Creating Effective PowerPoints - Part 6

Today’s class will focus on:

- Public Speaking
- Rehearsing & Recording Timings
- Slide Show View & Presentation Tools
- Presenter View
- Printing in PowerPoint

Public Speaking
Speaking in front of a group of people can be stressful. Now that your presentation is done you are ready share it with an audience, and if you are someone who gets nervous or anxious at the thought of public speaking, the best thing you can do is be prepared.

Prepare for Disaster
1. Make sure your presentation is saved in multiple places in case of technology failure.
   a.
   b.
   c.
   d.

2. If possible, set up the slideshow ______________ to avoid cutting into your presentation time. This also gives you time to ________________________.

Public Speaking Tips
1.
2.
3.
4.
5.
6.
Rehearsing & Recording Timings

**Rehearse Timings**

Rehearse Timings helps you practice your presentation to ensure that it fits within a certain time frame. The timing feature can be used to record the time needed to present each slide and then using these timings to advance the slides automatically.

**NOTE:** In order for the timing to be accurate, you need to be ready to start delivering the presentation immediately after completing step 1.

To Rehearse and Record Timings:

1. Go to **Slide Show** tab > **Set Up** group > **Rehearse Timings** command.

2. The slide show begins and the **Recording toolbar** appears. The **slide timing box** begins timing the presentation.

3. Timing buttons on the **Recording toolbar**:
   a. To move to the next slide, click **Next**.
   b. To temporarily stop the time, click **Pause**.
   c. A dialog box will appear.
   d. To restart the time after pausing, click **Resume Recording** in the dialog box.
   e. To restart the time for the current slide, click **Repeat**.

4. After setting the time for the last slide, a message box displays the total time for the presentation and asks, “Do you want to keep the new slide timings to use when you view the slide show?”
   a. To keep the recorded slide timings, click **Yes**.
   b. To discard the recorded slide timings, click **No**.

   Timings are visible in Slide Sorter view.

5. To preview the entire slide show with transitions and timings:
   Go to **Slide Show** tab > **Start Slide Show** group > **From Beginning** command.
Slide Show View & Presentation Tools

Slide Show View
You can quickly start your presentation by clicking on the Slide Show View icon displayed on the status bar at the bottom of screen. The presentation will start with the current slide.

You can also go to the Slide Show tab on the Ribbon > Start Slide Show group > From Beginning or From Current Slide commands.

To end the presentation, hit the Esc key on the keyboard or right-click on your mouse and select End Slide Show from the menu.

Exercise 1 Use one or both of the methods described above to start your Slide Show.

Once in Slide Show, you can advance to the next slide by clicking on the mouse or pressing the spacebar on your keyboard. You can also hit the arrow keys on the keyboard to move forward or backward.

You can also use the presentation tools at the bottom left of the slide. NOTE: They will not appear until you mouse over that area.

The Arrow buttons move slides backward and forward.

The Pen button points out or highlights words/images, or allows you to write on the slide.

See All Slides button views all slides at once and gives you the ability to jump to a nonadjacent slide.

The Zoom to Slide button zooms in on a particular area of the current slide. To unzoom hit Esc key on the keyboard.

Slide Options Menu give additional options, including Show Presenter View, Black/White Screen, and Show Task Bar.

Exercise 2 Use the Presentation Tools

Practice the following activities using the Presentation Tools described above:
- move to the next slide
- highlight part of the slide
- zoom in on a section of the slide
Exercise 3  Open the Slide Options Menu and select Screen > Task Bar

Question: Why would showing the Task Bar be helpful during a presentation?

Your Answer:

Presenter View
PowerPoint offers presenter tools to help make sure that the presentation goes smoothly. **Presenter View** is helpful in situations where you are using a computer and projector to present your PowerPoint. This option shows your notes on your monitor, but only displays the slides on the screen for the audience to see. It also gives you quick access to the **Presentation Tools** icons described on Page 3.

Before we go to the **Presenter View**, however, we will review adding **Notes** to slides. Adding speaker’s notes to each slide will give you a script or outline to follow during your presentation. This will help keep you from reading off the slide – a big presentation “no-no.”

Exercise 4  Add a Note to a Slide

1. Click on **Notes** in the status bar at the bottom of the screen.
2. A text area appears. **Click** in this area and begin typing.

The notes area will scroll. To resize the notes section:
1. Move your mouse to the top border of the area.
2. When a two-headed arrow appears, click and drag to resize the notes section.
To access the **Presenter View** start **Slide Show**. Once the slide show begins, you can start the Presenter View by either right-clicking on the slide or clicking on the **Slide Option Menu** button and then selecting **Show Presenter View**.

<table>
<thead>
<tr>
<th>Exercise 5 Show Presenter View</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click on the <strong>Slide Show View</strong> icon in the tool bar.</td>
</tr>
<tr>
<td>2. After the slideshow view appears, <strong>right click</strong> on the slide and select <strong>Presenter View</strong> from the resulting menu.</td>
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</tbody>
</table>

In **Presenter View**, slide notes and additional presentation options are available.

What are some other options available in this view? How would you use them during a presentation?

<table>
<thead>
<tr>
<th>Exercise 6 Practice Using Presentation Tools</th>
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<tbody>
<tr>
<td>How would you use these tools in your presentation?</td>
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<td>1.</td>
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<td>4.</td>
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<td>5.</td>
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Printing a PowerPoint
You may need or want to print out a copy of your presentation and PowerPoint gives you several Print Layout and Handouts options from which to choose.

The option you choose will depend on how you plan to use the document. If you want a hard copy of each slide with your speaker notes, then the Notes Pages layout will be a good option for you.

If you want to give the audience a copy of your slides, then you can go with the 3 Slides option under Handouts. Be cautious, however, of using this format as it is losing its appeal and many presenters have moved away from providing this type of handout. Giving the audience a handout that mirrors your slides has the potential to pull their attention away from you and your presentation. The best handouts highlight the main concepts (not word for word) of your presentation and encourages participants to make notes.

Exercise 7 Make a copy of the Notes Pages

1. Go to the File tab > Print
2. Click on Full Page Slide from the menu select Notes Pages
3. Click Print

If you are familiar with printing in Word, similar print options are also available in PowerPoint.

Things to Remember
Resources – Online Tutorials

GCFLearnFree.org

- PowerPoint: Checking Spelling and Grammar

- PowerPoint: Presenting Your Slide Show
  https://edu.gcfglobal.org/en/powerpoint/presenting-your-slide-show/1/

- PowerPoint: Printing
  https://edu.gcfglobal.org/en/powerpoint/printing/1/