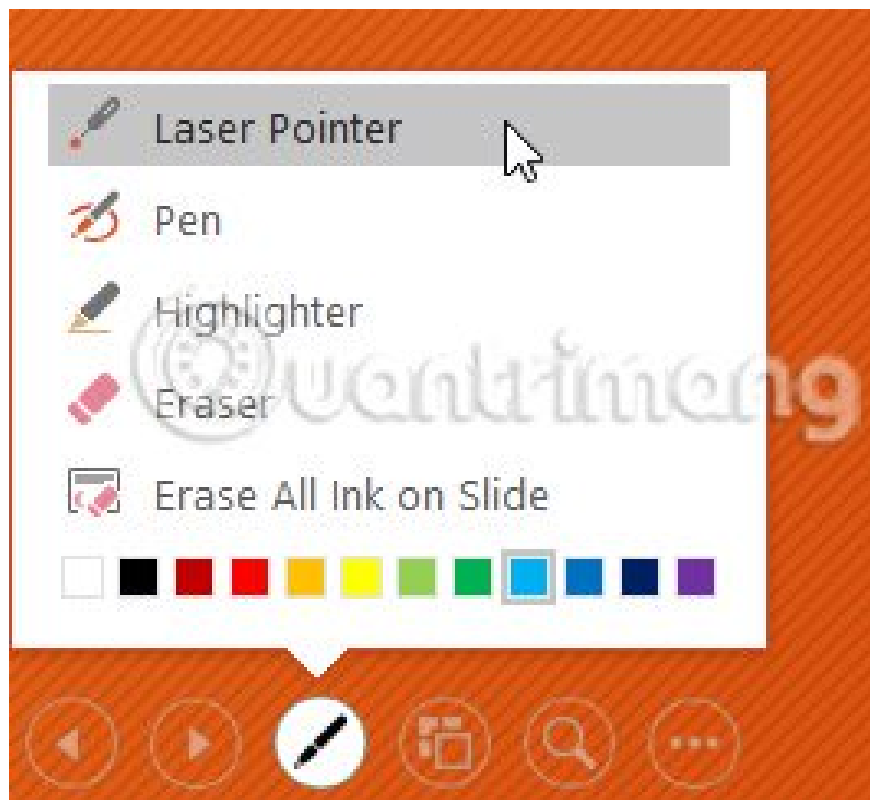
1. Locate and select **Pen Tools** button in the bottom left corner.
2. Select **Pen** or **Highlighter** depending on your preference. You can also choose a different color from the menu.



3. Click and drag the mouse to highlight the slide as needed. You can also press **Ctrl + P** on the keyboard to access the **Pen Tool** while playing your slide show.

