Presenter View

In PowerPoint there is a feature available called Presenter View. This allows you to use your computer's multi-monitor capability* to give the presenter two views with their presentations. This means you can show the Slide Show view on the data projector / screen but the presenter's laptop has the Notes view.

To set up Presenter View:

- Make sure your Laptop has the second monitor setup*.
- In PowerPoint, from the Slide Show ribbon, in the Monitors group,
- Select Use Presenter View

Multi-monitor capability

If you have a desktop PC you will need to install a second screen. Which will show you how to do it.

Most modern Laptops support Multi-monitors by default. You just plug in your second monitor (or Data projector) and Windows recognises another screen.

Related Topics; (available on the ODU Computer How to webpage)
- Second Monitor Setup in Vista.
- Laptop and Data Projector Setup.
PowerPoint picture backgrounds

Pictures make great PowerPoint slide backgrounds.
- Select the slide to add the picture to.
- Right mouse click the slide and select **Format Background** and the Format Background dialog box opens.
  - Make sure **Fill** is selected in the Navigation Pane (Left)
  - To preview your selection, watch the slides behind the dialog box.
  - When you have finished, click Close to change the background of the current slide or **Apply to All** to change the background of all the slides.
  - You can also adjust the Transparency.

**Solid Fill**
- Select **Solid Fill**.
- From the **Colour** box, choose your colour.

**Texture background**
- Select **Picture or texture fill**.
- From the **Texture** box, choose your texture.
  - You can also adjust the Transparency.

**Picture background**
- Select **Picture or texture fill**.
- Click the **File** button.
- Locate and Insert an image.
  - You can also adjust the Tiling.

**Gradient Fill**
- Select **Gradient Fill**.
- You can select;
  - An existing style from the **Preset Colours** box.
  - Change the angle from the Directions box

*To create your own gradient*
- Decide how many colours you want. *(In this example two)*
- Check the **Gradient stops** box.
- Make sure there are only 2 stops (Stop 1 and Stop 2)
• If there are more, select the additional Stop/s (in this case Stop 3) and click the Remove button.

• From the Gradient stops box, select Stop 1.
• From the Colour box choose your first colour.
• Using the Stop position, you can also nominate how much of the colour to show. For example 50% will put the colour in half (50%) of the gradient.
  o Watch the slides behind the dialog box to see how it looks.
• From the Gradient stops box, select Stop 2.
• Repeat the process for the other colour.

**PowerPoint animated picture backgrounds**

You can animate pictures in PowerPoint background. This example show you how to fade in and move a picture on the background of a slide.

**To insert the picture**
• Add a new slide for the animated background.
• Right mouse click the shape and select Format Shape.
• Make sure Fill is selected in the Navigation pane.
• Select Picture or texture fill.
• Click the File button.
• Locate and Insert an image.
• Drag the image off the slide. (See diagram)

**To animate the picture**
• Make sure the picture is selected ...
• From the Animations ribbon, in the Animations group, choose Custom Animation, this will open the Task Pane.
• In the Task Pane click the Add Effect button.
• Choose Motion Paths and Left.
• Set the **Start** to **With Previous**, so it starts when the slide is opened.

At this stage you should see a “bar” in the Task Pane. The bar is probably called Picture 1 with a “0” preceding it.
• The picture itself has a Red directional arrow.
• Move the arrow to the centre of the page.
• **Click Play** (at the bottom of the Task pane) to see the effect.

**Summary Slide**

Unlike earlier versions of PowerPoint, which had a built-in summary slide feature, PowerPoint 2007 requires you to construct it manually.

- From the **Home Ribbon**, in the **Slides** group, choose the **New Slide** dropdown arrow.
- Choose **Title and Content**.

- Make sure this new slide is selected in the Slides tab in the left pane.
- Enter a **Title** for the slide.
- Copy and Paste each slide title from the slides you want to include to the summary slide as bullet points.
- If you want to link the headings to the individual pages you need to insert each as a Hyperlink.

**Visual Identity**

The University of Western Sydney has its own “brand”. When creating a PowerPoint presentation there is a UWS Template. The Template is available from: [http://www.uws.edu.au/staff/visualidentity](http://www.uws.edu.au/staff/visualidentity) (Login required)
**Keyboard Shortcuts in PowerPoint**

- **Ctrl+N** New presentation.
- **Ctrl+O** Open an existing presentation.
- **Ctrl+M** Inserts a new slide into the presentation.
- **Ctrl+S** Save your presentation.
- **Ctrl+W** Close your presentation. (.. but not the program).
- **Alt+F4** Close the program.

**F5** Start the slide show - from the present slide.
- **Ctrl+Q** Close all slide show windows.
- **Ctrl+Alt+Shift+P** Pause all slide show windows.
- **Ctrl+Alt+Shift+R.** Resume all slide show windows (after a pause)
- **Ctrl+R** Restart your current slides (this works great for animations).

**While the slide show is running.**

To go to another slide, type the slide number (e.g. 3) and hit **Enter**.

- **B** turns the screen Black
- **W** turns the screen White.
- **Esc** to end the presentation.