

Hints on Delivering PowerPoint Presentations Well

Or.....

How to avoid looking like a PowerPoint learner

Notes

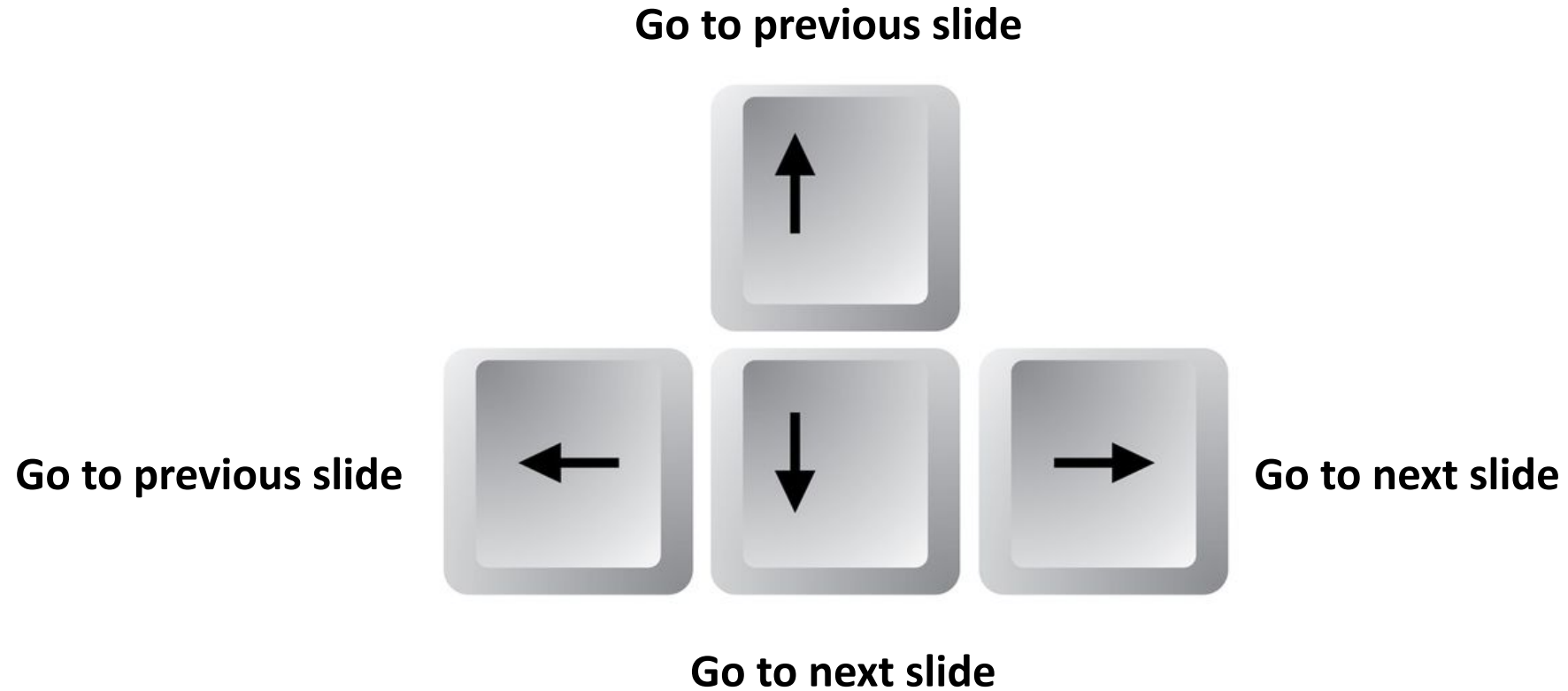
This includes hints on how to deliver a PowerPoint presentation more effectively.

- This does not include notes on how to create presentations.
- There are plenty of guides on how to create a good presentation
- Eg. [Tips for creating and delivering an effective presentation](#)

Prepare

- Create your presentation as usual
- Run through your presentation
 - Check the time you are allotted
 - Make sure your presentation is within this time
 - Key points early so they are not lost if time is reduced
 - Get a critic to listen and review

Moving Between Slides – the basics




Moving Between Slides – Mouse

- If you have a computer mouse, instead of access to keyboard:
- Scroll Down – Next Slide
- Scroll Up – Previous Slide
- Note: slight movement only needed.



