



Facilitate Presentations

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Microsoft PowerPoint 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 to take notes, mark up slides using the Pen, set up timings to run a show automatically, and create a custom slide show.



Check It Out!

Want to learn more about how this presentation was created? Refer to the 251-7 *PowerPoint Basics* guide.



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.

Preview The Presentation

1. Open the PowerPoint presentation "*faculty.ppt*" provided with this guide.
2. Press **Page Down** key to preview the slides in *Slide* 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.

