

PowerPoint 2007

Viewing Your Presentation



Running a Presentation

PowerPoint presentations or Slide Shows may be run manually or automatically. When a PowerPoint presentation is used as a visual aid during a lecture or other type of stand-up presentation, it is usually run manually. This gives the speaker complete control over the slides that are being viewed. When a presentation needs to be viewed as part of an event, such as on an unattended computer at a kiosk, then the presentation should be set up to run automatically.

Process Summary

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Manually Running a Slide Show

1. On the **Slide Show** tab, click the **From Beginning** button. *The first slide in your slide show appears on your computer screen.*
2. Left-click the mouse OR press the **Enter** key to advance to the next slide.
3. Press the **Esc** key to exit the presentation at any time.

Blacking out a slide during a presentation:

While giving a presentation, you may find it useful to black out or white out the screen temporarily so that the audience cannot view the screen information yet.

1. While in **Slide Show view**, press the **W** key on the keyboard (to white out the screen) or press the **B** on the keyboard (to blackout the screen).
2. Press the **Enter** key to reveal the slide.

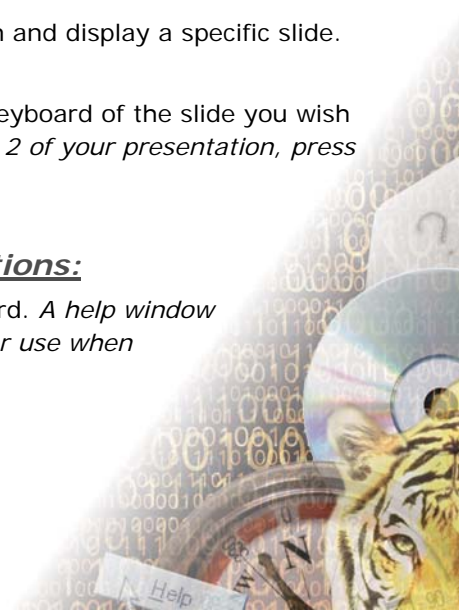
Displaying a specific slide in the presentation:

You might opt to jump forward or backward in your presentation and display a specific slide.

1. While in **Slide Show view**, press the **number** key on the keyboard of the slide you wish to view and press the **Enter** key. *For example, to view slide 2 of your presentation, press the number 2 on the keyboard, followed by the Enter key.*

Displaying help for manually running presentations:

1. While in **Slide Show view**, press the **F1** key on the keyboard. *A help window is displayed with specific keyboard and mouse techniques for use when running a slide show manually.*
2. Click the **OK** button to close the Help window.



Automatically Running a Slide Show

Slide shows can be run automatically by applying timings to each slide and then applying Advance Slide Automatically.

1. On the **View** tab, click **Slide Sorter**.
2. Select a slide or slides you wish to have advance automatically.
3. Click the **Animations** tab.
4. In the **Advance Slide Automatically After:** box, type the timing you desire. *For example, if you want slide 2 to remain on the screen for 10 seconds before slide 3 is displayed, select slide 2 and then type the number 10 in the Advance Slide Automatically After: box*

★ If you only want the slide show to run automatically and not be advanced by clicking the mouse, then deselect the Advance Slide on Mouse Click check box.

Test Your Slide Timings

1. On the **Slide Show** tab, click the **From Beginning** button.
2. View your show as it runs automatically.
3. Adjust the timing of an individual slide by selecting it in **Slide Sorter View**.
4. Left-click the **Animations** tab.
5. In the **Advance Slide** area of the **Animations** tab, change the number in the timing box.

The Rehearse Timings Feature

The Rehearse Timings feature allows you to assign desired timings to your presentation as you view it, allowing for a more accurate time to display each slide.

1. On the **Slide Show** tab, click **Rehearse Timings**. *Your slide show will begin and the Rehearsal dialog box will appear (Figure 1).*
2. When a slide has been displayed on the screen for the desired length of time, click the **Next** button (Figure 1, 1).
3. Continue this procedure until the show has concluded and the Slide Show Timings box appears (Figure 2).



Figure 1

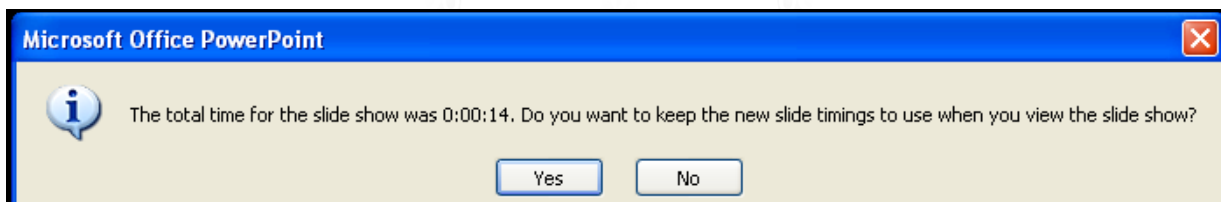


Figure 2

4. If you are happy with the timings, click **Yes**. *The timings will be saved and the slide show will advance automatically using those timings in subsequent viewings.*