ICDL

Advanced Presentation
This quick reference is for Microsoft PowerPoint 2016.

Quick Reference

PowerPoint 2016 Tabs

Home

Insert

Design

Transitions
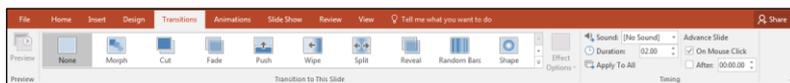
Animations
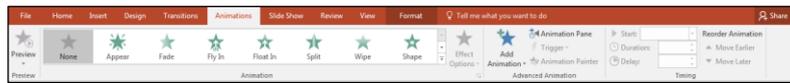
Slide Show
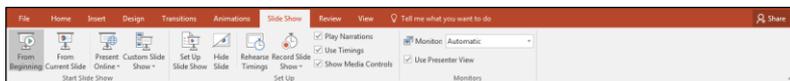
Review

View

Certification Test Goals

This module sets out advanced knowledge relating to planning and designing presentations, as well as the skills needed to produce advanced presentation outputs using a presentation application.

Successful candidates will be able to:

- Understand target audience, venue and technical considerations in presentation planning.
- Create and modify templates and themes, and work with slide master layouts.
- Enhance a presentation using built-in drawing and image tools. Use alternative text for accessibility.
- Apply advanced chart formatting features and create and edit diagrams.
- Insert audio and video, create audio and screen recordings, and apply built-in animation features.
- Use linking, embedding, importing and exporting features to integrate data. Use password protection to secure a presentation.
- Work with custom slide shows and apply slide show settings. Use presenter view and control a slide show.

1 Presentation Planning

1.1 Audience and Environment

1.1.1 Understand how audience demography and knowledge of subject impacts on planning of a presentation.

- When planning a presentation, tailor presentation content to suit the audience's age, educational level, occupation, cultural background and level of understanding of the subject.

1.1.2 Understand venue considerations like:

- Lighting – Ensure that the lighting is appropriate for the speaker and the audience.
- Room size – Ensure that the room size is appropriate for the audience size and that the audience can see the presenter and screen from all seats, including the last row, if the room is large.
- Layout – Ensure that the audience can see the presenter and screen clearly. Move any hazards or obstacles and re-arrange seating if necessary.

1.1.3 Understand technical presentation considerations like:

- Video equipment – Digital Projector, Television Screens, DVD player.
- Audio equipment – Speakers, Microphones, Wired and Wireless Headsets, Conference Phones.
- Presentation accessories – Wireless Mouse, Laser Pointer, Whiteboard, Projector Screen, Wired or Wireless Internet.
- Connectivity – HDMI, S-Video, USB, DVI.

1.2 Design, Content and Layout

1.2.1 Understand timing considerations like:

- Tailor content to time available – Design presentations so that they are completed in the available time.
- Allow appropriate time interval for each slide – Allow sufficient time for the audience to absorb the information on each slide.

1.2.2 Understand that presentation dialogue is supported by graphical objects and text. Understand the importance of limiting the level of detail of graphical objects and text.

- Use text and graphics effectively to support key points.
- Limit the level of detail of graphical objects and text to keep the audience engaged.
- Ensure text and graphics are easily visible and slides are not too cluttered.
- Convey the main point of a slide in the slide title and limit text to three to four bullet points.

1.2.3 Be aware of accessibility design considerations like: font size, alternative text, colours, contrast limiting animations and transitions.

- Ensure that presentations are accessible. For example, increase the font size, use contrasting colours, use alternative text for images and videos, and reduce the number of animations/transitions.

2 Slide Masters and Templates

2.1 Slide Masters

2.1.1 Insert a new slide master.

- Click Slide Master in the Master Views group on the View tab.

- In the slide thumbnail pane, click where to insert the new slide master.
- Click Insert Slide Master in the Edit Master group on the Slide Master tab to add a new slide master and format as required.

2.1.1 Insert a new layout.
- Click Slide Master in the Master Views group on the View tab.
- In the slide thumbnail pane, click where to insert the new layout.
- Select Insert Layout in the Edit Master group on the Slide Master tab and modify as required.

2.1.2 Edit slide master layouts like: bulleted list format, background colour and fill effects, placeholder position, placeholder deletion, name.
- Click Slide Master in the Master Views group on the View tab.
- Select the slide master layout to edit.
- To edit a bulleted list format, select the bulleted list, click the Bullets arrow in the Paragraph group in the Home tab, click Bullets and Numbering and apply the formatting as desired.
- To edit background colour and fill effects, click Background Styles in the Background group on the Slide Master tab, select a background style or click Format Background and set fill effects and background colour as desired.
- To change a placeholder's position, drag and drop the placeholder to a new position.
- To delete a placeholder, select it and press Delete.
- To edit a name, click Rename in the Edit Master group. In the Layout name: field enter the appropriate name and click Rename.

