WRAPPING UP A PRESENTATION

In this chapter, you'll learn about putting the finishing touches on a presentation:

◆ Add within-slide animations, incoming slide transitions, and action buttons

◆ Make minor edits to movies you've placed on slides

◆ Rearrange slides to match their final order, as well as delete and hide slides

◆ Rehearse the presentation while recording the time spent on each slide and on the total presentation

◆ Print notes, handouts, and other material you'll need for the presentation

◆ Save the presentation in other formats (such as PDF) and package its contents on a CD or DVD

◆ Present the slide show in person or broadcast it over the Internet

✔ Tip

■ To run a finished presentation, follow the steps in "Previewing the Slide Show" in Chapter 14.

Animating Objects and Text

To add motion to a presentation, you can animate any object on a slide, such as a text block, picture, chart, or SmartArt object. You can choose animation effects from the Animation or Add Animation gallery. You can fine-tune an effect by choosing commands from the Animations tab or by opening the Animation Pane. Any slide can contain multiple animated objects. You can even assign multiple animations to the same object.

To assign an animation to an object:

1. In Normal view, select the object on the current slide that you want to animate. Switch to the Animations tab.

2. Choose an effect from the Animation gallery (**Figure 15.1**, below).

   As you hover the cursor over an effect, an animation preview appears on the slide. After you pick an effect, a number appears beside the object that shows the order in which the effect will play (**Figure 15.2**).

3. *Optional:* To add another effect to the object, choose it from the Add Animation gallery in the Advanced Animation group.
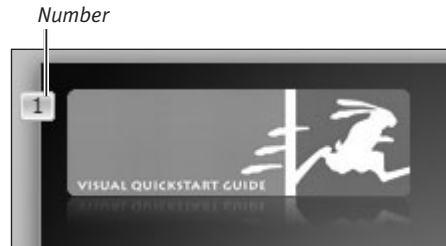
Number

Figure 15.2 Each animation is numbered to show the sequence in which it will play.
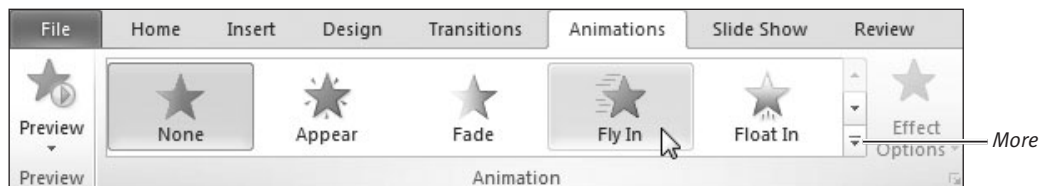

Figure 15.1 View different animation effects by clicking the scroll arrows or click More to see the entire animation gallery.
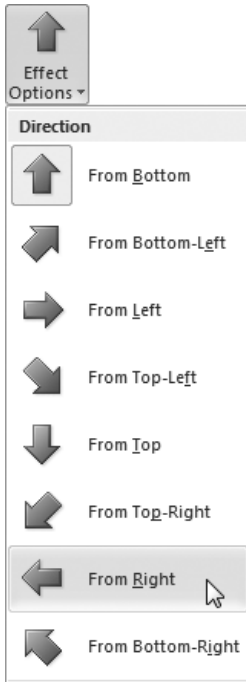
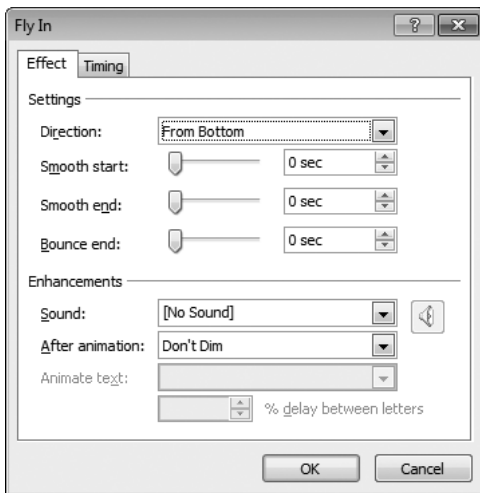**Figure 15.3** When available, effect options differ for each effect.

Figure 15.4 You set options for a selected effect in an effect-specific dialog box. This is where you can associate a sound with an effect, for example.

To set options for an effect:

1. In Normal view, switch to the Animations tab. On the slide, select the number of the animation effect that you want to modify.

2. *Do any of the following:*
   ▲ Choose an option from the Effect Options menu (**Figure 15.3**).
   ▲ Click the dialog box launcher icon at the bottom of the Animation group and set options in the dialog box that appears (**Figure 15.4**).
   ▲ Click the Animation Pane icon in the Advanced Animation group. In the pane, select the animation that you want to modify. Then choose an option from the Effect Options menu, click the Effect Options dialog box launcher, or choose Effect Options from the drop-down menu to the right of the object name.

✔ Tips

■ Even information in the footer, such as the slide number, can be animated.

■ To view additional effects, choose a More… command from the Animation gallery or Add Animation drop-down menu.

■ To set an effect for multiple objects that will all play simultaneously, select all of the objects and then choose the effect.

■ To apply one object's animations to another object, select the object with the animation you want to copy, click the Animation Painter icon in the Advanced Animation group, and then click the target object.

ANIMATING OBJECTS AND TEXT

■ When animating a *complex object* composed of multiple elements, such as a SmartArt graphic or chart, you can animate it as though it were a single object, one element or item type at a time, and so on.

■ To replace one animation with another, select the effect step for the object in the Animation Pane and choose a replacement effect from the Animation gallery.

■ You can view a slide's animations by clicking the Preview icon in the Preview group or by clicking Play in the Animation Pane.

