

CHAPTER 5

Viewing Show

Navigating the Slide Show

Annotating

Deleting Your Drawings

Other Options on the Popup Menu



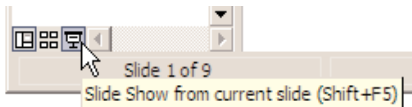
**Microsoft Office
PowerPoint 2003**

5.1. Navigating the Slide Show

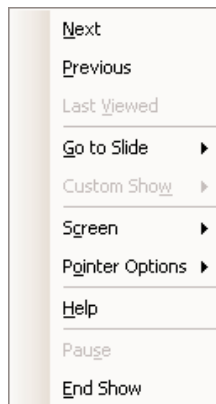
The easiest way to move from a slide to the next one is to click the mouse button. However, PowerPoint 2003 has a [Navigation Toolbar](#) that appears at the bottom left corner while the [Slide Show](#) view when you move the mouse. The [Navigation Toolbar](#) gives you the ability of going to next, previous, or any other slide.



*PowerPoint 2003 Slide Show
Navigation Tool*



Starting Slide Show



Popup menu

These are the basic navigation techniques to start, navigate, and end a slide show:

- To start a slide show;
click [Slide Show](#) button, or
[F5](#), or
[Slide Show menu > Slide Show](#).
- To go to the next slide;
press [[Space Bar](#)], or
press right arrow [[→](#)] key, or
click the [Next](#) button on the [Navigation Toolbar](#) , or
right-click the screen, and click [Next](#) on the shortcut menu.
- To go to the previous slide;
press left arrow [[←](#)] key, or
click the [Previous](#) button on the [Navigation Toolbar](#) , or
right-click the screen, and click [Previous](#) on the shortcut menu.
- To end a slide show;
press [[Esc](#)], or
right-click the screen, and click [End Show](#) on the shortcut menu, or
● click the [Navigation](#) button on the [Navigation Toolbar](#) , and click [End Show](#).

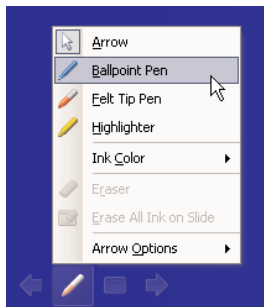
5.2 Annotating

When you are presenting your slide show, you may need to emphasize a certain place on a slide. If you are away from your computer you can use a [wooden pointer](#) or a [laser pointer](#). But if you can reach your computer, PowerPoint 2003 has a very developed annotation. During a slide show you can draw freehand lines with your mouse to emphasize your ideas

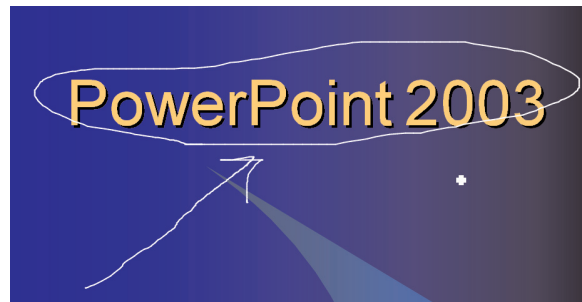
Buraya slide show sırasında elinde çubukla ve lazerle görüntü üzerinde bir yeri gösteren resimler koy

step 1: start the slide show ([F5](#))

step 2: at the bottom-left side of slide you will see a [Pen button](#) on the [Navigation Toolbar](#). When you click it, you can access to [popup menu](#). Click a pen tool (Ballpoint Pen, Felt Tip Pen, and Highlighter). Then begin drawing.



Popup menu



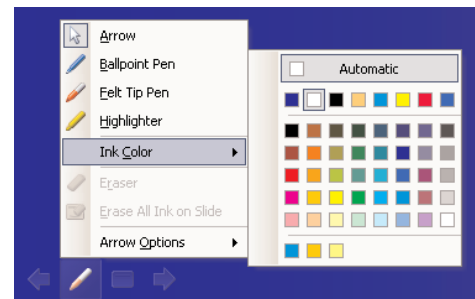
Annotating your show

To change the ink color:

Step 1. click the Pointer arrow

Step 2. click [Ink Color](#), a color palette appears

Step 3. choose a color in the palette



Changing ink color

5.3 Deleting Your Drawings

step 1: click the [Pen button](#).

step 2: you have two [choices](#);

Eraser: erases only the drawing you click

Erase All Ink on Slide: erases all the drawing you draw before

press [\[E\]](#) to erase pen annotations
press [\[A\]](#) to show the pointer arrow
press [Ctrl+\[E\]](#) to toggle to eraser

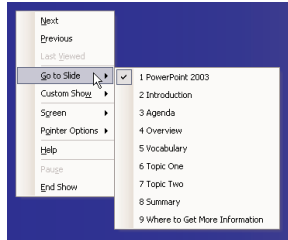
5.4. Other Options on the Popup Menu

PowerPoint 2003 has several useful and easy to use options on the popup menu.

5.4.1. Go to Slide

To jump to any slide in your slide show (even it is hidden);

- right- click on the screen, click **Go to Slide**, and then select the slide you want to go, or
- click the **Navigation button** on the **popup menu**, click **Go to Slide**, and then select the slide from the submenu

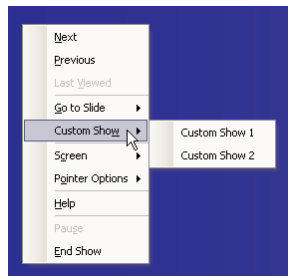


Go to slide using popup menu

5.4.2. Custom Show

To access to your Screen when displaying your **slide show**;

- right-click on the screen, click **Custom Show**, and select the show from the submenu, or
- click the **Navigation button** on the **popup menu**, click **Custom Show**, and select the show from the submenu.

