

Making Your Presentation

PowerPoint has many features that will help you give a smooth and professional presentation. This document will help you prepare your presentation by providing useful information and making you feels comfortable with your presentation.

Rehearsing Presentations

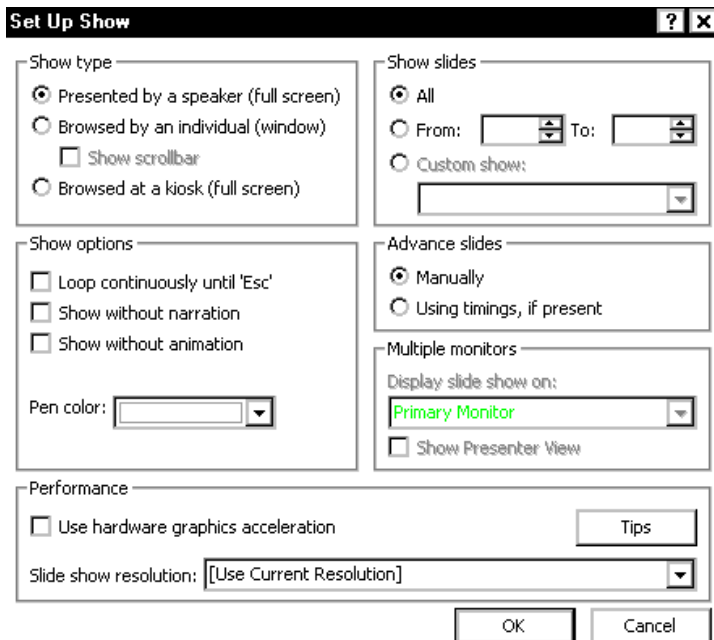
Rehearsing is just as important as the work you put into creating your presentation. It is especially important if you have applied builds, transitions and/or other elements, and are working in the automatic advance mode because you will need to keep control of the timing of all these elements to prevent mistakes.

PowerPoint has a rehearsing feature that can time you while you practice your presentation. Each slide displays the number of seconds that elapses while that specific slide is displayed during the presentation.

Setting Up the Slide Show

From the *Slide Show* tab, in the *Set Up* group, click *SET UP SLIDE SHOW* the *Set up Show* dialog box appears.



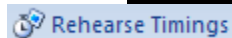


1. Under **Show type**, select **Presented by a speaker (full screen)**
2. To rehearse using all of the slides in your presentation, in the **Show slides** section, select **All**
 To rehearse using only a range of slides, in the **Show slides** section, select **From** and specify the range
3. To manually advance the slides, in the **Advance slides** section, select **Manually**
 To have the slides advance automatically, under **Advance slides**, select **Use timings, if present**
 The **Use timings** option will automatically advance your slides according to the times you have preset.
4. Click **OK**

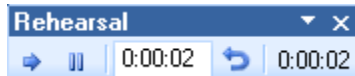
Rehearsing the Slide Show

When you are rehearsing your slide show, the **Rehearse Timings** option allows you to rehearse your PowerPoint slide and/or record timings.

1. From the **Slide Show** tab, in the **Set Up** group, click **REHEARSE TIMINGS**



the slide show starts and the **Rehearsal** dialog box appears recording the time.



2. Rehearse your presentation
3. When you want to change, slides click the mouse
 (NOTES: After clicking to the next slide, PowerPoint automatically records the time spent on that slide.)
 If you know the time you want to spend on each slide, in the **Rehearsal** dialog box, type

the times.

When you are finished, an alert box appears asking if you would like to record timing.

4. To discard the recorded timing, click **NO**
to save the recorded timing, click **YES**

NOTE: To preview your slide show with the recorded timing, from the View tab, in the



Presentation Views group, click SLIDE SHOW.


Working with Slide Timing


PowerPoint offers a number of options in regard to the timing of the slides in your presentation. You can assign timing manually, suppress it during a presentation, or remove it.

Assigning Slide Times Manually



1. From the View tab, in the Presentation Views group, click SLIDE SORTER
OR

In the Slides and Outline pane, select the Slides tab 
OR

On the lower right side of your screen, click SLIDE SORTER 

Working in Slide Sorter view lets you set the slide timings for all of your slides without changing views.

2. Select the slide to which you want to manually assign a time
3. From the Animations tab, in the Transitions to This Slide group, under Advance Slide, select Automatically After

NOTE: The option is selected if a checkmark appears before it.

4. In the Automatically after text box, type the amount of time that the slide should stay on the screen

OR use the nudge buttons to select the desired time.

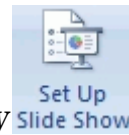
5. OPTIONAL: In order to have the option to manually advance your slides while the time recording is running, under Advance Slide, select On Mouse Click
(NOTES: The option is selected if a checkmark appears before it.)

Both automatically after and on mouse click can be selected at once. This allows you to advance to the next slide before the pre-selected time is up.

6. Repeat steps 2-6 for each additional slide **OR** to apply this timing to all slides in the current presentation, click APPLY TO ALL

Suppressing Slide Timing During a Presentation

Depending on when and where you are giving your presentation, the timing you have set for your slides may not be appropriate. You can suppress the timing that you have set up without removing the timing.



1. From the Slide Show tab, in the Set Up group, click SET UP SLIDE SHOW the Set up Show dialog box appears.
2. In the Advance slides section, select Manually
3. Click **OK**

Removing Slide Timing from Individual Slides

If you find that the timing you have set for a slide(s) is no longer appropriate, you can remove it.



1. From the View tab, in the Presentation Views group, click SLIDE SORTER **OR** in the Slides and Outline pane, select the Slides tab **OR** on the lower right side of your screen, click SLIDE SORTER working in Slide Sorter view lets you set the slide timings for all of your slides without changing views.
2. Select the slide from which you want the time removed
3. From the Animations tab, in the Transitions to This Slide group, under Advance Slide, deselect Automatically After
4. Repeat steps 2-4 for each additional slide **OR** to apply this removal of timing to all slides, click APPLY TO ALL

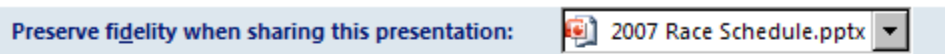
Embedding Fonts

When you create your presentation, it is best to embed the fonts in case the computer with which you actually present does not have all of the fonts you used. Embedding fonts will also enable you to avoid problems with bullet shape and helps make your presentation more portable. This can be done after your slides are already written. For more information, refer to Making Presentations Portable.



1. With your presentation open, click the **OFFICE** button, select Save As the Save As dialog box appears.
2. From the Tools pull-down list, select Save Options...
The PowerPoint Options dialog box appears with the Save options displayed.

- Under ***Preserve fidelity when sharing this presentation***, select ***Embed fonts in the file***



- Select the desired option

NOTES:

Embed only the character used in the presentation (best for reducing file size) is selected by default.

To share the file or present on an unfamiliar computer, select ***Embed all characters (best for editing by other people)***.

- Click **OK** the ***Save As*** dialog box reappears.
- Using the ***Save in*** pull-down list, navigate to the desired save location
- In the ***File name*** text box, type the presentation name
- Click **SAVE**

Showing Your Presentation

When you present your slide show, the slides will fill the entire computer screen. To start the show, follow the steps below:

- Open the presentation
- Verify that your presentation is set up to present as desired

- From the **View** tab, in the **Presentation Views** group, click **SLIDE SHOW**