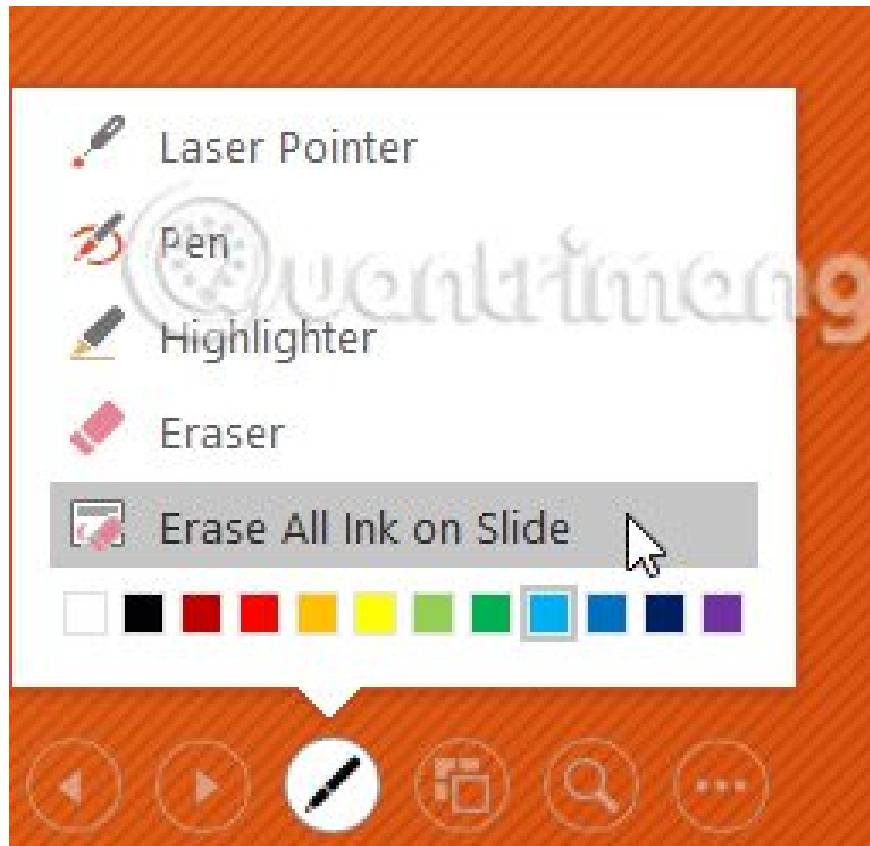


You can also use the laser pointer feature to draw attention to certain sections of the slide. Unlike pen and highlight pen, the laser pointer will not leave any marks on the slides. To use the laser pointer, select it from **Pen Tools**, or press and hold **Ctrl** + left mouse button.



How to remove ink marks

1. Locate and select **Pen Tools** button in the bottom left corner.
2. Select **Eraser** to delete individual ink marks or select **Erase All Ink on Slide** to delete all ink marks on the slide.



When you finish the slide show, you will also have the option to **Keep** or **Discard** any ink marks that appear in your presentation. If you decide to keep the ink marks, they will appear as objects on the slide in **Normal** view .



Presenter view

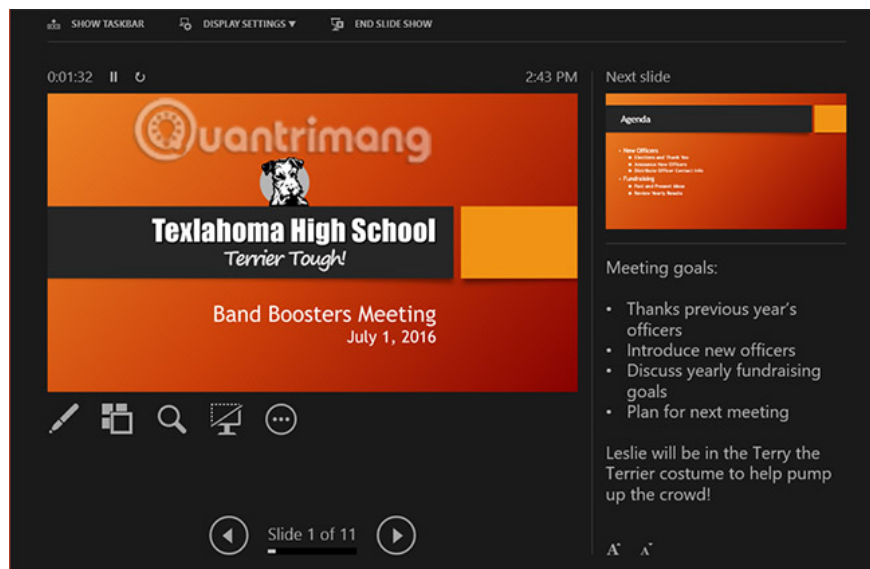
If you present your slide show with a second screen - such as a projector for example - you can use the Presenter view. Presenter view allows you to access a special controller on the screen, which the audience seated below will not see, allowing you to easily reference notes for slides, preview upcoming slides and more.

How to access the Presenter view

Start your slide show as usual, then click the **Slide Options** button and select **Presenter View**. Alternatively, you can press **Alt + F5** on the keyboard to start the slide show in **Presenter** view .



Click on the interactive buttons below to learn more about how to use the Presenter view.



Optional slide show settings

PowerPoint has many different options to set up and slide out. For example, you can set up an unattended presentation (usually displayed at kiosks) and make the slide show repeat continuously.

