PowerPoint 2016 - Presenting Your Slide Show

Introduction

Once your slide show is complete, you'll need to learn how to **present it** to an audience. PowerPoint offers several tools and features to help make your presentation smooth, engaging, and professional.

Optional: Download our **practice presentation**.

Watch the video below to learn more about presenting your slide show.

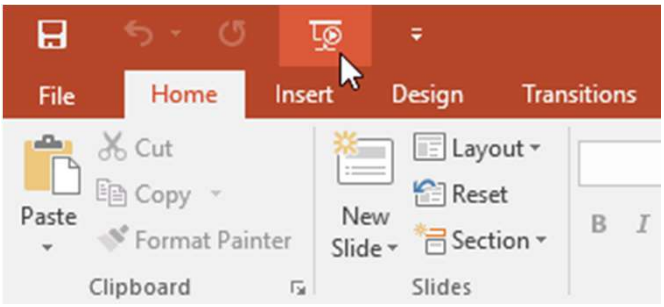
Presenting a slide show

Before you present your slide show, you'll need to think about the type of **equipment** that will be available for your presentation. Many presenters use **projectors** during presentations, so you might want to consider using one as well. This allows you to control and preview slides on one monitor while presenting them to an audience on another screen.

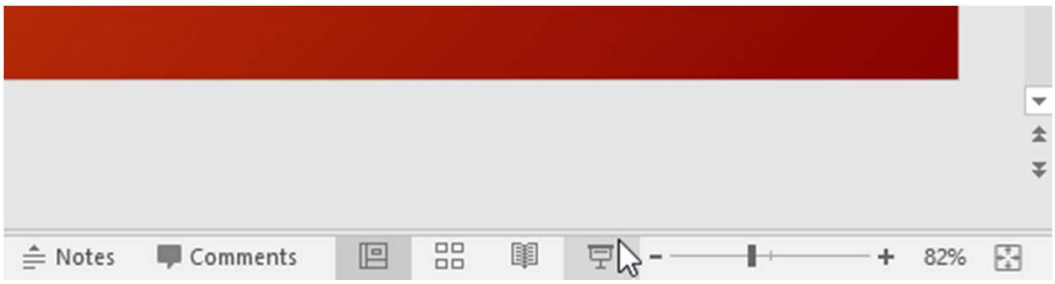
To start a slide show:

There are several ways you can begin your presentation:

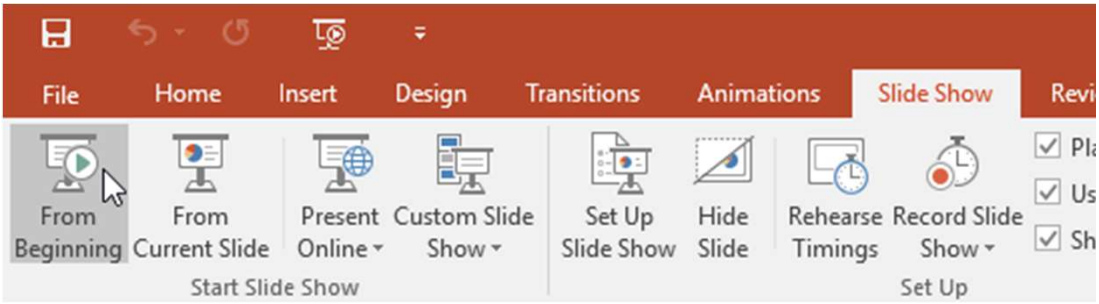
- Click the **Start From Beginning** command on the Quick Access Toolbar, or press the **F5** key at the top of your keyboard. The presentation will appear in full-screen mode.



- Select the **Slide Show view** command at the bottom of the PowerPoint window to begin a presentation from the current slide.



- Go to the **Slide Show** tab on the Ribbon to access even more options. From here, you can start the presentation **from the current slide** and access **advanced presentation option s**.



