



Facilitate Presentations

© 2002 Using Microsoft PowerPoint XP Vol. 257 Issue 4

Microsoft PowerPoint XP offers several features to assist presenters during a slide show. You can take and retrieve notes as you present the slides, set up shows to run automatically, and dictate which slides are shown, and in what order, for particular audiences. By the time you complete this guide, you will be able to navigate through slides during a slide show, use Speaker Notes and Meeting Minder to take notes, mark up slides using the Pen, set up timings to run a show automatically, and create a custom slide show.



Tip!

You can also press **F5** to run the slide show.



Tip!

Each of these keys will move to the next item. Use **Backspace**, **Page Up**, **Left Arrow**, **Up Arrow**, or **P** to move to the previous item.



Tip!

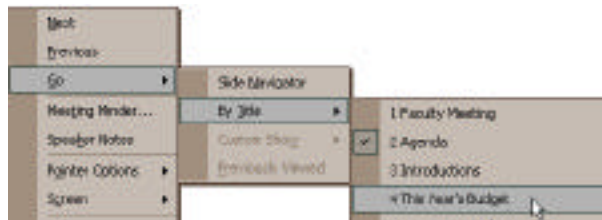
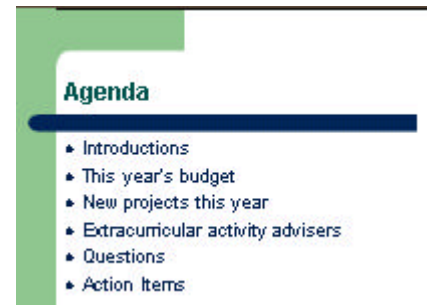
Choosing **Previously Viewed** from the **Go** menu will move to the last slide viewed, whereas pressing **P** will move to the previous slide in the sequence.

Preview The Presentation

1. Open the PowerPoint presentation *Faculty Meeting*, provided with this guide.
2. Press **Page Down** key to preview the slides in Normal View.
3. Go to the **View** menu, to *Slide Show*.

Navigate The Show

1. Press **Enter** to move from Slide 1 to Slide 2.
2. Press **Page Down** to move to the first bullet point on Slide 2.
3. Press the **Down Arrow** key to move to the next bullet.
4. Press the **Right Arrow** key to move to the next bullet.
5. Press **N** to move to the next bullet.
6. Press **Space** to move to the next bullet.
7. Click the mouse button once to move to the next bullet.
8. Right click and go to **Go**, to *By Title*, to Slide 4 to move to Slide 4.



9. Right click and go to **Go**, to *Previously Viewed* to return to Slide 2.