

Delivering Presentations

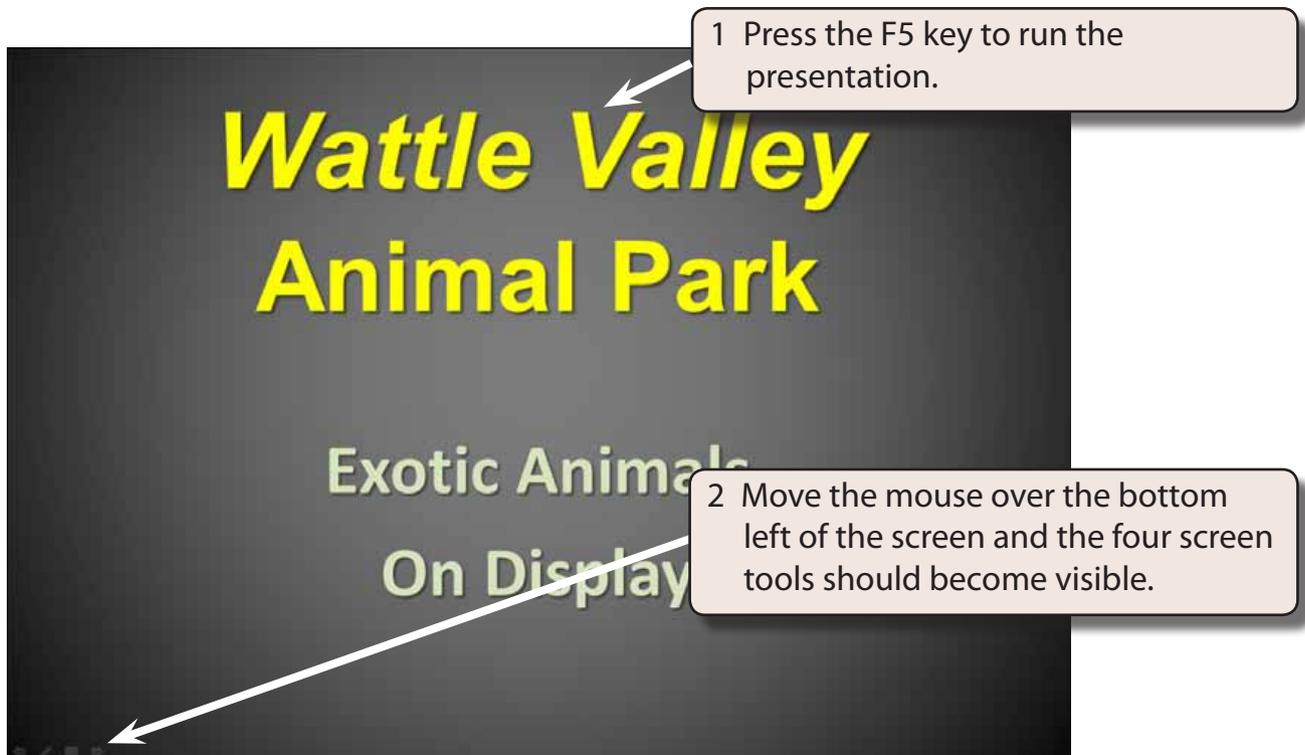
So far you have simply run presentations. PowerPoint provides a number of tools to help improve the delivery of your presentation. These include screen tools, speaker notes and handout notes.

Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation.
- 2 Click on the FILE tab and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

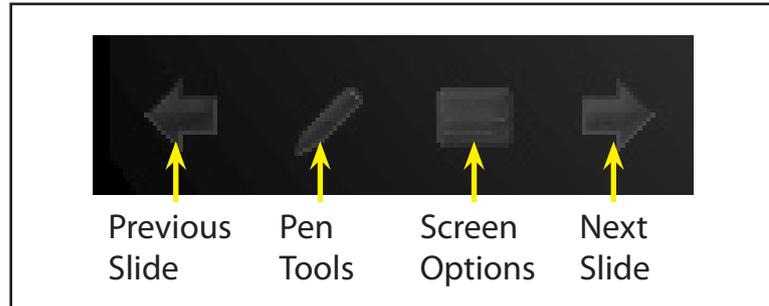
Screen Tools

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 Identifying the Screen Tools

The tools have the following meaning:



B Using the Pen Tools

When delivering a presentation you can use the PEN TOOLS to highlight key points or even write words on the screen. The PEN TOOLS do not alter your slides.

Jungle Safaris

The Belmont Zoo also has safaris

Tour guides take you on a 3 hour trek through our real-life jungle.