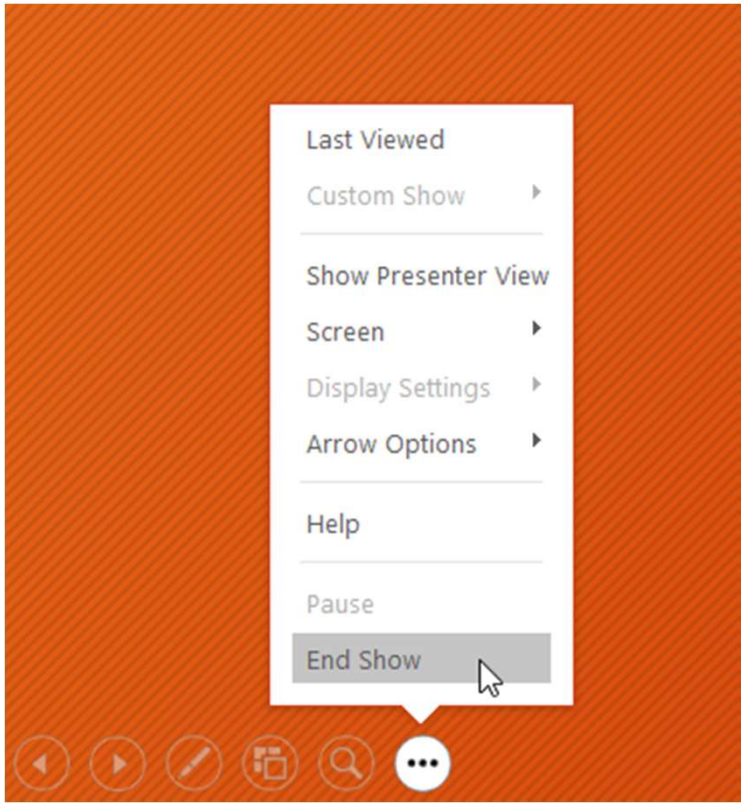
To advance and reverse slides:

You can advance to the next slide by **clicking your mouse** or pressing the **spacebar** on your keyboard. Alternatively, you can use or **arrow keys** on your keyboard to move forward or backward through the presentation.

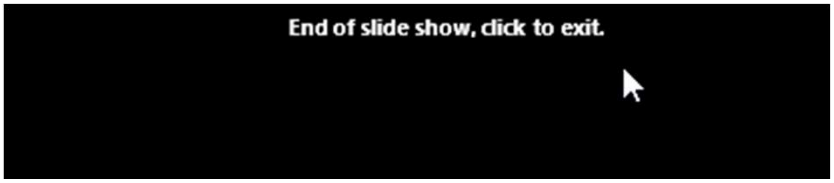
You can also hover your mouse over the bottom-left and click the **arrows** to move forward or backward.

To stop a slide show:

You can exit presentation mode by pressing the **Esc** key on your keyboard. Alternatively, you can click the **Slide Show Options** button in the bottom-left and select **End Show**.



The presentation will also end after the **last slide**. You can click the mouse or press the spacebar to return to Normal view.