■ To change the order in which animations will play, open the Animation Pane, select the effect that you want to move, and then *do any of the following:*

  ▲ Drag the effect up or down to a new position in the list.
  ▲ Click a Re-Order icon at the bottom of the Animation Pane (**Figure 15.5**).
  ▲ Click a Reorder Animation icon (Move Earlier or Move Later) in the Timing group (**Figure 15.6**).

■ To remove an animation from a selected object, *do one of the following:*

  ▲ Select None in the Animation gallery.
  ▲ Choose Remove from the effect's drop-down menu in the Animation Pane (**Figure 15.7**).
  ▲ Select the effect in the Animation Pane or select the effect's number on the slide and press [Delete].

■ Don't overuse animations. A few can draw attention to key elements on important slides; too many can turn a presentation into a carnival sideshow.
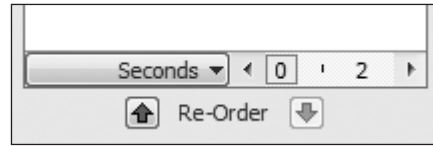

Figure 15.5 You can click a Re-Order icon at the bottom of the Animation Pane to move a selected animation step to a different position.
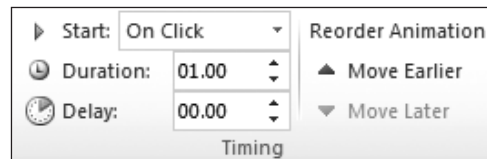

Figure 15.6 Or you can click the Move Earlier or Move Later icon in the Timing group. Each click moves the effect one step up or down in the animation list.
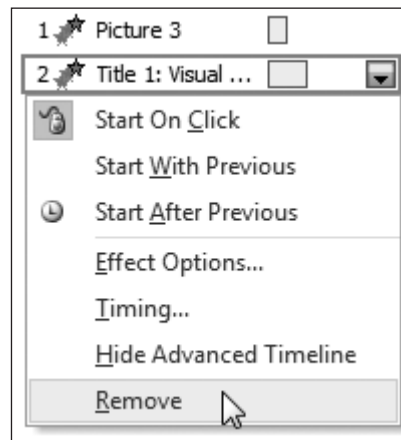

Figure 15.7 To remove an effect, you can select it in the Animation Pane and choose Remove from the effect's drop-down menu.
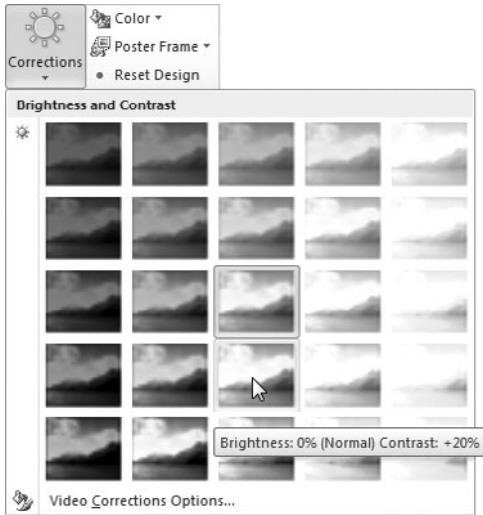
Figure 15.8 You can alter the brightness/contrast and color cast of a movie by choosing thumbnails from the Corrections and Color galleries.
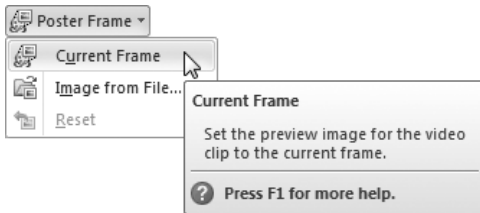

Figure 15.9 You can set a poster frame for a video.

Editing Movies

Office 2010 provides tools for editing videos. When you select a movie on the current slide, the Video Tools contextual tab appears. You can choose new settings from its Format and Playback tabs.

Format tab tools

Using commands on the Format tab of the Video Tools contextual tab, you can perform the following edits on a selected movie clip:

◆ **Correct brightness/contrast.** Choose a brightness/contrast thumbnail from the Corrections gallery in the Adjust group (**Figure 15.8**). For more precise settings, choose Video Corrections Options from the bottom of the gallery menu.

◆ **Recolor movies.** To display the video in *grayscale* (shades of gray) or with an overall color cast, choose a thumbnail from the Color gallery in the Adjust group. Choose More Variations if you want to use a color that isn't shown.

◆ **Set a poster frame.** A *poster frame* is an image used to represent the movie when it's not playing. To select a movie frame, advance the movie to the frame and choose Current Frame from the Poster Frame drop-down menu in the Adjust group (**Figure 15.9**). If you prefer, you can select a picture from your hard disk to serve as the poster frame.

◆ **Add a border.** If you want to surround the movie with a border, choose settings from the Video Border drop-down menu in the Video Styles group. Alternatively, you can click the Format Video dialog box launcher (found at the bottom of the Video Styles group) and select settings from the Border Color and Border Style categories.

◆ **Apply object formatting.** You can add a fancy frame or alter the shape of a video clip by choosing commands from the Video Styles group (**Figure 15.10**).

◆ **Resize movies.** You can resize any movie frame by doing any of the following:

▲ Click a corner and drag.

▲ Type new numbers or click the arrows in the Video Height and Video Width boxes in the Size group (**Figure 15.11**).

▲ Click the dialog box launcher in the Size group (Figure 15.11) to enter specific dimensions or scaling numbers.

◆ **Reset formatting.** To remove all applied formatting changes, click Reset Design in the Adjust group (see Figure 15.8).

✔ Tip

■ Other than selecting a poster frame to ensure that a consistent image appears when the slide is first presented, it's unlikely that you'll use many of the commands on the Format tab to modify the appearance of your movies.

