

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

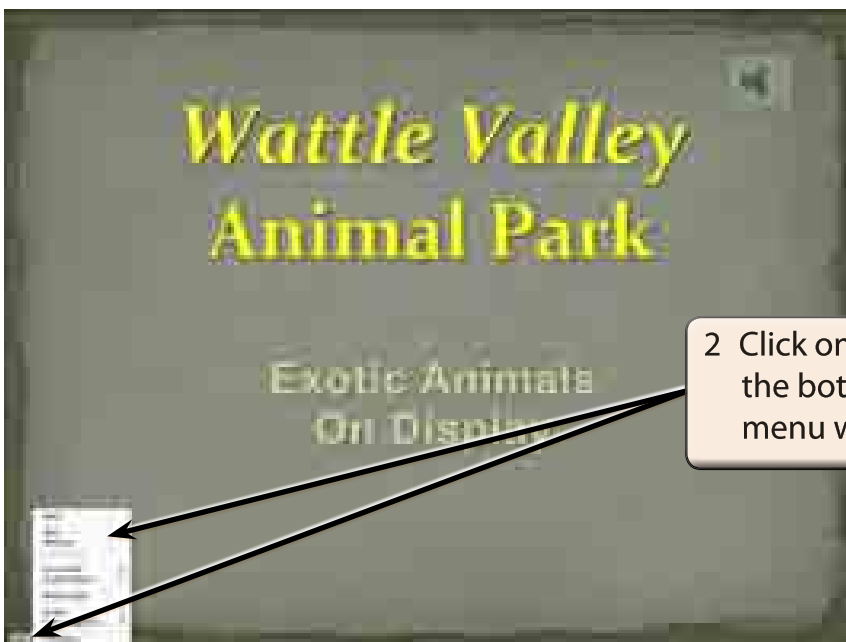
- 1 Load Microsoft PowerPoint or close the current presentation.
- 2 Display the FILE menu and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

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

- 1 Set the screen to SLIDE 1 and click on the SLIDE SHOW button to run the presentation.



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.



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

