

Delivering Presentations

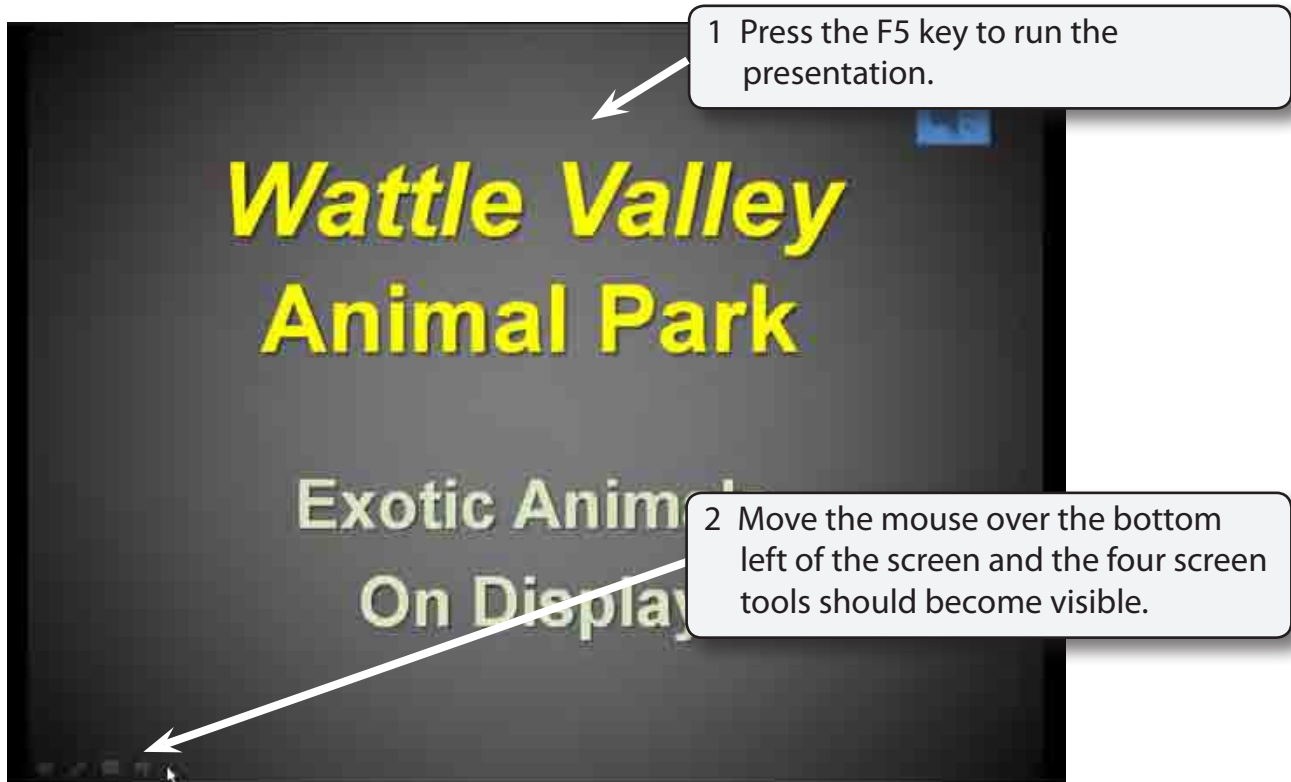
So far you have simply run presentations. PowerPoint provides a number of tools to help improve the delivery of your presentation. These include screen tools, speaker's notes, and handout notes.