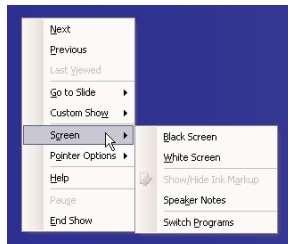


Custom show popup menu

5.4.3. Screen

To access to your **Screen** when displaying your **slide show**;

- right-click on the **screen**, click **Screen**, and select the show from the submenu, or
- click the **Navigation button** on the **popup menu**, click **Screen**, and select the show from the submenu.

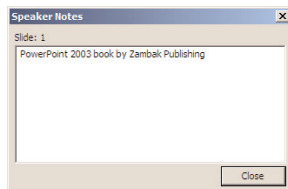


Some options from popup menu

Black Screen: Temporarily shows a black screen during a presentation. This is usually used when you are running your presentation on more than one monitor. The slide area for audience turns black but your monitor continues to show your slide show.

White Screen: Like Black Screen shows a White Screen to your audience.

Speaker Notes: You can add easily **Speaker Notes** while you are presenting your slide show.

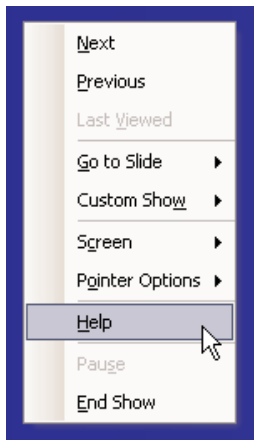


Adding speaker from popup menu

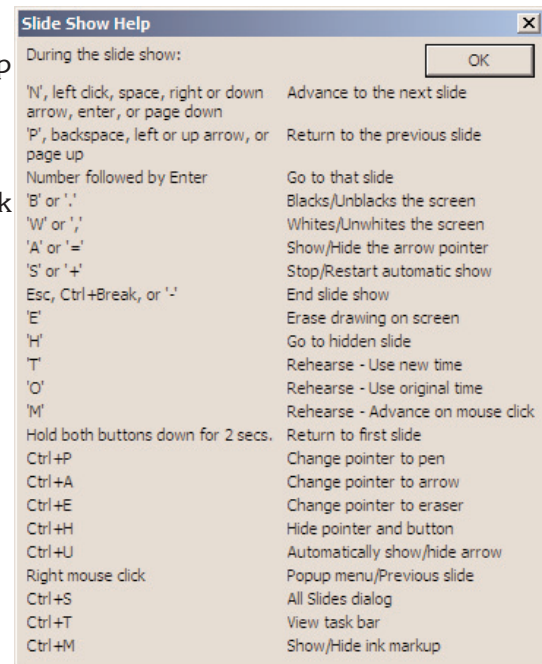
5.4.4. Help

You can get quick help during a slide show. The quick help contains a list of very useful keyboard short-cuts:

- right-click on the screen, click [Help](#), or
- click the Navigation button on the [popup menu](#), click [Help](#).



Getting help using popup menu



Slide show help (keyboard shortcuts to common operations)

Review

In this chapter you have learned that you have a lot of options when you are presenting your slide show;

- You have toolbar options, keyboard shortcuts, and popup window commands to use different tasks
- You can use different pen tools and pen colors to point any particular point during your presentation, if you want you can save these annotations
- You can show your hidden slides if you change your idea during the slide show
- You can change your slide show to any custom show during the slide show
- You can get quick help when presenting your slide show, using right click or popup menu

1. (T) (F) PowerPoint 2003 **Navigation Toolbar** appears at the bottom left corner while the **Slide Show** view when you move the mouse.
2. (T) (F) The **Navigation Toolbar** gives you only the ability of going to next, previous.
3. (T) (F) Annotating is needed when you are presenting your slide show and you need to emphasize a certain place on a slide.
4. (T) (F) You can change your freehand lines ink color.
5. (T) (F) You can jump to any slide in your slide show at any time of slide show.
6. (T) (F) You can access to your Custom Show when displaying your **slide show**; right-click on the screen, click **Custom Show**, and select the show from the submenu.
7. (T) (F) You can not add **Speaker Notes** while you are presenting your slide show.
8. (T) (F) You can get quick help (keyboard shortcuts) during a slide show by right clicking on the screen.
9. To start a slide show _____.
 - I- click **Slide Show** button
 - II- F5
 - III- press **[Space Bar]**
 - IV- **Slide Show menu > Slide Show**

A) I-II-IV B) II-III-IV C) I-III-IV D) I-II-III-IV
10. To go to the next slide _____.
 - I- press right arrow **[→]** key
 - II- click the **Next button** on the **NavigationToolbar**
 - III- press **[Space Bar]**
 - IV- right-click the screen, and click **Next** on the shortcut menu

A) I-II-IV B) II-III-IV C) I-III-IV D) I-II-III-IV
11. To end a slide show _____.
 - I- press **[Esc]**
 - II- click **End** key on the keyboard
 - III- right-click the screen, and click **End Show** on the shortcut menu
 - IV- click the **Navigation button** on the **Navigation Toolbar**, and click **End Show**

A) I-II-IV B) II-III-IV C) I-III-IV D) I-II-III-IV
12. To delete your drawings _____.
 - I- click the **Pen button** then select **Eraser**
 - II- click the **Pen button** then select **Eraser**
 - III- click **Del** key on the keyboard
 - IV- press **[E]** to erase pen annotations

A) I-II-IV B) I-II-III C) I-III-IV D) I-II-III-IV
13. You can access _____ by right clicking on the screen.
 - I- Black Screen
 - II- White Screen
 - III- Speaker Notes
 - IV- Custom Show