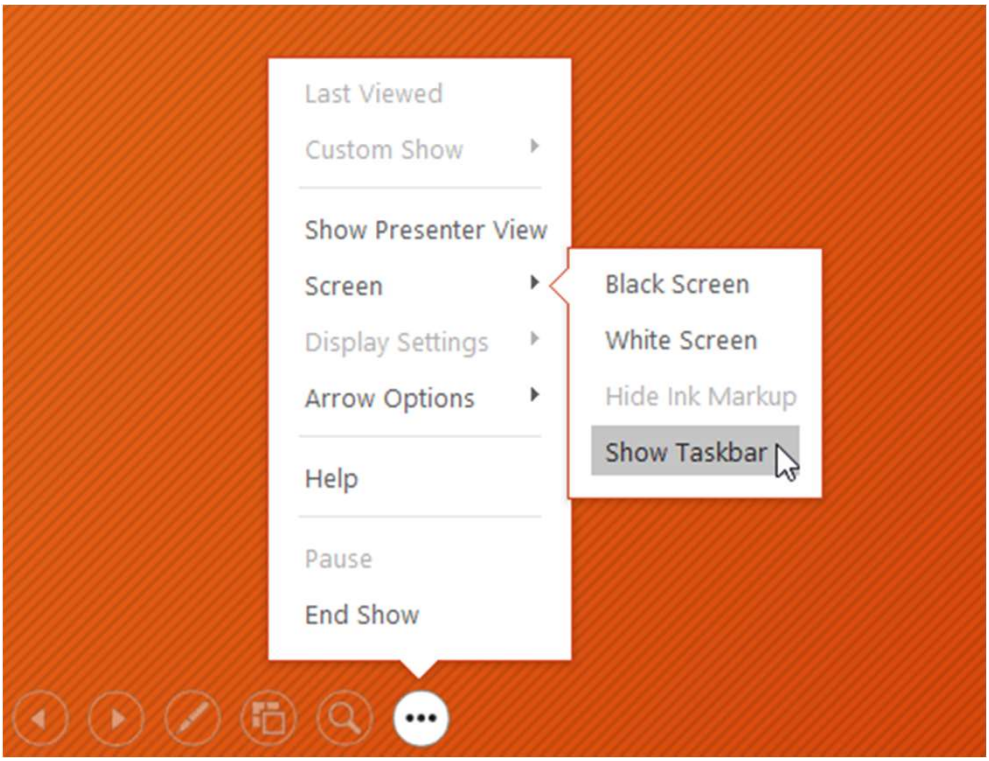
Presentation tools and features

PowerPoint provides convenient tools you can use while presenting your slide show. For example, you can change your mouse pointer to a **pen** or **highlighter** to draw attention to items in your slides. In addition, you can **jump around** to slides in your presentation or access other programs from your **taskbar** if needed.

To show the taskbar:

Sometimes you may need to access the Internet or other files and programs on your computer during your presentation. PowerPoint allows you to access your **taskbar** without ending the presentation.

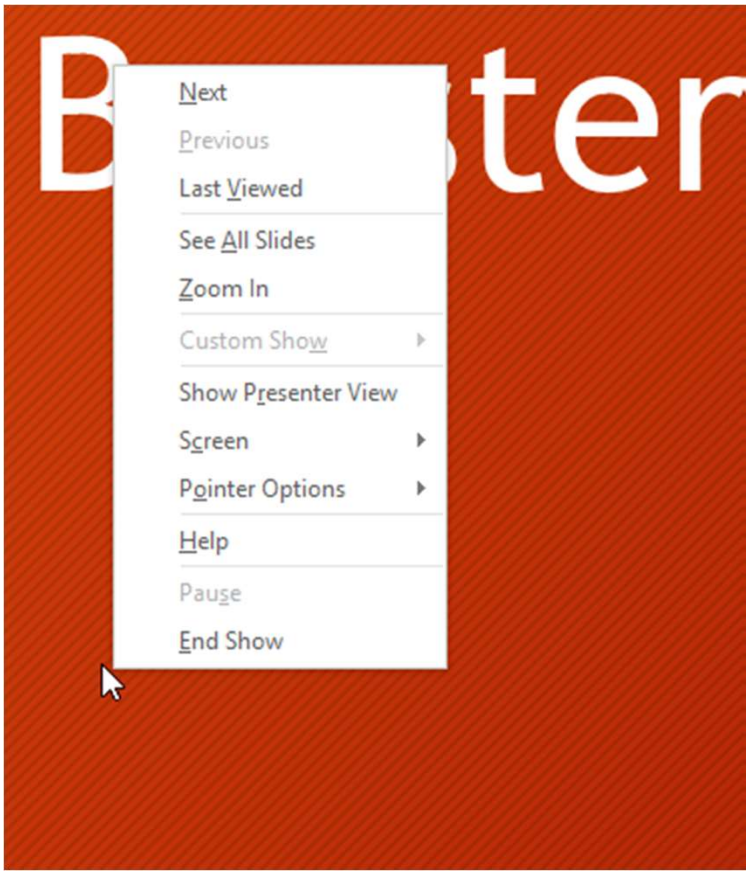
1. Locate and select the **Slide Options button** in the bottom-left corner.
2. Select **Screen**, then click **Show Taskbar**.



