



Running a Slide Show, Notes, Presenter view

Quick Reference Guide



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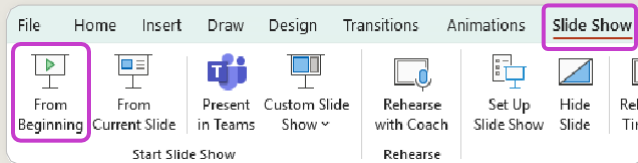
Quick Reference Guide

Delivering a polished and engaging presentation requires more than just great slides—it's about using the right tools to stay organised and in control. PowerPoint's Slide Show, Notes, and Presenter View features empower you to present with confidence by providing a seamless way to navigate slides, reference key points privately, and keep your audience engaged.

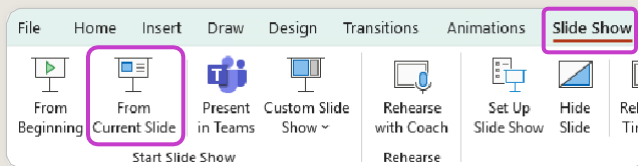
Running a Slide Show

Start the Slide Show

- From the Beginning of the presentation:
 - Click **"Slide Show" > "From Beginning"**.



- From the Current Slide:
 - Click **"Slide Show" > "From Current Slide"**.





Navigating Slides

- **Next Slide:** Press **Right Arrow**
- **Previous Slide:** Press **Left Arrow**.
- **Exit Slide Show:** Press **Esc**.

Presentation Tools

Hover over the bottom right of the slide show to access the tool panel.

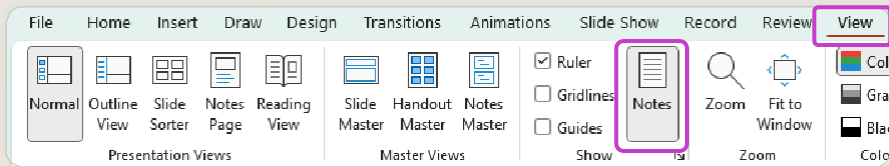


- **Laser Pointer:** Press and hold **Ctrl** and click the mouse. 
- **Pen/Highlighter:** Right-click > Choose **"Pointer Options" > "Pen" or "Highlighter"**.
- **Zoom:** Click the magnifying glass icon or press **Ctrl + Mouse Scroll**. 

Using Speaker Notes

Adding Notes to Slides

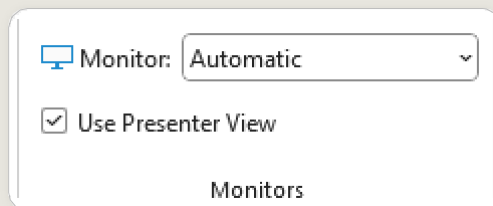
1. Go to **"View"** tab. Select **Notes Page**.



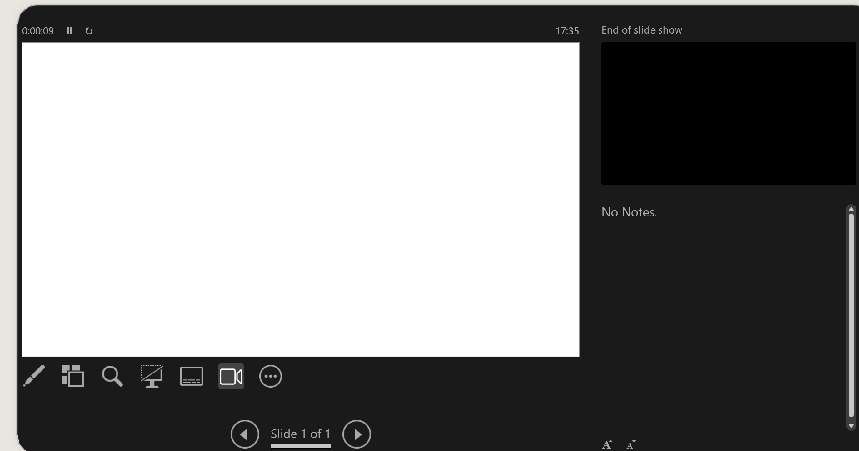
2. Select the slide and click in the **"Notes"** pane below the slide.
3. Type your notes to provide guidance for your presentation.

Viewing Notes During a Slide Show

1. Click **"Slide Show" > "Use Presenter View"** to see notes while presenting.
2. Ensure your computer is connected to an external display (projector or second monitor).



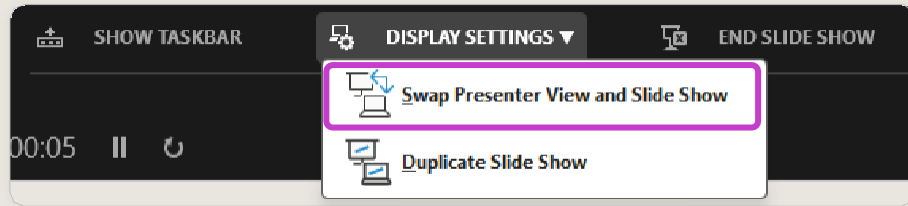
3. Start the slide show **"From Beginning"** or **"From Current Slide"**.
4. Once enabled, your second screen will display helpful tools, including:
 - **Current Slide:** See exactly what your audience is viewing.
 - **Next Slide Preview:** Stay one step ahead by knowing what's coming next.
 - **Speaker Notes:** Access your key talking points without distraction.



5. Scroll through notes using the **mouse wheel** or **scrollbar**.
6. Use the timer in Presenter View to keep track of your time.
7. Click the **"Pause"** button if you need to take a break.

Switching Displays

- If the audience sees Presenter View, swap displays by clicking **"Display Settings" > "Swap Presenter View and Slide Show"** at the top of the presenter view.



Shortcut Keys in Presenter View

- **Blank Screen:** Press **B** (Black) or **W** (White) to pause the screen.
- **End Slide Show:** Press **Esc**.
- **Restart Timer:** Click the timer or press **Ctrl + Shift + H**.