

# Delivering Presentations

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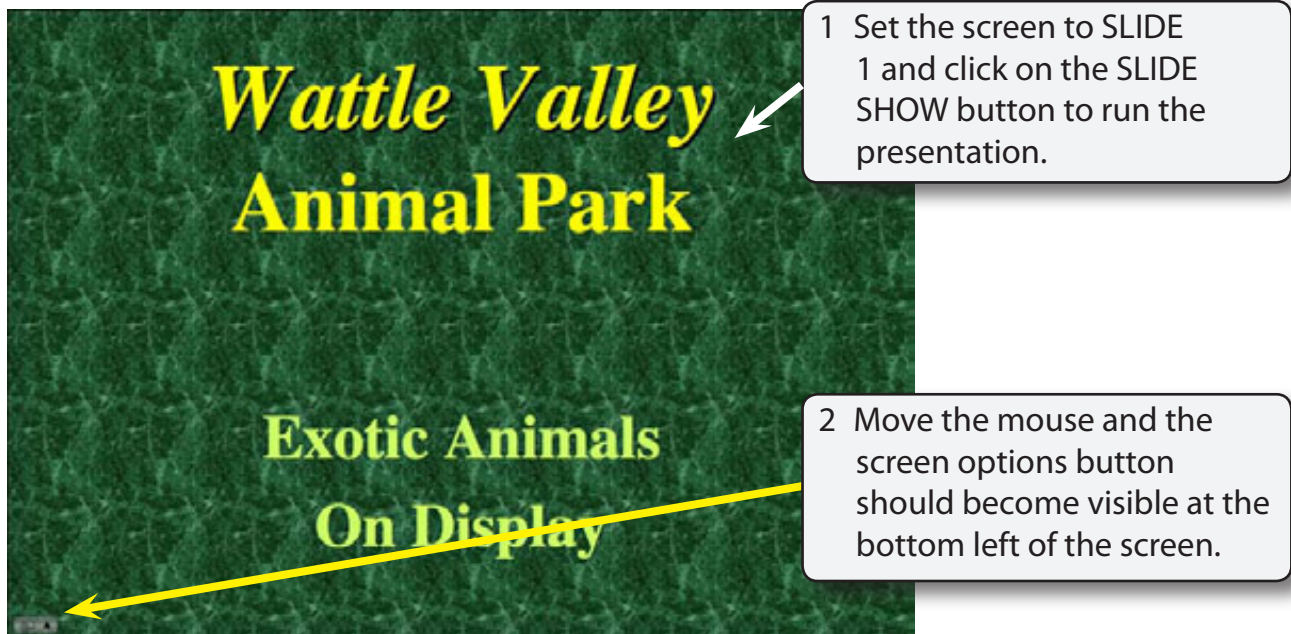
So far you have simply run presentations. PowerPoint provides a number of tools to help improve the delivery of your presentation. These include screen tools, speaker's notes and handout notes.

## Loading the Presentation

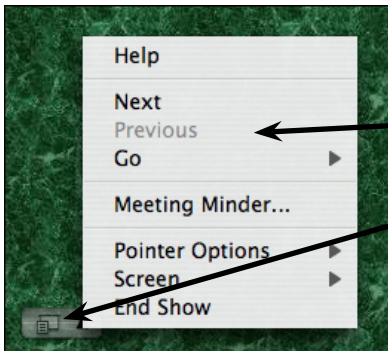
- 1 Load Microsoft PowerPoint and select OK to the PROJECT GALLERY screen, or close the current presentation.
- 2 Display the FILE menu and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

## Screen Tools

The screen tools allow you to draw over your presentation as it is being delivered. You can also skip to any slide in the presentation.



## A Looking at the Screen Tools



Click on the SCREEN OPTIONS tool and its menu will be displayed.

## B Using the Pointer Options

When delivering a presentation you can change the normal pointer into a pen to highlight key points or even write words on the screen. The pen marks do not alter your slides.