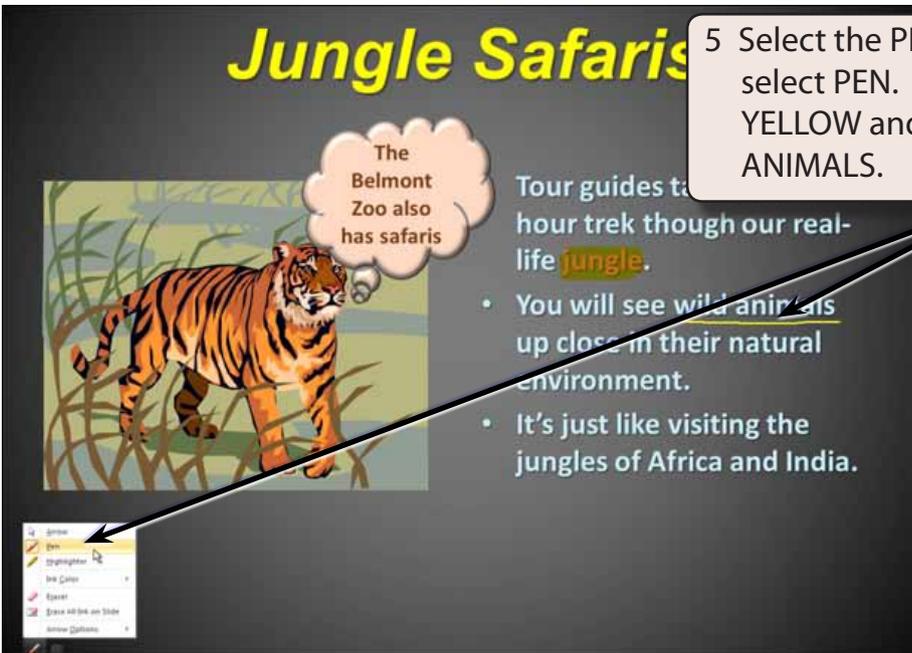
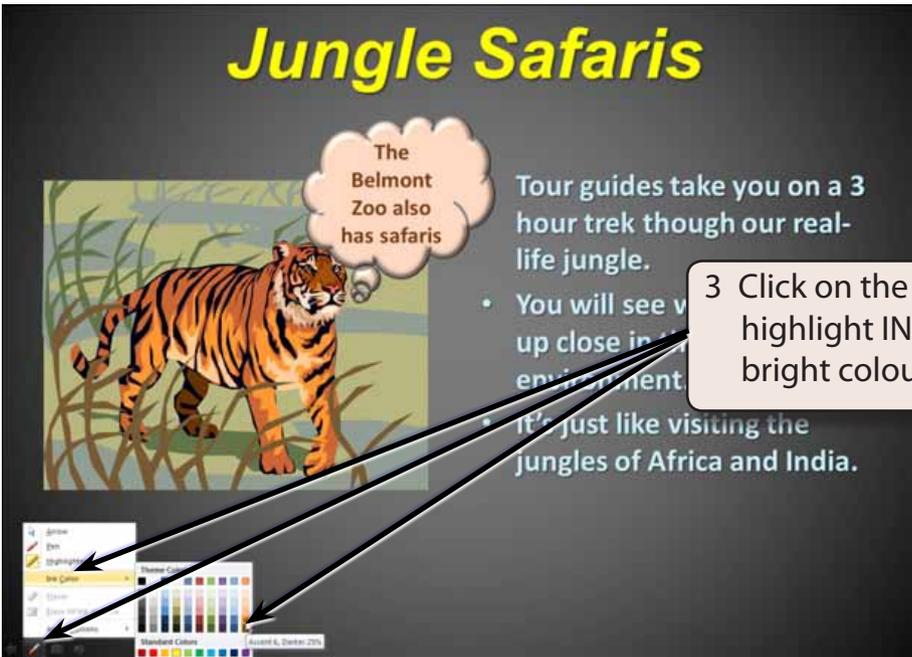
- You will see wild animals up close in their natural environment.
- It's just what you need in the jungles of Africa and India.

1 Use the NEXT SLIDE button to set the slide show to SLIDE 3 (Jungle Safaris).

2 Click on the PEN TOOL and select HIGHLIGHTER.

Pen Tools menu: Arrow, Pen, Highlighter, Ink Color, Eraser, Lasso, Draw with the mouse, Auto Erase

NOTE: You can also click the right mouse button on the screen to display the screen tools.



C The Eraser Tool

Pen marks on slides can easily be removed.

The slide titled "Jungle Safaris" features a tiger illustration and a thought bubble stating "The Belmont Zoo also has safaris". The main text reads: "Tour guides take you on a 3 hour trek though our real-life jungle." Below this is a bulleted list: "• You will see wild animals up close in their natural environment." and "• It's just like jungles of". A yellow highlight is under the word "jungle" in the first sentence. A yellow arrow points from a callout box to this highlight. In the bottom-left corner, the "PEN" menu is open, with the "Eraser" option selected. A black arrow points from the "Eraser" option to the yellow highlight on the slide.

1 Click on the PEN TOOL, select ERASER and click on the YELLOW LINE to remove it.

2 Click on the ORANGE highlight to remove it.

NOTE: The ERASE ALL pen can be used to remove all pen markings in one go.