Playback tab tools

Using commands on the Playback tab of the Video Tools contextual tab, you can specify how a selected movie clip will play during the presentation:

◆ **Trim videos.** Click the Trim Video command in the Editing group to remove unwanted frames from the start or end of a video clip. In the Trim Video dialog box (**Figure 15.12**), drag the green start marker and/or the red end marker to new positions, and then click OK.
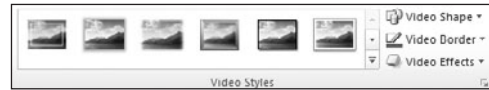

Figure 15.10 To add a stylized frame or border to a movie, choose options from the Video Styles group.
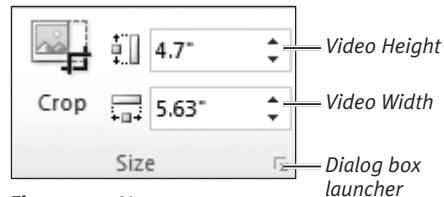

Figure 15.11 You can set a new size for a movie by entering dimensions in the Size group.

Figure 15.12 Drag the start and/or end markers to new positions to cut out unwanted frames. As you drag, a live preview of the movie is shown.

Figure 15.13 Create or delete bookmarks by clicking icons in the Bookmarks group.
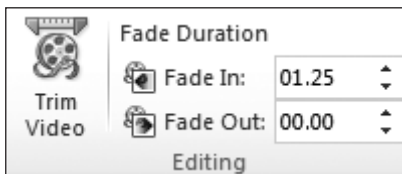

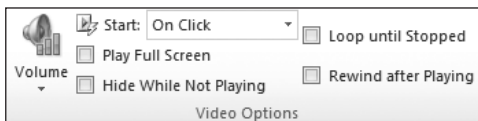**Figure 15.14** You can apply a fade in or fade out to any movie clip.

Figure 15.15 Apply additional settings from the Video Options group.

Embedded vs. Linked Videos

Normally, inserted movies are *embedded* in the presentation. The video is saved with the PowerPoint file, ensuring that it will always be available whenever and wherever the show is presented. Another option is to *link* the movie to the presentation—using either a movie from a Web site or a file on disk. To play such a movie, you must have access to the Internet or to the file's location, such as a flash drive or DVD.

To link a movie file, select a slide place-holder, click the Insert tab, click the Video icon in the Media group, and choose Video from File or Video from Web Site. When choosing the latter, you will be asked to paste the "embed code" provided by the Web site.

◆ **Add/remove bookmarks.** You can mark key points in a movie by assigning *bookmarks* to them. Bookmarks enable you to jump directly to that frame or can be used to trigger animations.

   ▲ To add a bookmark, move the movie slider to the desired spot and then click the Add Bookmark icon in the Bookmarks group (**Figure 15.13**).

   ▲ To delete an unwanted bookmark, select its bookmark icon on the movie slider and click Remove Bookmark.

◆ **Fade in or out.** You can instruct a movie to smoothly fade in or out by entering numbers (in whole and fractional seconds) in the Fade Duration boxes in the Editing group (**Figure 15.14**).

◆ **Other playback options.** The self-explanatory tools in the Video Options group (**Figure 15.15**) are used to set key playback behaviors, such as audio volume, whether the clip will play automatically or wait for a mouse click, and so on.

✔ Tips

■ You can remove inserted videos that you no longer want. Select the video on the slide and press [Delete] or [Del].

■ To reduce the size of all embedded videos in a presentation, switch to the Backstage by clicking the File tab. Select the Info category and choose a quality setting from the Compress Media drop-down menu. View the results by running the show. If you aren't satisfied, you can undo or change the compression by revisiting the Compress Media command.

EDITING MOVIES

Organizing the Slides

In Slide Sorter view (**Figure 15.16**), you can rearrange the slides to match their final order. You can also delete unwanted slides, as well as hide ones you want to keep but won't be using in the current presentation.

To organize the slides:

1. Switch to Slide Sorter view by clicking its icon in the Presentation Views group on the Views tab or at the bottom of the document window.

2. Adjust the magnification controls to clearly display the slide thumbnails.

3. *Do any of the following:*
   - ▲ To change a slide's order in the show, drag its thumbnail to a new position.
   - ▲ To delete a slide, right-click its thumbnail and choose Delete Slide from the context menu (**Figure 15.17**).
   - ▲ To hide a slide, right-click its thumbnail and choose Hide Slide from the context menu. The slide number shows a slide's hidden status (**Figure 15.18**). In Normal view, hidden slides' thumbnails are fuzzy.

✔ Tips

- If you need to modify a slide, double-click its thumbnail. The slide appears in Normal view, ready for editing.

- You can play a slide's animations in Slide Sorter view by clicking the animation indicator beneath the lower-left corner of the thumbnail (Figure 15.18).

- You can also organize slides in Normal view. To change a slide's position, drag its thumbnail to a new location in the list. To delete or hide a slide, right-click the thumbnail and choose Delete Slide or Hide Slide from the context menu.
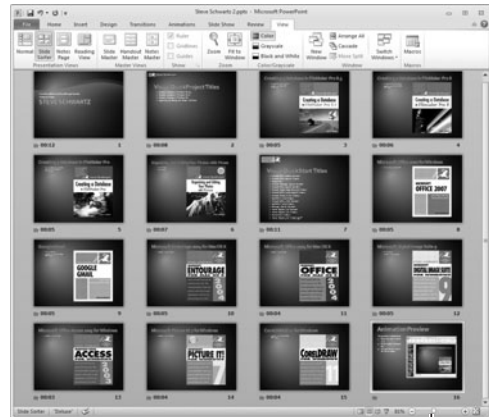
Magnification controls
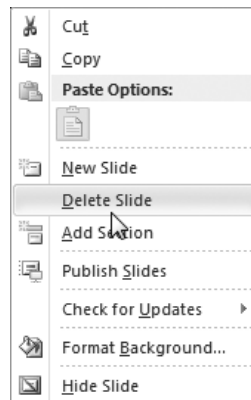
Figure 15.16 Slide Sorter view.

