

## 6. Playing the Slide Show

Now we are up and running! Everything is ready and we can start the show. If you have chosen that everything should just run automatically in an endless loop, you only have to press the ESC key when you do not want to look at it anymore. If not there are some things you must manage when running the presentation.

You advance your slides by clicking the left mouse button. But you might need to go back to a previous slide because someone suddenly asks a question about something you went through 10 minutes ago. Here is where the keyboard comes in handy.

To advance using the keyboard, use the following keys:

- Space bar (handy because it is easy to hit)
- Down arrow
- Right arrow
- PageDown (eller PgDn)
- ENTER

To get to the previous slides use the following keys:

- Up arrow
- Left arrow
- PageUp (eller PgUp)

In addition, you can go to the last slide by pressing the END key and the first slide by pressing the HOME key.

When you move the mouse, four small discrete icons appear at the bottom left of the screen. Two of them you probably will not need, since their function is only forward and backward.



**Figure 79:** Discrete icons.

The other two are respectively a "pen" function and a navigation function. By clicking the pen feature you can draw lines and arrows on the slide that is displayed. What you draw is not stored directly in the presentation, but you will be asked if you want to save your "comments" when you leave the slide show.

When you click the navigation icon a menu appears, where you can choose to go to any slide. You can also make the screen completely black or white, and you can view the Windows taskbar allowing you to switch to other programs.

## 6.1 Handouts

In addition to printing slides, there are a couple of other possibilities you should know.

You can print your slides for different purposes. If you have written notes to each slide, it might be useful to print pages that display a small version of the slide with notes below on each side. In this way you can have your keywords handy.

You can also print handouts to your audience, so they have something they can take home. It also gives them the opportunity to write notes on the handouts while you dispense your words wisdom.

1. Click on the Office button in the top right corner.
2. Click on Print.



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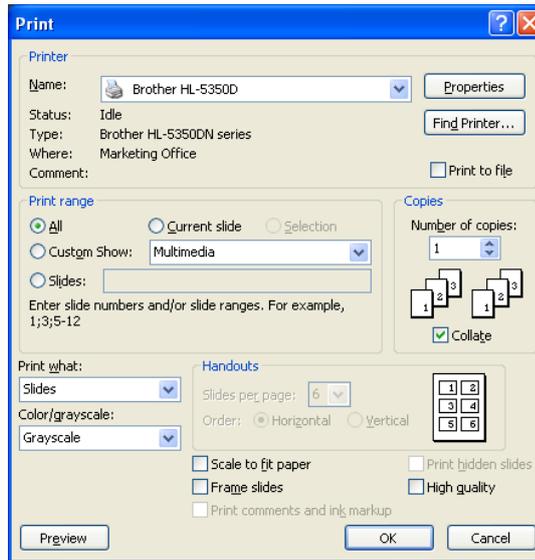
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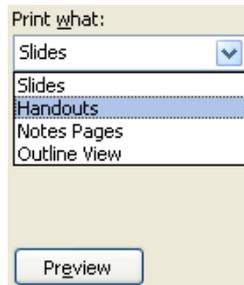
The print window will open, and you can select some different settings:



**Figure 80:** Print Window.

Most options are self-identifying, but there is one place you need to know, which is specific for PowerPoint.

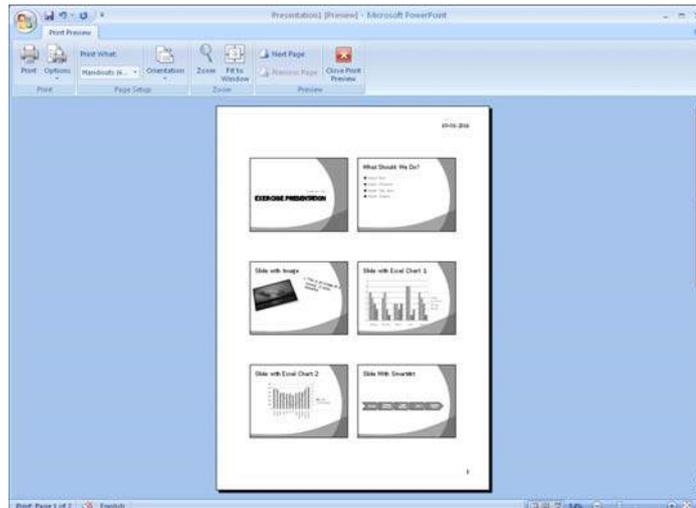
In Print Range you can choose whether you want to print slides, handouts, notes or outline view.



**Figure 81:** Print Range.

3. Select Handouts and click on the Preview button

Depending on the settings, you will probably see a page with thumbnails of the first six slides in your presentation.



**Figure 82:** Handout with six slides.

In the Ribbon, you can choose how many slides you want on your handouts. The setup will be similar regardless, except if you choose three slides per page.

If you choose three slides per page, PowerPoint will show the three slides under each other with blank lines for writing notes next to them. This is a really good setup, and your audience will appreciate it.



**Figure 83:** You can choose the number of slides per page on the drop-down list.

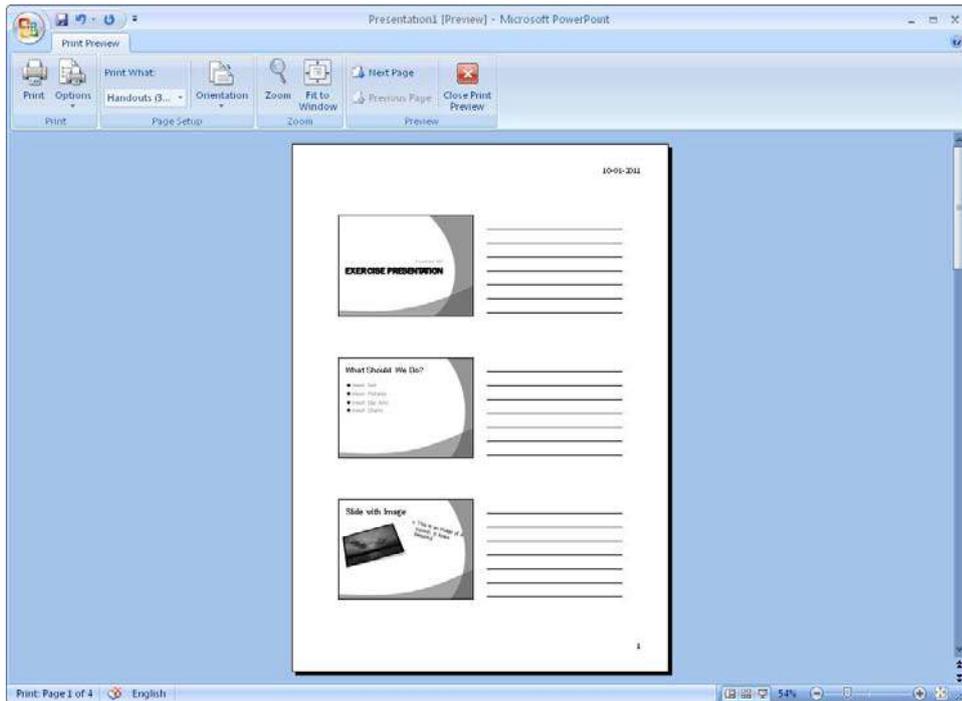


Figure 84: Page setup with three slides and lines for notes.

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