3. Your **taskbar** will appear. Choose a program you want to open, such as a web browser. When you're done, close the window or click the PowerPoint icon on the taskbar to return to the presentation.

Slide options

You can also access any of the menu items above by **right-clicking** anywhere on the screen during your slide show.

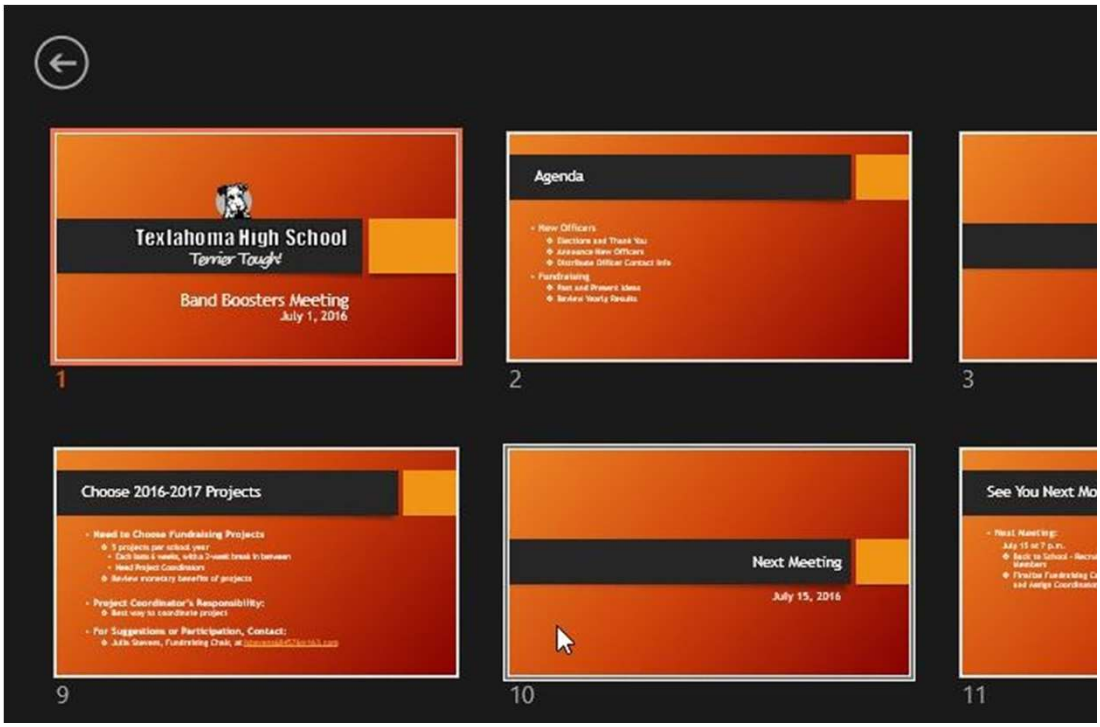


To skip to a nonadjacent slide:

You can jump to slides **out of order** if needed.

1. Locate and select the **See All Slides** button in the bottom-left corner.

2. **Thumbnail versions** of each slide will appear. Select the slide you want to jump to.