Figure 15.17 Right-click a thumbnail to delete or hide a slide.

Play animations   *Hidden slide indicator*

Figure 15.18 When a slide is hidden, its number is displayed with a slash.

Effect Options

Figure 15.19 Select a transition effect from the gallery.

Sound and speed settings *Advance Slide options*

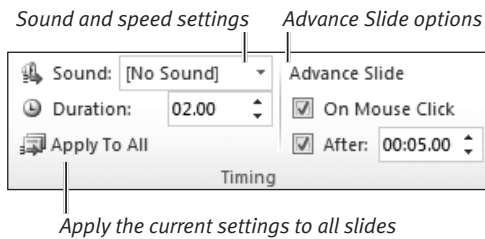*Apply the current settings to all slides*

Figure 15.20 You can set additional options in the Timing group.

And What About Sections?

Although we've gotten along without them for 20+ years, PowerPoint 2010 now allows you to group your slides into logical *sections*. Because you can expand or collapse a section in Normal or Slide Sorter view, sections are especially useful for focusing on specific parts of a large presentation.

To insert a section, switch to the Home tab, select the slide that will be the first one in the new section, and choose Add Section from the Section icon in the Slides group. To name the section, click its bar and choose Rename Section from the Section icon.

You can collapse or expand a section by clicking the triangle that precedes the section name. To simultaneously collapse or expand *all* sections, choose the appropriate command from the Section icon's drop-down menu.

Adding Transitions

A *transition* is an effect that appears when switching to a new slide during a slide show. You can use the same transition for every slide change, different transitions for different slides, or no transitions at all (when presenting real slides or using an overhead projector, for example). When setting transitions, note that they are applied to the current slide's *entrance*—not its exit.

To specify a transition:

1. In Normal or Slide Sorter view, select the slide thumbnail to which you want to add a transition.

2. Click the Transitions tab.

3. Choose an effect from the Transition to This Slide gallery (**Figure 15.19**).
   A live preview is presented for any transition over which you hover the cursor.

4. *Optional:* To change the direction of the effect, choose an option from the Effect Options menu (Figure 15.19).
   Effect options are different for different effects.

5. *Optional:* To add a sound effect to the transition, choose one from the Sound menu in the Timing group (**Figure 15.20**). To change the length of the transition effect, enter a new Duration (in seconds).

6. Select an Advance Slide option to determine whether the slide will advance manually (under presenter control) or automatically (based on time).

7. *Optional:* To apply the transition to every slide in the presentation, click Apply To All.

ADDING TRANSITIONS

✔ **Tips**

- To view transitions in Normal or Slide Sorter view, click the Preview button in the Preview group.

- Transitions can be skipped if you won't be presenting on a computer.

- To change a transition effect and options for a slide, select the slide and select new settings from the Transitions tab (see Figures 15.19 and 15.20).

- To remove a transition from a selected slide, select the None transition (see Figure 15.19). To remove transitions from *all* slides, set any slide's transition to None and then click Apply to All.
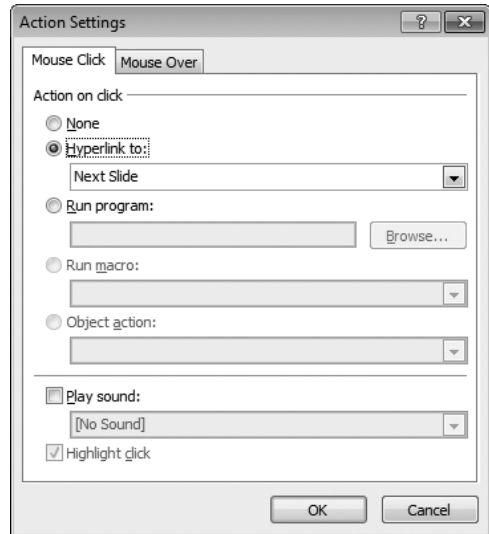

Figure 15.21 On the Mouse Click or Mouse Over tab, specify a button action and click OK.

Adding Action Buttons

An *action button* is a shape you can place on a slide that performs a function when clicked, such as returning to the first slide, playing a sound effect, or launching an application.

To add an action button to a slide, switch to Normal view, click the Insert or Home tab, and choose a button from the Action Buttons section of the Shapes gallery. Click and drag to draw the button on the slide. (To keep the button proportional to its original dimensions, press [Shift] as you drag.) Like other objects, you can move, resize, or format an action button.

In the Action Settings dialog box (**Figure 15.21**, above), specify the action you want the button to perform in response to a mouse click or *mouse over* (moving the mouse over the button). Close the Action Settings dialog box by clicking OK.

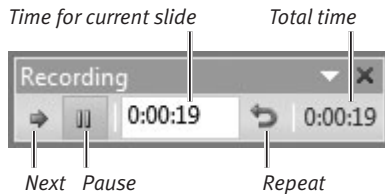**Figure 15.22** Click Rehearse Timings to record the time you spend on each slide.

Time for current slide   *Total time*

Next   Pause   Repeat

Figure 15.23 Use the Recording toolbar to view slide timings, pause the show, or perform the next action.

Figure 15.24 If the rehearsal went well, you can save the slide timings for use during the presentation.

✔ Tip

■ To replay a presentation using the saved timings, switch to the Slide Show tab, click the Use Timings check box (Figure 15.22), and click From Beginning in the Start Slide Show group. The slide show will play and automatically advance through the animations and slides using the saved timings.

Rehearsing a Presentation

You'll want to rehearse your presentation before giving it to an audience. In addition to helping prepare what you'll say for each slide, a rehearsal can record the time spent per slide and on the total presentation. This serves two purposes. First, by reviewing slide timings, you can determine if you're spending too much or too little time on some slides or the presentation. Second, if the presentation will run in kiosk mode, timings can be used to automatically advance slides.

