

## HELP WITH MICROSOFT POWERPOINT PRESENTATIONS:

- After you have created your presentation, save the file as normal, then save the file as a PowerPoint Show (.pps) file by selecting the *Save As Type* option and, using the 'drop down' arrow scroll down to the option *PowerPoint Show (\*.pps)*. Now when you click on the file it will automatically run the presentation instead of showing a list of files etc.
- Before your audience arrives prepare your slide show by first starting the Slide Show and with the first slide displayed click the keyboard B key to blank the display. When you are ready to deliver your presentation to your audience click the B key again and your presentation will reappear. *(NB Pressing the W key would display white on the screen which may be useful in certain situations - pressing the W key again will return to your presentation.)*
- For a more professional way to progress through the slide show use an 'Airmouse' designed especially for delivering presentations. e.g. A small Logitech device (*Model No. R-RB5*) for example, has a Blanking button, a Laser Pointer, buttons to move Forward to the next slide or Back to the previous slide, a control for the Volume of any sound in your presentation and a timer. The remote control communicates wirelessly with a small receiver plugged into the USB (Universal Serial Bus) port on your Laptop / PC.