1 Set the presentation to SLIDE 3 (Jungle Safaris).

2 Click on the SCREEN OPTIONS tool, highlight POINTER OPTIONS and select PEN.

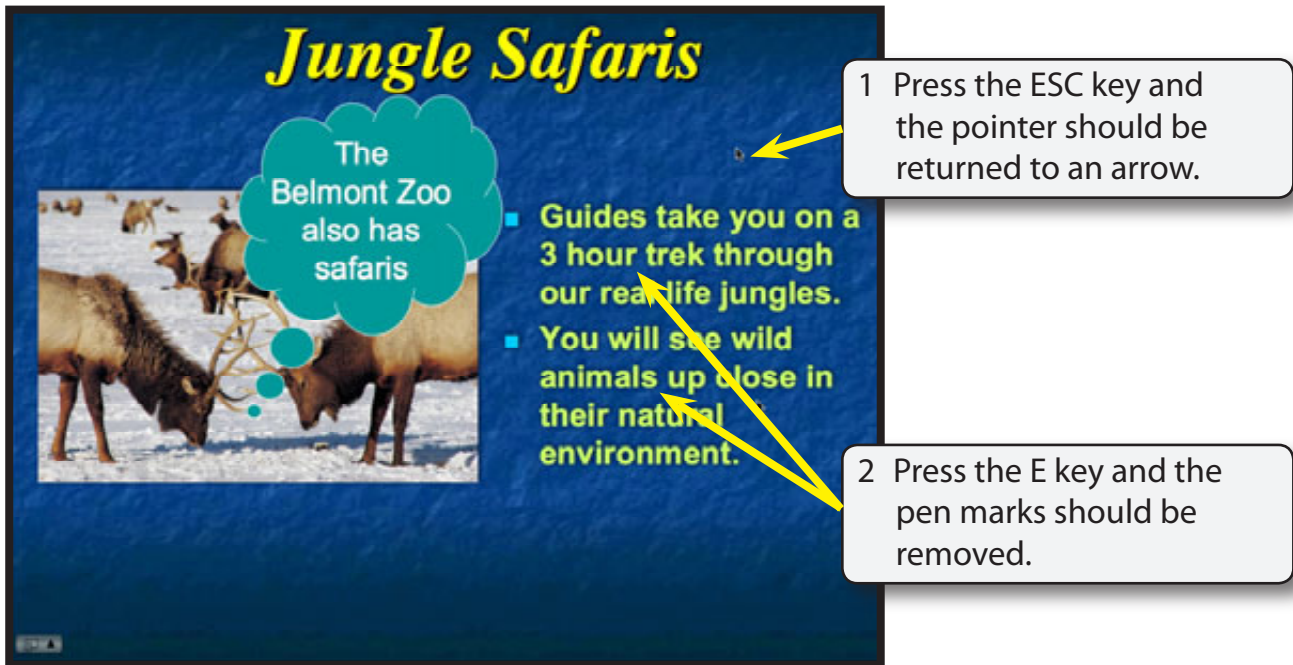
**NOTE:** You can also click the right mouse button (if you mouse has one) or hold down the CONTROL key and click the mouse button on the screen to display the screen tools.





## C The Eraser Tool

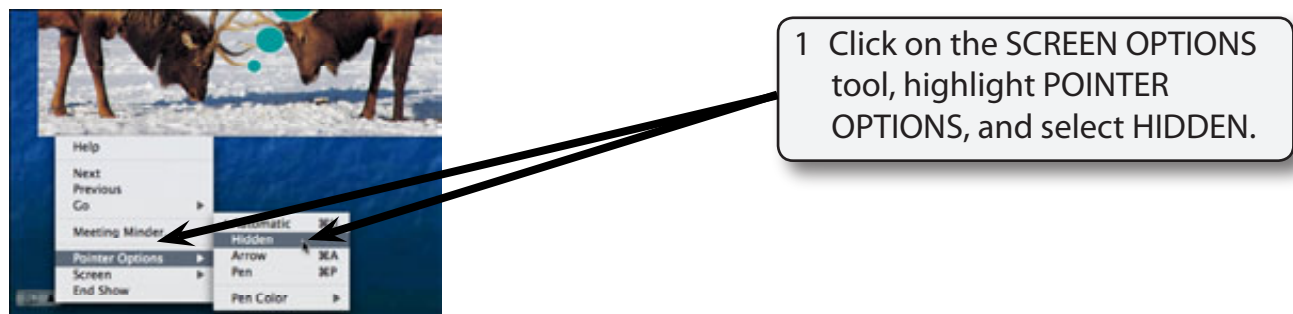
Pen marks on slides can easily be removed and you can return the normal pointer to the screen .



The slide titled "Jungle Safaris" features a blue background with a photograph of elk in a snowy field. A teal thought bubble contains the text "The Belmont Zoo also has safaris". To the right, a bulleted list reads: "Guides take you on a 3 hour trek through our real life jungles." and "You will see wild animals up close in their natural environment." Two callout boxes with yellow arrows provide instructions: "1 Press the ESC key and the pointer should be returned to an arrow." and "2 Press the E key and the pen marks should be removed."

## D Hiding the Pointer Options

At the moment the SCREEN OPTIONS tool pops up in the left corner of the screen as you move the mouse. You may not want this to happen in a presentation. You can set the button not to appear.



The screenshot shows the "SCREEN OPTIONS" menu open in the bottom-left corner. The menu items are: Help, Next, Previous, Go, Meeting Minder, Pointer Options, Screen, and End Show. The "Pointer Options" sub-menu is expanded, showing: Automatic, Hidden, Arrow, Pen, and Pen Color. A callout box with a black arrow pointing to the "Hidden" option contains the instruction: "1 Click on the SCREEN OPTIONS tool, highlight POINTER OPTIONS, and select HIDDEN."

- 2 Press **Apple+U** to return the POINTER OPTIONS to AUTOMATIC (you can also **RIGHT+CLICK** or **CONTROL+CLICK** on the screen, select POINTER OPTIONS - AUTOMATIC).