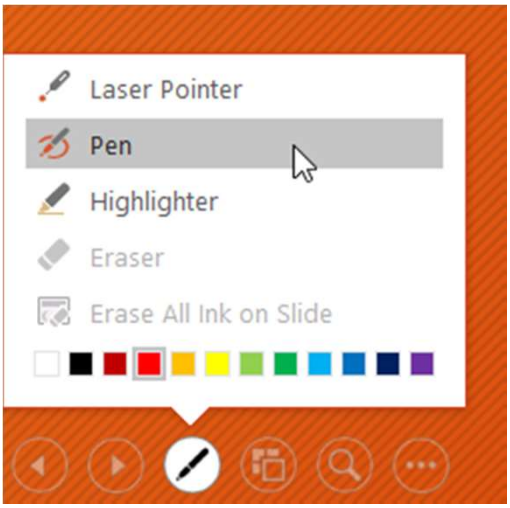


3. The selected slide will appear.

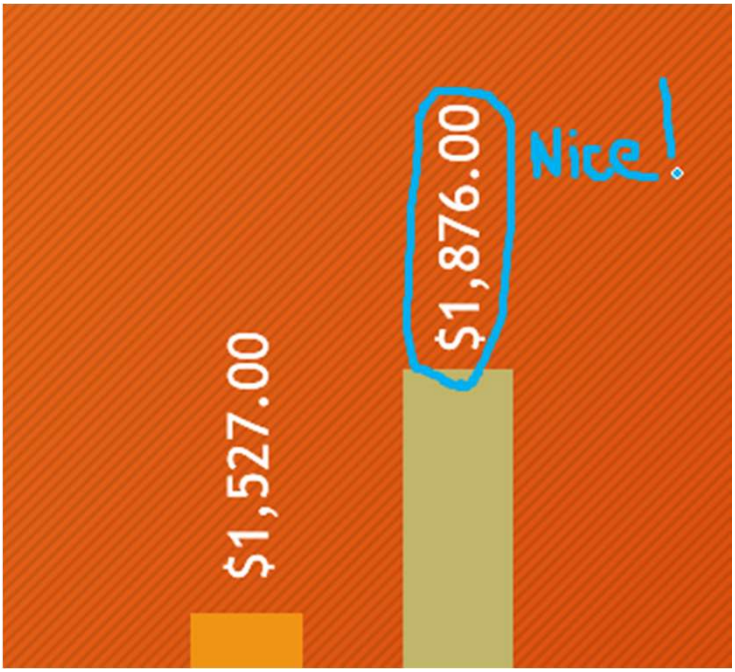
To access drawing tools:

Your mouse pointer can act as **pen** or **highlighter** to draw attention to items in your slides.

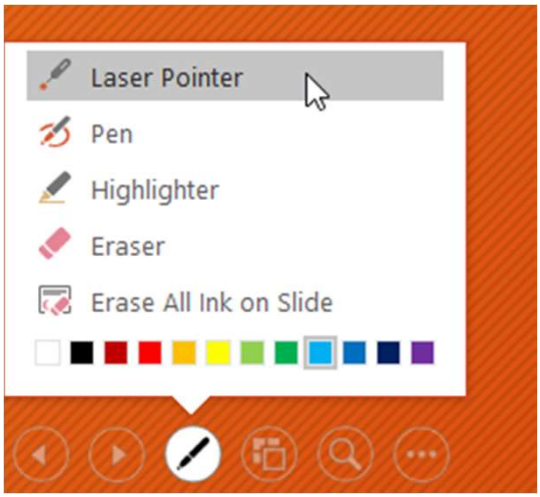
1. Locate and select the **Pen Tools** button in the bottom-left corner.
2. Select **Pen** or **Highlighter** based on your preference. You can also choose a different **color** from the menu.



3. Click and drag the mouse to **mark** your slides. You can also press **Ctrl+P** on your keyboard to access the pen tool while presenting your slide show.

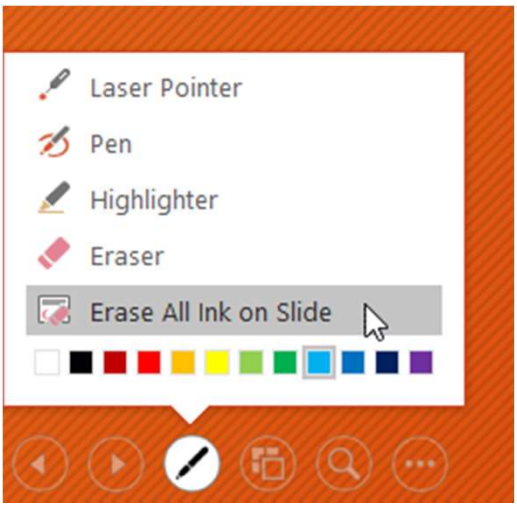


You can also use the **laser pointer** feature to draw attention to certain parts of your slide. Unlike the pen and highlighter, the laser pointer will not leave markings on your slides. To use the laser pointer, select it from Pen Tools, or press and hold the **Ctrl** key and the left mouse button.