To rehearse slide timings:

1. On the Slide Show tab, click Rehearse Timings in the Set Up group (**Figure 15.22**). The slide show begins.

2. Present the show as you intend to give it to your audience, advancing through the slides by clicking the mouse, pressing a keyboard shortcut (see "Previewing the Slide Show" in Chapter 14), or clicking the Next button on the Recording toolbar (**Figure 15.23**).

   As you switch slides, PowerPoint notes the amount of time spent on each one.

3. During the rehearsal, you can also use the Rehearsal toolbar as follows:
   ▲ Click the Pause button if you need to take a break. Click Pause again when you're ready to continue.
   ▲ To restart the timing for the current slide, click the Repeat button.

4. When the show ends, a dialog box displays the total time and asks if you'd like to save the slide timings (**Figure 15.24**). Click Yes to save or No if you prefer not to save the timings.

REHEARSING A PRESENTATION

Printing Notes and Handouts

In preparation for the presentation, you can print your notes and audience handouts.

To print notes:

1. Click the File tab to go to the Backstage. Select the Print category.

   A print preview (**Figure 15.25**) allows you to see the output prior to routing it to your printer.

2. Choose a printer from the Printer drop-down menu.

   If your printer isn't shown, choose Add Printer.

3. Using the following drop-down menus in the Settings section, enter these settings:

   ▲ **Menu 1.** Specify the slides you want to include in the printout, such as Print All Slides.

   ▲ **Menu 2.** Choose Notes Pages.

   ▲ **Menu 5.** Choose an orientation (portrait or landscape) for the printout.

   ▲ **Menu 6.** Indicate whether the notes should be printed in shades of gray (*grayscale*), black-and-white, or color.

4. To review the slides and notes as they'll print, click the page controls beneath the preview (Figure 15.25).

5. *Optional:* To edit the header or footer, click Edit Header & Footer. Make any desired changes on the Notes and Handouts tab of the Header and Footer dialog box that appears (**Figure 15.26**).

6. In the Print section, specify the number of copies to print.

7. Click the Print button.

   When you print, the notes print one slide per page.

Print options   *Preview*
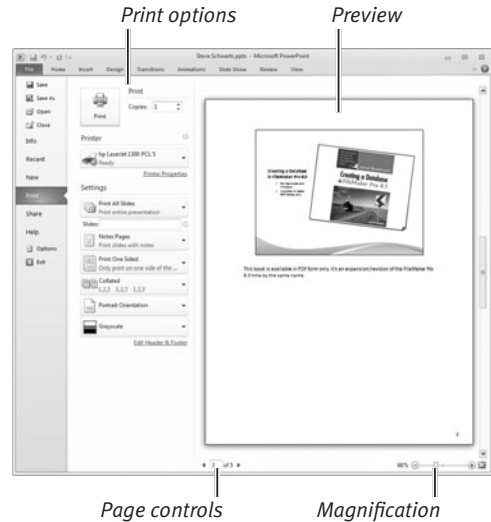

Page controls   *Magnification*

Figure 15.25 All print settings can be chosen and their effects previewed in the Backstage.
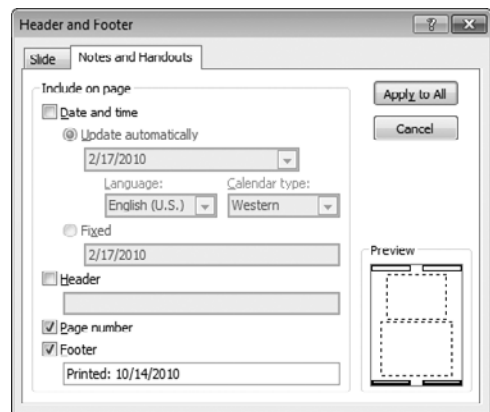

Figure 15.26 By default, only the slide number is included as footer data on a notes page. However, you can customize the header and footer, if you wish.

Figure 15.27 Choose a Handouts layout from this drop-down menu.

Figure 15.28 Choose Outline to print slide text in outline form.

To print audience handouts:

◆ Perform the "To print notes" task list. In Step 3, however, choose a Handouts layout (**Figure 15.27**) from the second drop-down menu rather than choosing Notes page.

✔ **Tips**

■ Choose Full Page Slides from the second drop-down menu to print an enlarged version of each slide (one slide per page).

■ In a printed handout, the 3 Slides option provides lines on which the audience can write notes (Figure 15.27).

■ It can be helpful to choose Outline from the second drop-down menu. The printout (**Figure 15.28**) provides a slide-by-slide listing of the text contained on each slide.

PRINTING NOTES AND HANDOUTS

Saving a Presentation In Other Formats

If the slide show will be presented or needs to be delivered to recipients in a form other than as a PowerPoint 2010 presentation, you can generate an additional copy of it in the necessary format. In PowerPoint 2010, all of the essential commands can be found in the Share section of the Backstage. From this area, you can save or convert the current presentation to a variety of popular formats. In this section, you'll learn to save presentations in alternative PowerPoint formats, convert a presentation to a PDF file, package a presentation for distribution on CD, and generate a PowerPoint video from a presentation.

To save a presentation in an alternative PowerPoint format:

1. In the Share section of the Backstage, select Change File Type.

   A file type list appears (**Figure 15.29**).

2. Select an output file type from the Change File Type list.

   A Save As dialog box appears (**Figure 15.30**). The correct file type is preselected in the Save as type list.

3. Navigate to the drive and folder in which you will save the file, rename the file (optional), and click Save.

✔ Tips

- You can also save in an alternate format by selecting Save As in the Backstage. When the Save As dialog box appears, simply select the desired file type from the Save as type list (Figure 15.30).