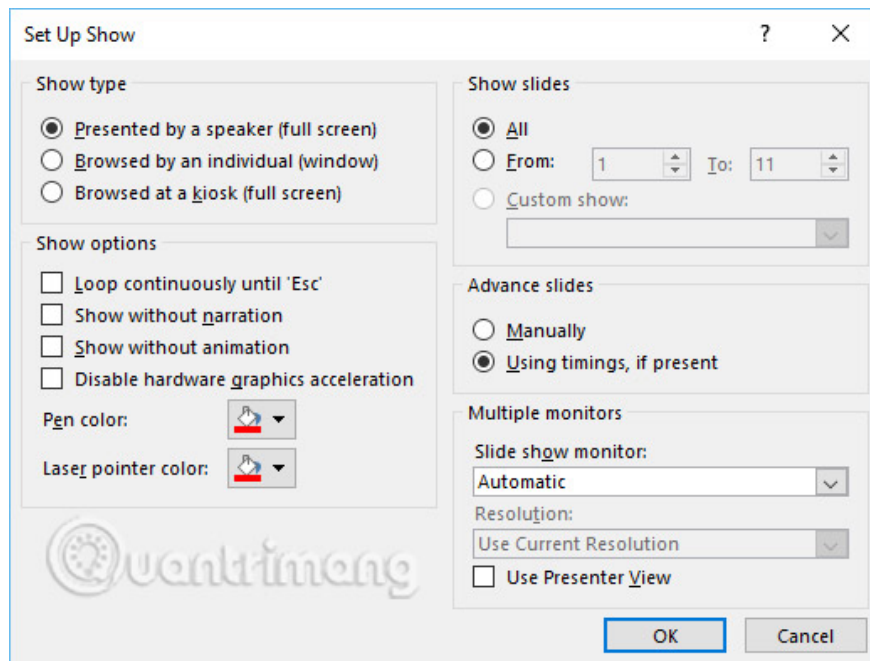
How to access slide show setup options:

1. Select the **Slide Show** tab , then click the **Set Up Slide Show** command.

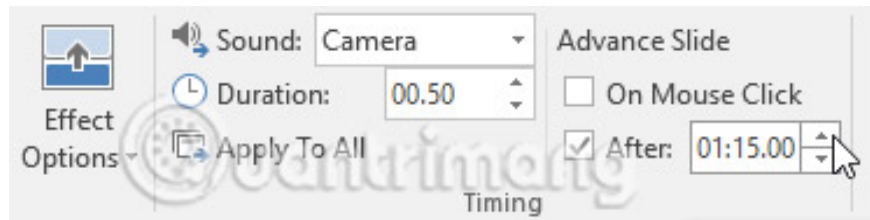


2. The **Set Up Show** dialog box will appear. From here, you can choose the desired options for your presentation.

Click on the interactive buttons below to learn about the different options for setting up and playing a slide show.

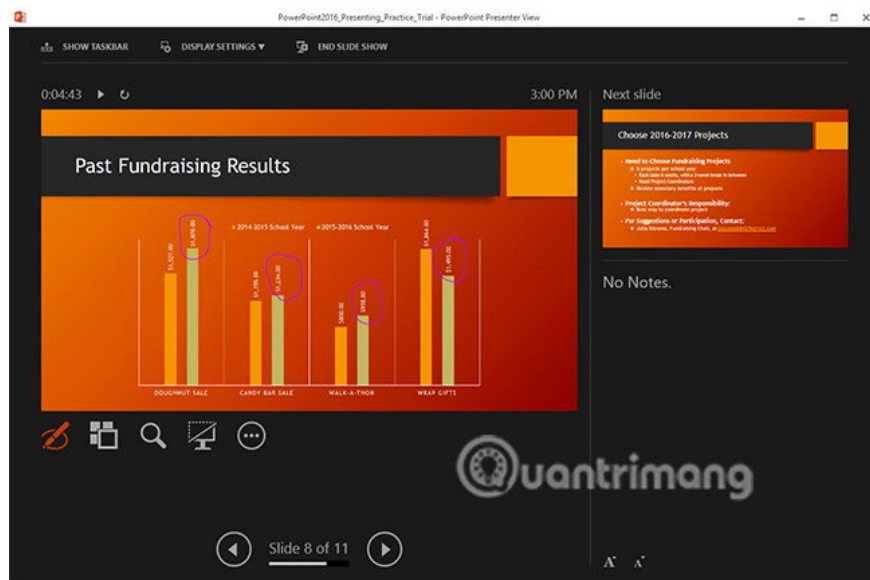


To automatically switch slides, you need to customize the slide display time on the **Transitions** tab . Review the lesson on Applying transitions in PowerPoint 2016 to learn how.



Practice!

1. Open the sample presentation.
2. In the **Set Up Slide Show option** , change the pen color to purple.
3. Start the slide show, then access the **Presenter** view .
4. Switch to slide 8.
5. Use the pen tool to circle the money raised for the 2015-2016 school year. This is the amount of money on the green bars.
6. When finished, your screen will look like this:



Hope you are successful.

See more:

1. Manage slides in PowerPoint 2016
2. How to print slides in PowerPoint 2016
3. How to create text effects in PowerPoint

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