To erase ink markings:

1. Locate and select the **Pen Tools** button in the bottom-left corner.
2. Select **Eraser** to erase individual ink markings, or select **Erase All Ink on Slide** to erase all markings.



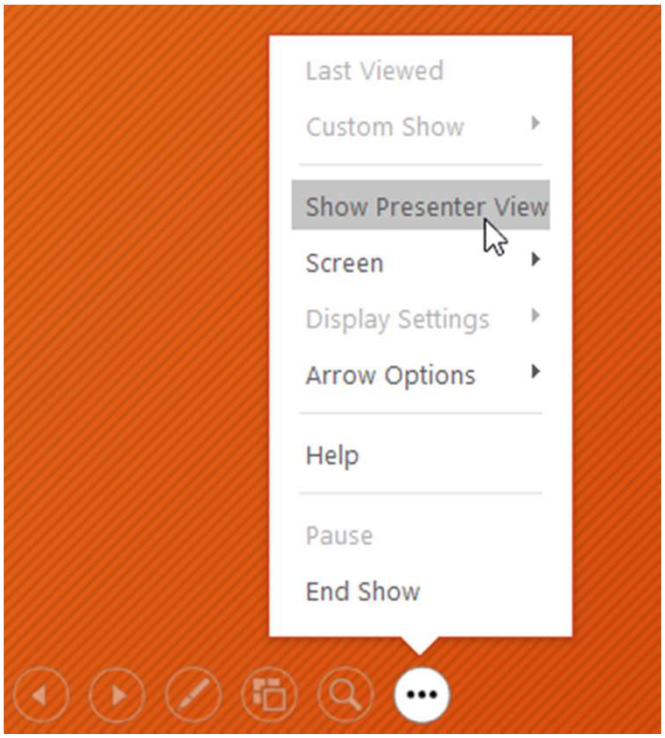
When you end a slide show, you'll also have the option to **Keep** or **Discard** any ink annotations made during your presentation. If you keep ink markings, they'll appear as **objects** on your slides in Normal view.

Presenter view

If you're presenting your slide show with a second display—like a projector—you can use **Presenter view**. Presenter view gives you access to a special set of controls on your screen that the audience won't see, allowing you to easily reference **slide notes**, preview the **upcoming slide**, and much more.

To access Presenter view:

Start your slide show as you normally would, then click the **Slide Options** button and select **Presenter View**. Alternatively, you can press **Alt+F5** on your keyboard to start the slide show in Presenter view.



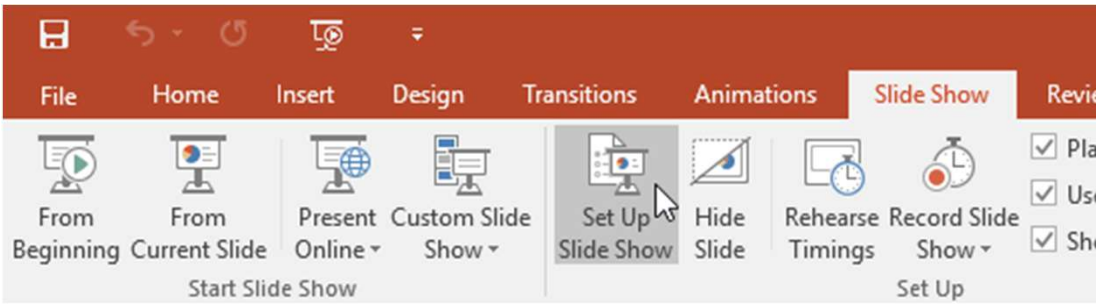
Click the buttons in the interactive below to learn more about using Presenter view.