Short Cuts

Some really useful shortcuts to speed things up:

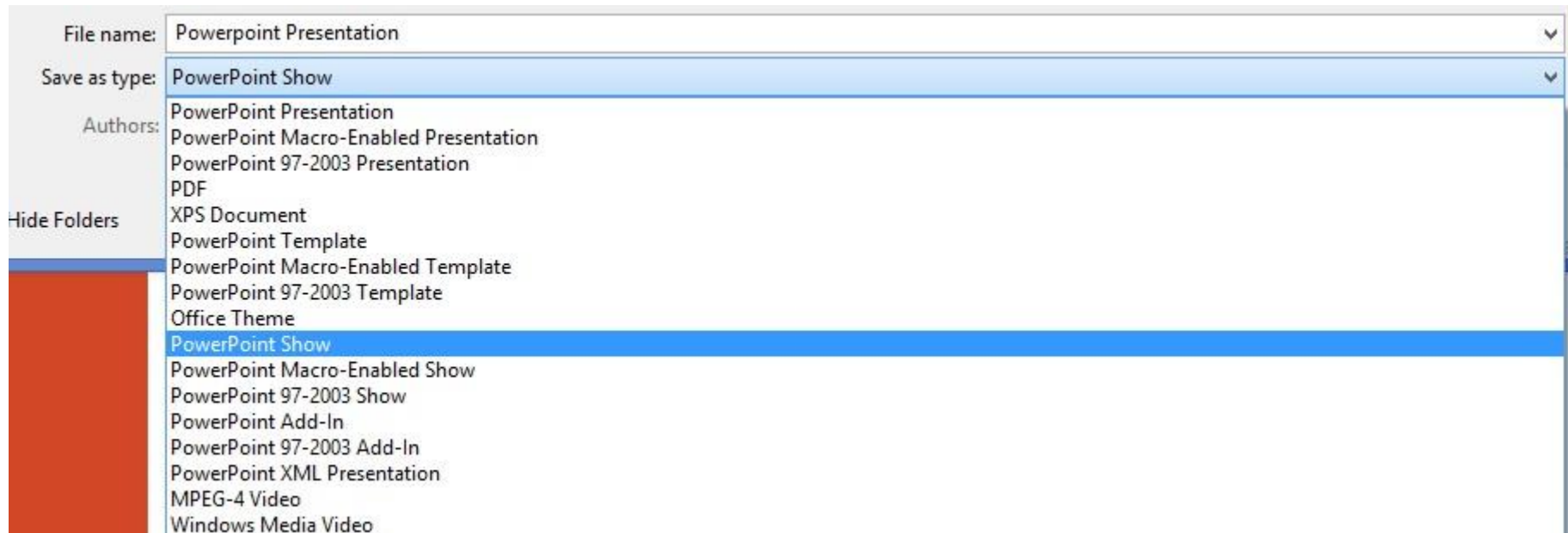
-  (lower right) starts a Slide show from the Presentation
 - This only applies if not using a PowerPoint Slide Show file
- B – Displays a blank black screen during a slide show
 - Press B again returns to the show
- Esc – Ends a PowerPoint slide show

Save as a PowerPoint Show Option

Did you know that if you save your presentation as a PowerPoint Show, it will automatically open ready to run (just like this slideshow did)?

No need to open, then switch to slideshow.

File...Save As....PowerPoint Show



Why Save as a PowerPoint Show?

- This avoids many of the software version issues in reading a file.
- Can actually show it in a Browser if required.
- Automatically starts at the beginning
 - But you can move around the show to go to specific slide by
 - Right Click when showing
 - Select 'See all Slides'
 - Click on the one you want to open this slide and continue the show
- Note: PowerPoint Show files are not editable (easily)
- Go on, try it!

Laser Pointer Mouse Mode

If you want to highlight a part of a slide there is an option to turn your cursor into what looks like a laser pointer.

- Hold down the Ctrl button and left mouse button at same time
- This will make the cursor look like a laser pointer
- Move around to highlight points in the slide
- Let go either button will remove the laser look
- Hard to operate with touchpad on laptops.