Loading the Presentation

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

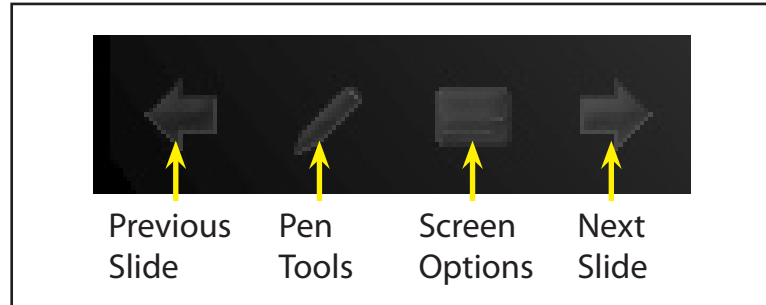
Screen Tools

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

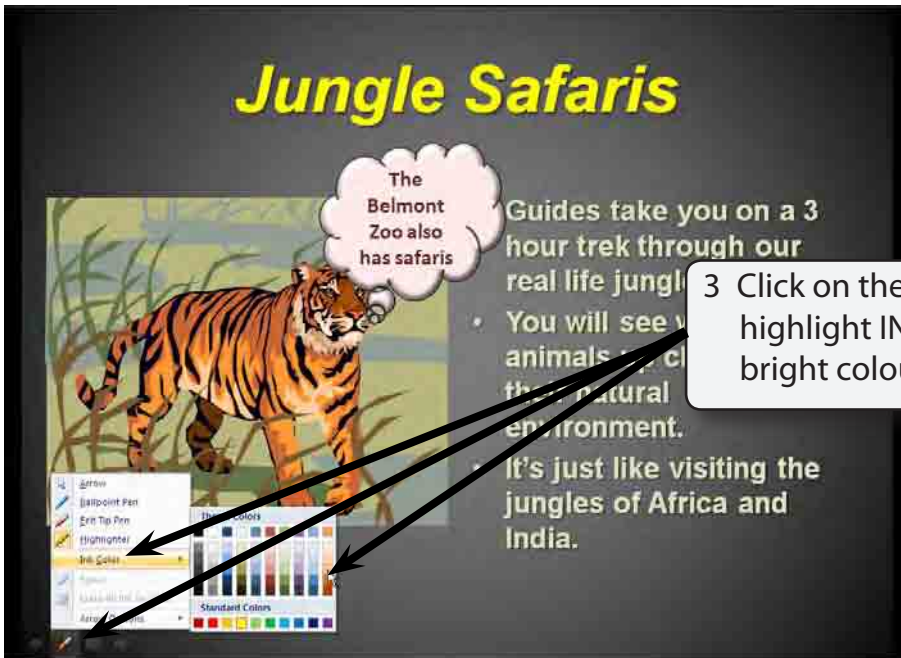
Guided hour trek through our real life jungle.

- You will see wild animals in their natural environment.
- It's just like visiting the jungles of Africa and India.

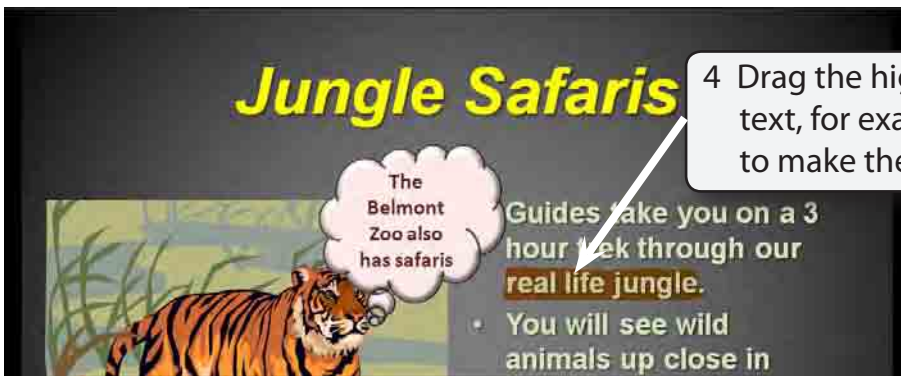
1 Set the presentation to SLIDE 3 (Jungle Safaris).

2 Click on the PEN TOOL and select HIGHLIGHTER.

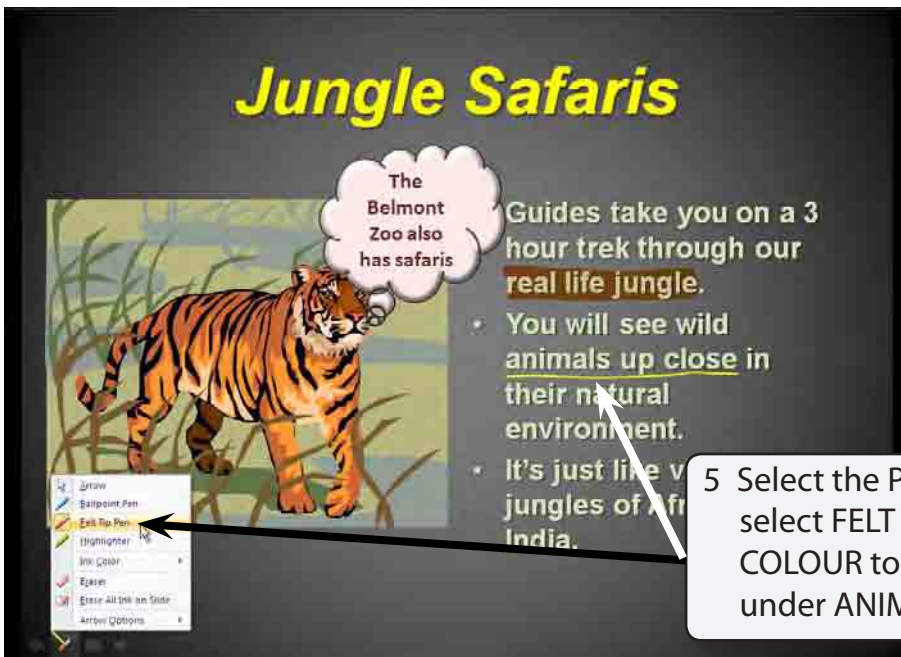
NOTE: You can also click the right mouse button on the screen to display the screen tools.