Slide show setup options

PowerPoint has various options for setting up and playing a slide show. For example, you can set up an unattended presentation that can be displayed at a kiosk and make your slide show repeat with continuous looping.

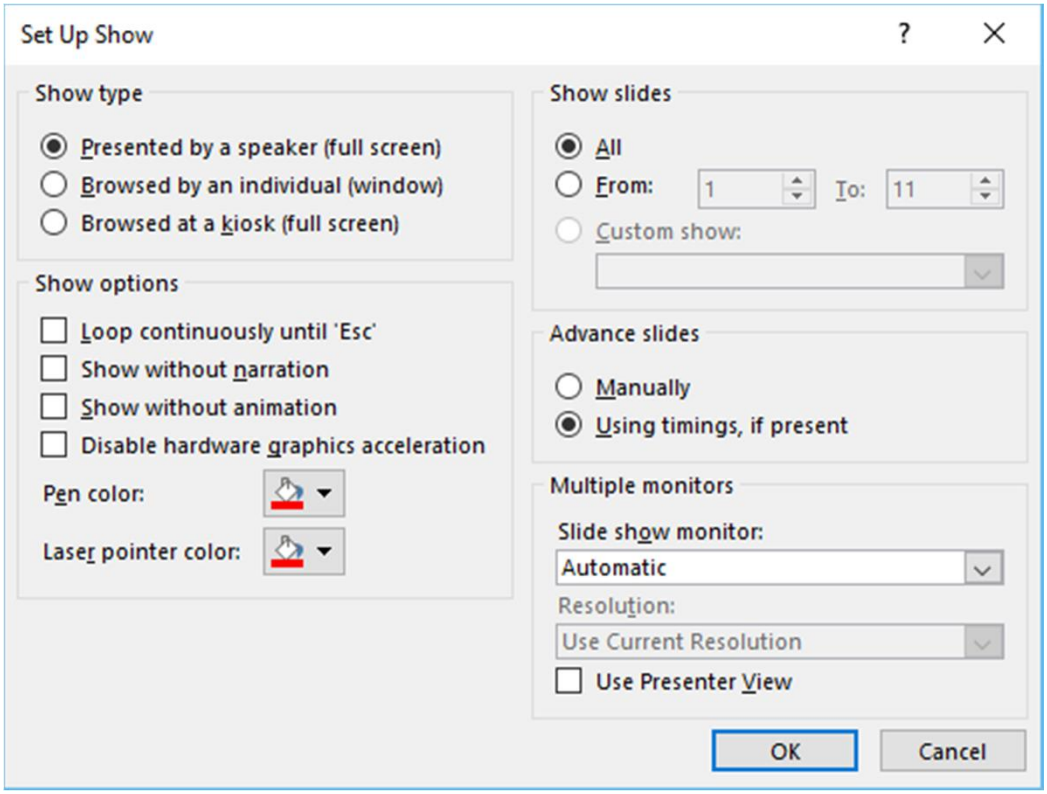
To access slide show setup options:

1. Select the **Slide Show** tab, then click the **Set Up Slide Show** command.

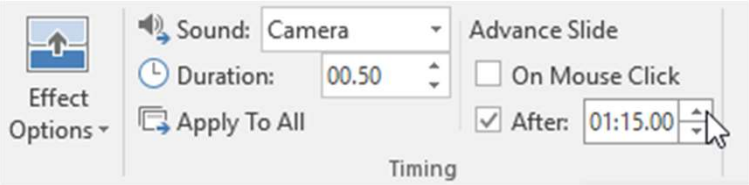


2. The **Set Up Show** dialog box will appear. From here, you can select the desired options for your presentation.

Click the buttons in the interactive below to learn about various options for setting up and playing a slide show.

