

## Delivering Your Presentation

### Presenting Your Slide Show

PowerPoint presentations are meant to be supplemental information, not a script. Review your presentation for content and try to avoid reading directly from the slides. The following instructions explain how to present your slide show.

### Starting the Slide Show

- ❑ Select the **Slide Show** tab (See Figure 30).
- ❑ Click **From Beginning** to begin the presentation from the first slide or click **From Current Slide** to begin the presentation from the slide which currently appears in the Slide Preview pane (See Figure 30).



**Figure 30 - Start Slideshow**

You can advance to the next slide by pressing **Enter**, the **Spacebar**, or by clicking the left mouse button. You will also notice left and right arrows in the bottom-left corner of the slide. Clicking one of these arrows will advance the presentation to the next slide or the previous slide.

Pressing the **Escape (Esc)** key will end your presentation and return you back to the Normal View.

**Note:** You can also run the presentation from the current slide by clicking the slide show

### Presentation Tools

PowerPoint provides tools that are available for use while presenting your slide show.

Once in Slide Show view, icons will appear in the bottom-left corner of your screen (see Figure



**Figure 31 - Presentation Tools**



**Back** - Select the **Back** button to move to the Previous slide in the slide show.



**Forward** - Select the **Forward** button to move to the Next slide in the slide show.



**Pen Tools** - Use the **pen tools** to make notations on your slides.



**See All Slides** - To jump to a specific slide, select the **See All Slides** icon, and then select the slide that you would like to go to next.



**Zoom** - Select the **Zoom** icon to zoom in on a specific area of the slide.



**Black or unblack slide** - Allows you to black out a slide during your presentation.



**More** - Select the **More** button for additional features available in PowerPoint. Select the More icon to access the taskbar on your computer. Having the ability to access the taskbar while in slide show view, will allow you to access the Internet or other files or programs during your presentation. Follow the instructions below to access the taskbar.