- If an intended recipient has an older version of PowerPoint, choose *PowerPoint 97-2000 Presentation* as the output file type.
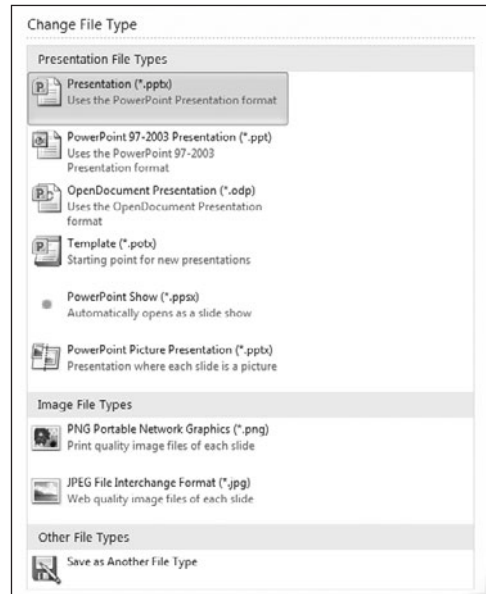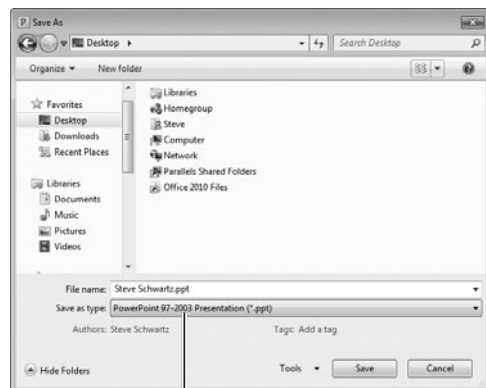

Figure 15.29 Select an output file type from this list.

Save As type list

Figure 15.30 Select a location in which to save the new file and then click Save.
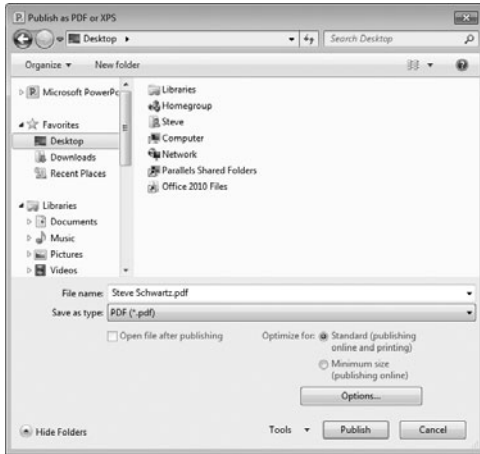
Figure 15.31 Use this modified file output dialog box (Windows 7) to specify a name, disk location, and quality for the PDF file.
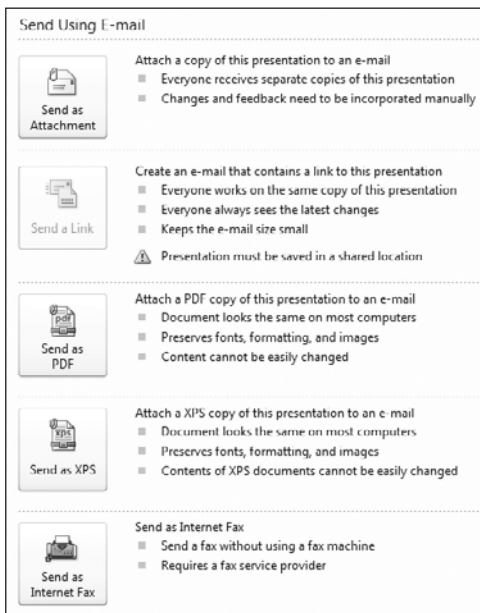

Figure 15.32 Two popular Send Using E-mail options are Send as PDF and Send as Attachment.

To save a presentation as an Adobe Reader (PDF) file:

1. In the Share section of the Backstage, select Create PDF/XPS document.

2. Click the Create a PDF/XPS button.

   The Publish as PDF or XPS dialog box appears (**Figure 15.31**).

3. *Optional:* If you want to specify a subset of slides to include or publish handouts, notes, or an outline view of the presentation, click the Options button and change the settings in the Options dialog box that appears.

4. At the bottom of the Publish as PDF or XPS dialog box, specify whether to generate a Standard or Minimum size (compressed, lower resolution) file by clicking the appropriate radio button.

5. Navigate to the drive and folder in which you will save the file, rename the file (optional), and click Publish to create the PDF file.

   The resulting PDF file can be viewed in Adobe Reader, Apple's Preview, and similar utilities.

✔ Tip

■ If you intend to email the PDF file, you can streamline the process by selecting Send Using E-mail in the Share section of the Backstage and clicking the Send as PDF button (**Figure 15.32**). Similarly, if you want to share the *actual* presentation via email (enabling it to be edited and viewed by the recipient in a current version of PowerPoint), click Send as Attachment.

To package a presentation for distribution on CD or DVD:

1. In the Share section of the Backstage, select Package Presentation for CD and click the Package for CD button.

    The Package for CD dialog box appears (**Figure 15.33**).

2. Type a short name for the CD/DVD in the Name the CD text box.

3. If you want to add other presentations to the same CD/DVD, click Add. Select the additional presentation filename(s) from the Add Files dialog box and click Add.

    The presentation names are added to the list in the Package for CD dialog box. You can change their order by selecting a filename and clicking the up- or down-arrow button.

4. *Optional:* If you want to password-protect a presentation to prevent it from being opened or modified by unauthorized users, click the Options button and make the necessary changes in the Options dialog box (**Figure 15.34**).

5. Click the appropriate Copy button as described below. Note that if you intend to create a DVD rather than a CD, you *must* use Copy to Folder and then create the DVD using separate DVD burning software.

