

Microsoft Office Virtual Learning **Presenting Your Slides in PowerPoint & Google Slides**

April 24, 2020



Lesson: April 24, 2020

Objective/Learning Target:

Students will understand how their slideshow to an audience in Microsoft PowerPoint and Google Slides



Introduction

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



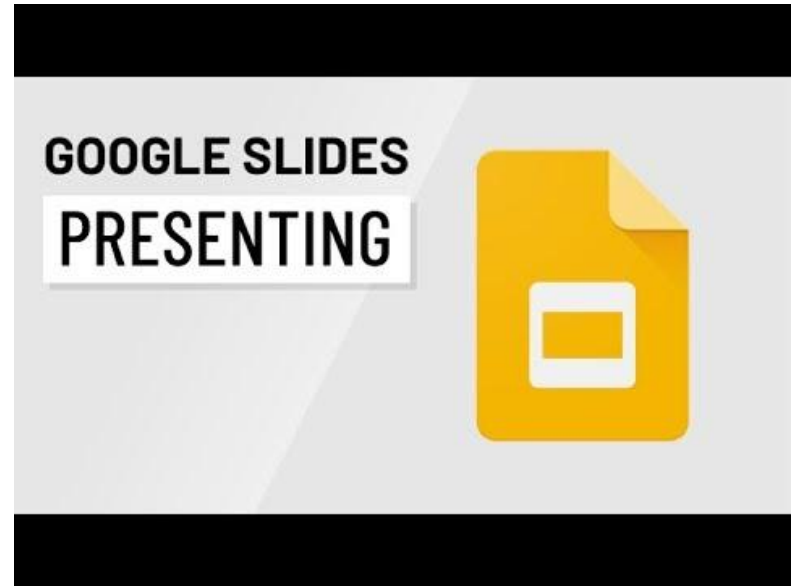
Video Tutorial

[PowerPoint](#)



<https://youtu.be/7-2oM3AGHQM>

[Google Slides](#)



<https://youtu.be/9hk9l8CkSMk>



Presenting a Slideshow

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.

Start a Slideshow

PowerPoint

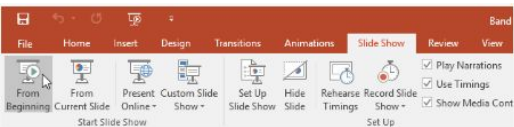
Option 1: Click the Start From Beginning command on the Quick Access Toolbar, or press the F5 key at the top of your keyboard. The presentation will appear in full-screen mode.



Option 2: Select the Slide Show view command at the bottom of the PowerPoint window to begin a presentation from the current slide.

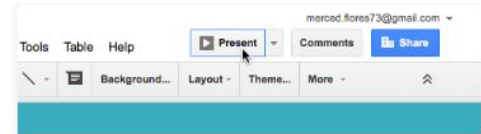


Option 3: Go to the Slide Show tab on the Ribbon to access even more options. From here, you can start the presentation from the current slide and access advanced presentation options.

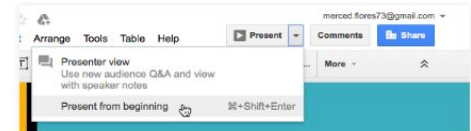


Google Slides

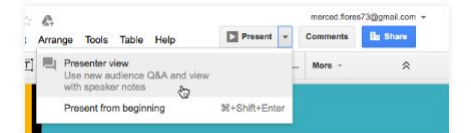
Option 1: Click the Present command at the top of the window to begin the presentation with the current slide.



Option 2: Select Present from beginning in the drop-down menu to begin the presentation from the first slide.



Option 3: Select Presenter view in the drop-down menu to start the slide show with Presenter view open. This is a window only visible to you that displays tools to help you with your presentation, like slide previews, notes, and running time.



Advance and Reverse Slides

PowerPoint

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.



Google Slides

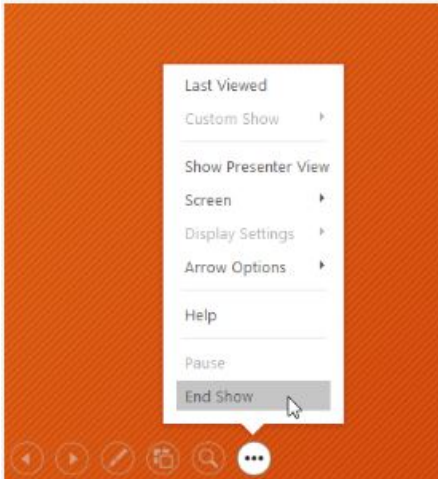
You can advance to the next slide by clicking your mouse or pressing the spacebar on your keyboard. You can also use the arrow keys on your keyboard to move forward or backward through the presentation. You can also hover your mouse over the bottom-left and use the commands there to navigate the presentation.



To Stop a Slideshow

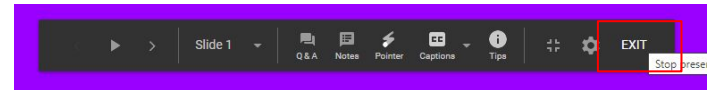
PowerPoint

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.



Google Slides

You can exit presentation mode by pressing the Esc key on your keyboard. Alternatively, you can click the Exit option Slide Show toolbar in the bottom left of your screen





Tips for Presenting a Slideshow

Before presenting your slide show, think about any preparations you need to make, like setting up the necessary equipment and rehearsing your presentation. Being prepared can help your presentation become more engaging and professional.

- Review your presentation to catch any errors, and rehearse how you will present it. Don't just read from the slides, but use them to highlight your main points.
- Think about the type of equipment that will be available for your presentation. If you will be using a projector or a network connection, ensure they are set up and connected before your presentation begins.
- If you are presenting with notes, make sure they are only visible to you. If the monitor settings have a mirroring option, you may need to disable it.

For More Resources:

Microsoft PowerPoint:

<https://edu.gcfglobal.org/en/powerpoint2016/presenting-your-slide-show/1/>

Google Slides:

<https://edu.gcfglobal.org/en/googleslides/presenting-your-slide-show/1/>