Presentations

Microsoft PowerPoint is a powerful application which you can use to present your ideas. To make your presentation more attractive, you can add a variety of effects, such as sound and motion

To view a slide show starting from the first slide:

➢ On the Slide Show tab, in the **Start Slide Show** group, click **From Beginning**.
➢ The presentation will start.

From Current Slide starts the presentation from the current slide.

Broadcast Slide Show allows you to broadcast your presentation to a remote viewer, via the web. You need a Windows Live account for this feature.

Remember that a presentation shouldn't be too long.

Show a part of the presentation

If you have a presentation that is too long and covers a lot of subjects, you can present one part of it by customizing your presentation and showing only specific slides. In fact, you can break down one big presentation into smaller ones

To create a custom presentation

➢ On the Slide Show tab, in the Start Slide Show group, click Custom Slide Show.
➢ In the Custom Shows window, click New
➢ In the Define Custom Show window, give a title to your custom presentation and select which slides you want to use.
➢ Click OK.

Remember a presentation shouldn't be longer than 45 to 50 minutes, Otherwise, you and your audience are definitely going to need a break.

Setup your slide show.

If you want to create a slide show with specific slides only, for example from slide one to slide two, use Set Up Slide show

To create a slide show for some slides:

➢ On the Slide Show tab in the Set Up group, click Set Up Slide Show.
➢ In the Set Up Show window under Show slides, type 1 in the From box and 2 in To box. 0
➢ Click OK.

In the Show type list, choose if you want your presentation to be in full screen, individual window or without the use of a keyboard.

In the Show options list, select if you want your presentation to run continuously without narration or without animation.

Custom show allows you to select if you want to display a custom show that you've made.

With Advance sides you can choose how you want your slides to change.

Move your presentation

Video and audio files can either be linked to or inserted into your presentation. Microsoft PowerPoint can link the multimedia files to the presentation and not embed them in it. When you play them, it searches for the folder in the location from which you linked those files. However, using another computer, the folder may not be there. For this reason, it's important to transfer all the files needed for the presentation so that everything goes smoothly

It's a good idea to put the presentation and the relevant multimedia files in the same folder

Don't use video links from the Internet, unless you are absolutely sure that the room where you are going to give the presentation has an Internet connection.

When you link multimedia files your presentation is smaller in size and lighter when running

Package the presentation for CD

If you want to run a presentation from a computer that doesn't have Microsoft PowerPoint installed on it, you have to use Microsoft Office PowerPoint Viewer The only thing you have to do is download the viewer and open the presentation file You can also send your friends a CD-R that contains a presentation and runs automatically when you insert the CD-R in your CD-R drive. The advantage of this option is that the recipient doesn't even need to have Microsoft PowerPoint installed on their computer.

To save the presentation on a CD:
  ➢ Insert an empty CD-R into the CD-R drive
  ➢ On the File tab, click Save & Send and click Package Presentation for CD.
  ➢ Click Package for CD.
  ➢ In the Package for CD window, click Copy to CD.
  ➢ In the message window asking about including linked files in the package. click Yes.
  ➢ In the message window asking if you want to copy the files to another CD click No.
  ➢ In the Package for CD window, click Close.

With Add you can add another file.

With Remove you can delete a file you had added.

With Options you can add a password to open or modify your files.