    ▲ **Copy to CD.** Insert a blank CD into your CD or DVD burner. In the dialog box that appears, click Yes or No to include linked files on the CD. Office burns the selected presentation(s) onto the CD.

    A recipient can view the presentations with PowerPoint or PowerPoint Viewer (2007 or higher). Instructions for downloading and installing PowerPoint Viewer are provided on the CD.

Figure 15.33 The current presentation is automatically included in the Files to be copied list. Add other presentations (if desired), set options, and copy the files to a CD or a folder.
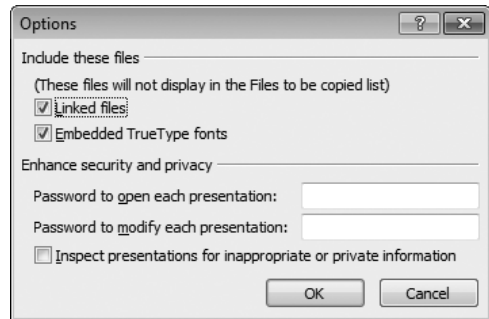

Figure 15.34 In the Options dialog box, you can add password-protection to the copied presentations.
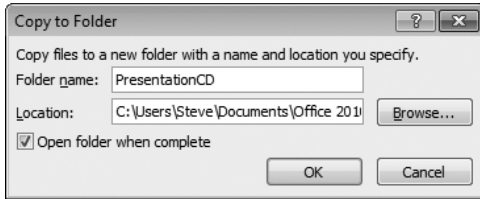
SAVING A PRESENTATION IN OTHER FORMATS

Figure 15.35 Specify a disk location and new folder name, and then click OK.

Figure 15.36 Set options for the video and click OK.

▲ **Copy to Folder.** Click this button to copy the presentations and supporting files to disk for later burning to CD or DVD. If desired, you can set the same options as described previously by clicking the Options button. In the Copy to Folder dialog box (**Figure 15.35**), select an output location by clicking Browse, name the presentation folder, and click OK.

✔ Tips

■ A presentation CD contains normal copies of your PowerPoint files. If you don't want to allow these files to be opened or edited in PowerPoint, set password(s) in the Options dialog box (see Figure 15.34).

■ If you want to avoid the requirement that recipients have PowerPoint or PowerPoint Viewer on their computer, you may prefer to create a Windows Media Video (WMV) of the presentation as described below.

To create a video from a presentation:

1. *Optional:* Record the slide timings (Rehearse Timings on the Slide Show tab) or timings and narrations (Record Slide Show on the Slide Show tab). These elements can be incorporated into the video.

2. In the Share section of the Backstage, select Create a Video.

   Create a Video options appear on the right side of the page (**Figure 15.36**).

3. From the first drop-down menu, choose an output size/quality setting.

4. From the second drop-down menu, you can elect to use recorded timings and narrations or a default duration per slide.

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SAVING A PRESENTATION IN OTHER FORMATS

5. In the Seconds to spend on each slide box, enter a default duration to use for displaying each slide.

If you chose Don't Use Recorded Timings and Narrations in Step 4, this timing will be applied to all slides in the presentation. If you chose Use Recorded Timings and Narrations in Step 4, this timing will be applied to every slide for which a timing hasn't been recorded.

6. Click the Create Video button.

A Save As dialog box appears (**Figure 15.37**).

7. Name the output file, select a disk and folder in which to save it, and click Save.

A progress bar appears in PowerPoint's status area, enabling you to track the video-creation process (**Figure 15.38**). At its conclusion, the WMV file is saved to disk. The video can be played on a PC using Windows Media Player and similar programs, as well as on other devices that can play WMV videos.

✔ Tip

■ Before running, saving, or exporting a presentation, it's a good idea to review the settings in the Set Up Show dialog box. Options enable you to create a self-running presentation (*kiosk mode*) and specify whether recorded timings will automatically advance slides. To open the dialog box, click the Set Up Slide Show icon in the Set Up group of the Slide Show tab.
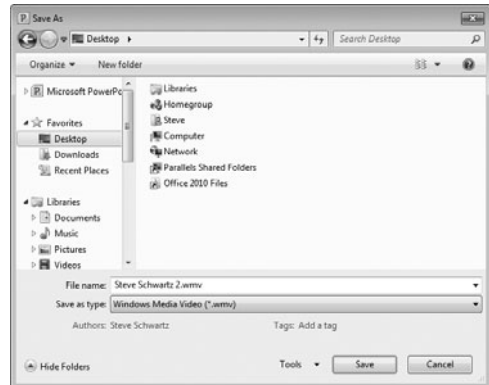

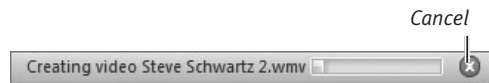**Figure 15.37** Name the file, select a location in which to save it, and click Save.

Cancel

Figure 15.38 A progress bar appears in the status area. If necessary, you can click Cancel to halt the video-creation process.

SAVING A PRESENTATION IN OTHER FORMATS

Figure 15.39 Before presenting the show, make sure these settings are correct.
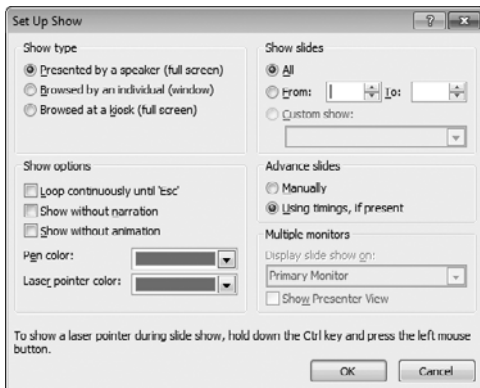

Figure 15.40 The most important pre-show settings can be managed in the Set Up Show dialog box.

Delivering the Presentation

Of course, delivering the presentation is the ultimate goal of your work in PowerPoint. In this final section, you'll learn how to present a show in person or broadcast it over the Web.