3 Click on the PEN TOOL again, highlight INK COLOUR and select a bright colour, for example, orange.



4 Drag the highlighter pen over some text, for example, REAL LIFE JUNGLE to make the text stand out.

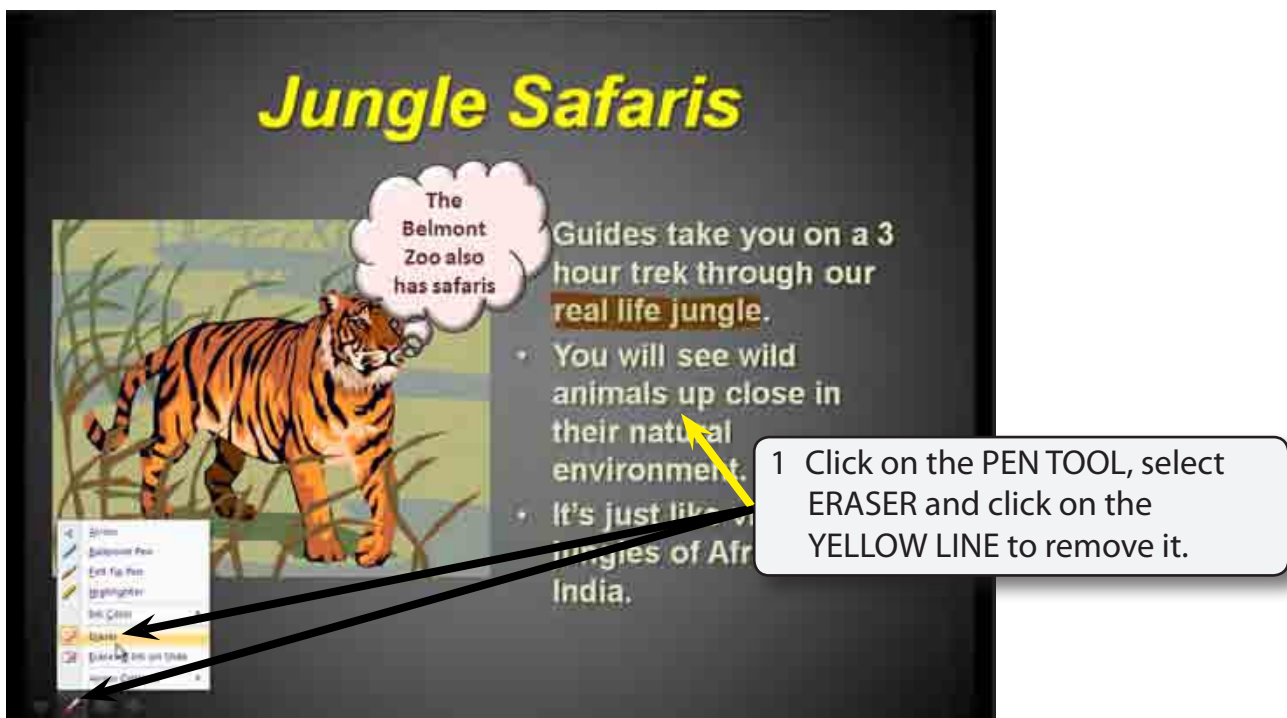


5 Select the PEN TOOL again and select FELT TIP PEN. Set the INK COLOUR to YELLOW and draw a line under ANIMALS UP CLOSE.

NOTE: You might like to try using the BALL POINT PEN TOOL to 'hand write' a word on the slide.

C The Eraser Tool

Pen marks on slides can easily be removed.



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.