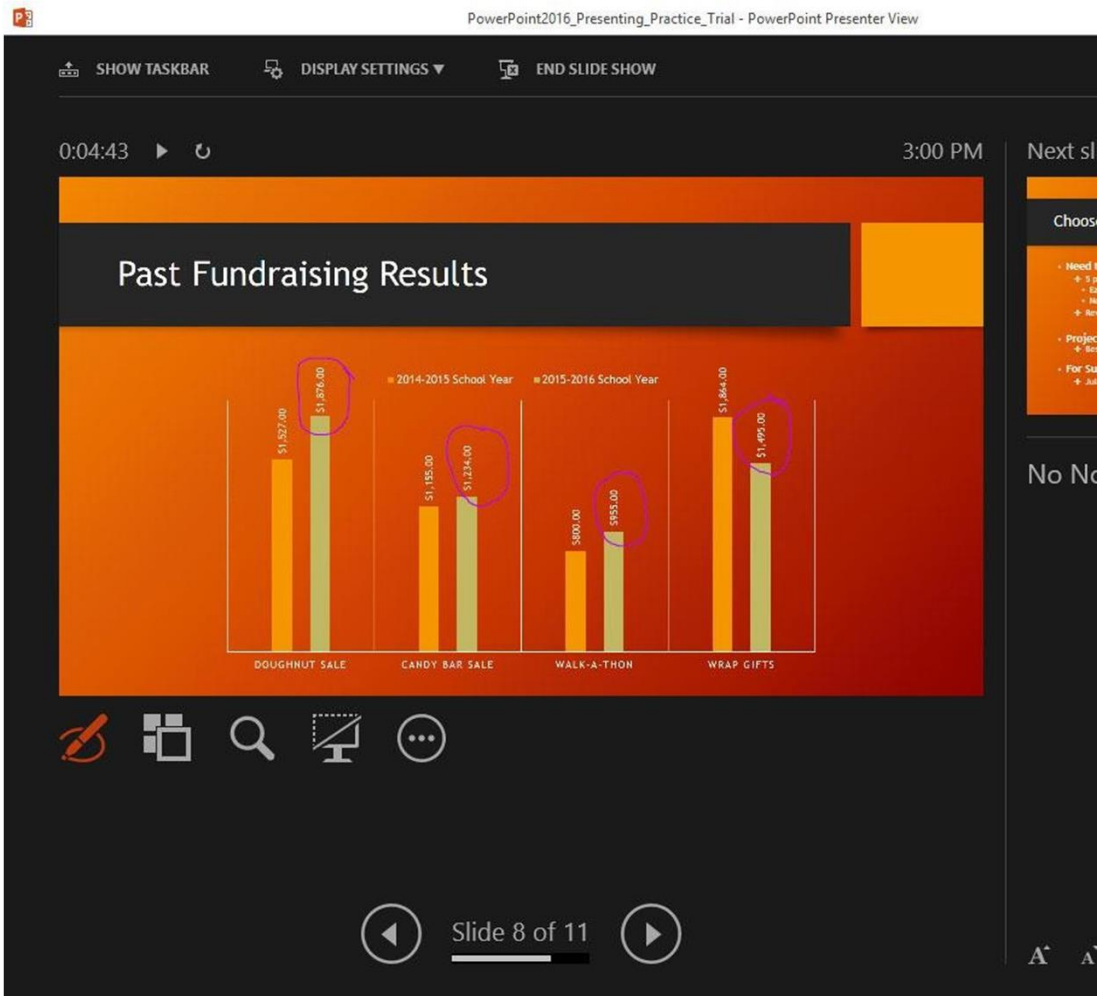


To advance slides automatically, you'll need to customize the slide timing on the **Transitions** tab. Review our lesson on **Applying Transitions** to learn how.



Challenge!

1. Open our **practice presentation**.
2. In the **Set Up Slide Show** options, change the **pen color** to purple.
3. **Start** your slideshow, then access **Presenter view**.
4. **Advance** to slide 8.
5. Use the **pen tool** to circle the fundraising amounts for the 2015-2016 school year. These are the amounts over the green bars.
6. When you're finished, your screen should look something like this:



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