Delivering an in-person show

The following steps show how the majority of slide shows are presented to an audience.

To deliver an in-person presentation:

1. *Optional:* To begin the show with a slide other than the first, select or switch to that slide in Normal, Slide Sorter, or Notes Page view.

2. On the Slide Show tab, set options in the Set Up (**Figure 15.39**) and Monitors groups as follows:

    ▲ **Hide Slide.** Select each slide that you want to skip and click Hide Slide.

    ▲ **Use Presenter View.** If you'll be using multiple monitors to present the show, enable this option in the Monitors group.

    ▲ **Set Up Slide Show.** Click this icon to open the Set Up Show dialog box (**Figure 15.40**). You can set these primary show options here or click check boxes in the Set Up and Monitors groups.

3. *Do one of the following:*

    ▲ To run the show starting with the first slide, press F5.

    ▲ To run the show starting with the current slide, press Shift F5.

    ▲ On the Slide Show tab, click the From Beginning or From Current Slide icon in the Start Slide Show group.

    The presentation begins.

    continues on next page

4. *Do any of the following:*

▲ If Use Timings is checked in the Set Up group (see Figure 15.39), the show will play automatically from start to finish.

▲ To manually step forward through the slides and within-slide animations (if any), click the mouse or press [n], [Enter], [Page Down], [Spacebar], [→], or [↓].

▲ To move backward through the slides and within-slide animations (if any), press [p], [Page Up], [Backspace], [←], or [↑].

▲ To end the show, press [Esc].

Broadcasting a slide show

In PowerPoint 2010, you can broadcast a presentation over the Internet that invited audience members can view with a browser (**Figure 15.41**). PowerPoint provides two methods for broadcasting a presentation:

◆ To broadcast over a network, the company must use SharePoint Services 4.

◆ To broadcast over the Internet using the PowerPoint Broadcast Service, you must have a Windows Live or Hotmail account.

Note the following limitations of a broadcast:

◆ The PowerPoint presentation file must be 20 MB or smaller.

◆ Audience members must use Internet Explorer, Firefox, or Safari to view the presentation.

◆ Although most animations will play correctly, all assigned transitions will be shown as a Fade.

◆ Audio (sound effects or narration) will not be transmitted.

In this section, you'll learn how to perform a Web broadcast. For information on broadcasting via SharePoint, contact your network administrator.
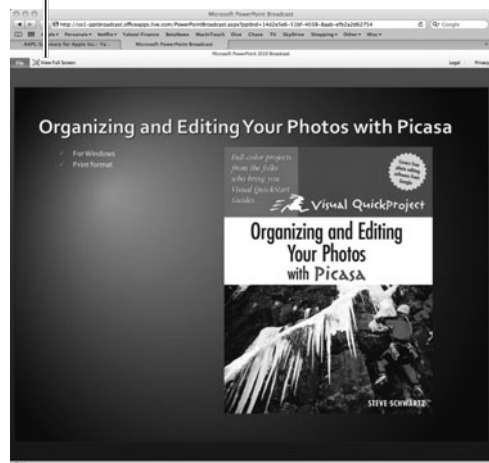
View full screen

Figure 15.41 The audience can view the broadcast in their browser. New slides and animations appear based on individual slide timings or the presenter's mouse clicks.
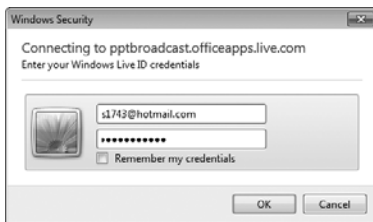
Figure 15.42 The Broadcast Slide Show dialog box.

Figure 15.43 Enter your Windows Live or Hotmail sign-in information and click OK.

Figure 15.44 Communicate the show's URL to your audience.

To broadcast a slide show using the PowerPoint Broadcast Service:

1. Open the PowerPoint presentation that you intend to broadcast.

2. On the Slide Show tab, set options for the show as instructed in Step 2 of the previous step list.

3. Click Broadcast Slide Show in the Start Slide Show group.

   The Broadcast Slide Show dialog box appears (**Figure 15.42**).

4. Click the Start Broadcast button.

5. If a Windows Security dialog box appears (**Figure 15.43**), enter your Windows Live or Hotmail address and password. Click OK to continue.

6. Office connects to the PowerPoint Broadcast Service and prepares the show for broadcast. A link to the Web presentation appears (**Figure 15.44**). *Do any of the following:*

   ▲ **Copy Link.** Click Copy Link or press Ctrl C to copy the selected URL to the Clipboard for pasting into an email or an instant message. Instruct the recipient to paste the URL into their browser's address box. (If it is received as link text, they can just click it.)

   ▲ **Send in Email.** Click Send in Email to generate an email message containing the link. Address the message, edit the message text as desired, and click Send.

7. When audience members have the presentation URL opened in their browser, click Start Slide Show (Figure 15.44).

   The slide show begins (see Figure 15.41).

DELIVERING THE PRESENTATION

8. When the presentation is finished, click the mouse button or press Esc to return to the PowerPoint window. Click the End Broadcast button beneath the Ribbon (**Figure 15.45**, below) and then confirm.

✔ Tip

■ When contacting the audience prior to beginning a broadcast, you may want to ask them to confirm they're ready by clicking Reply in response to your email announcement.
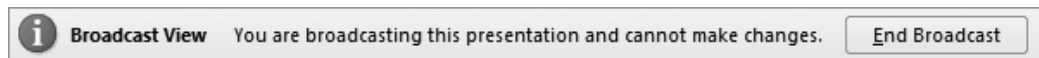
ⓘ Broadcast View   You are broadcasting this presentation and cannot make changes.   [End Broadcast]

Figure 15.45 When the show is finished, click End Broadcast (found immediately beneath the Ribbon).