2.1.3 Apply a custom slide master to specified slides.
- Select the specified slides, select Layout from the Slides group on the Home tab and select the relevant custom slide master layout to apply.
- To apply a custom slide master to a new slide, select the New Slide drop-down arrow in the Slides group on the Home tab and select the relevant custom slide master layout to apply.

2.2 Templates

2.2.1 Create a new template.
- Open a blank presentation.
- Select the Slide Master in the Master Views group on the View tab.
- Change the formatting and layouts on the slide master and other layouts as desired, for example change the theme, background styles, background colour and fill effects, placeholders and slide size.
- On the File tab, select Save As and select Browse.
- Select the location in which to save the template.
- Type the name in the File name box.
- In the Save as type list, choose PowerPoint Template (*.potx) and click Save.
- To use a template for a new presentation, select New from the File tab, browse to the template location and select the desired template.

2.2.1 Create a new theme.
- Select Slide Master in the Master Views group on the View tab.
- To set theme colours, select Colors from the Background group on the Slide Master tab, select Customize Colors, set the theme colours as desired, type a name and click Save.
- To set theme fonts, select Fonts from the Background group on the Slide Master tab, select Customize Fonts, select the fonts to use, type a name and click Save.
- Select Themes from the Edit Theme group and select Save Current Theme.
- Modify the name and location as desired and click Save.

2.2.2 Save a presentation as a template.
- On the File tab, click Save As.
- Under Save, click Browse.
- In the Save As dialog box, select the location to save the file and type the name for the template in the File name box.
- In the Save as type list, choose PowerPoint Template (*.potx) and click Save.

2.2.2 Modify a template.
- On the File tab, select Open, navigate to the template folder and select the template to be modified.
- Make changes to the template as desired, for example, change themes, background colour and fonts.
- Save the template.

2.2.2 Modify a theme.
- In Slide Master view, select Themes in the Edit Theme group and choose the theme to be modified.
- Select the Fonts button, right-click on a custom font, select Edit, change the font as desired and click Save.
- Select the Colors button, right-click on a custom colour, select Edit, change the colour as desired and click Save.
- Select Themes in the Edit Theme group and select Save Current Theme.
- Modify the name and location as desired and click Save.

3 Graphical Objects

3.1 Formatting Drawn Objects

3.1.1 Apply background fill effects to a drawn object.
- Select the drawn object.
- Click the Format Shape button in the Shape Styles group, under the Drawing Tools Format tab.
- Select the desired fill effect radio button: No fill, Solid fill, Gradient fill, Picture or texture fill or Pattern fill; and set as desired.
- For example, to apply a gradient, select Gradient fill and select the desired options.

3.1.2 Apply a transparency effect to a drawn object.
- Select the drawn object.
- Click the Format Shape button in the Shape Styles group, under the Drawing Tools Format tab.
- Select Solid fill.
- Drag the transparency slider left to decrease the transparency effect and right to increase the transparency effect.

3.1.3 Apply a 3-D effect and settings to a drawn object.
- Select the drawn object.
- Click the Format Shape button in the Shape Styles group, under the Drawing Tools Format tab.
- Click the Effects icon and select 3-D Format.
- Modify the options as appropriate to create the desired 3-D effect.

3.1.4 Pick up a style from a drawn object and apply it to another drawn object.
- Select the drawn object with the formatting to copy.
- Click Format Painter in the Clipboard group on the Home tab to copy the formatting from the selected drawn.
- Select the drawn object to which to apply the formatting.

3.1.5 Change the default formatting for new drawn objects.
- Right-click the drawn object with the formatting to use as the default and select Set as Default Shape.

3.2 Formatting Pictures, Images

3.2.1 Adjust picture, image brightness and contrast.
- Select the picture or image.
- Select Corrections from the Adjust group on the Picture Tools Format tab.
- Select a Brightness/Contrast preset option or select Picture Corrections Options and set the Brightness and Contrast under Brightness/Contrast.

3.2.2 Display a picture, image in greyscale, black and white, washout format.
- Select the picture or image.
- Select the Color button from the Adjust group on the Picture Tools Format tab.
- Click the Grayscale, Black and White, or Washout format under the Recolor section.

3.2.3 Change colours in a picture. Restore original colours in a picture.
- Select the picture.
- Select the Color button from the Adjust group on the Picture Tools Format tab.
- To change the colour, select the desired colour under the Recolor section or select More Variations and select the desired colour.
- To restore a picture to its original colour, select the preset option No Recolor under the Recolor section.

3.3 Handling Graphical Objects

3.3.1 Display, hide ruler, grid and guides.
- To display the ruler, grid or guides check Ruler, Gridlines, or Guides in the Show group on the View tab.
- To hide the ruler, grid or guides, uncheck Ruler, Gridlines or Guides.

3.3.1 Move guides.
- Select the vertical or horizontal guides and drag them to the new position as desired.

3.3.1 Turn on, off snap objects to grid.
- Click the Grid Settings button in the Show group on the View tab.
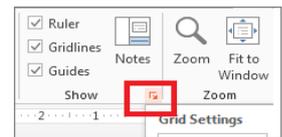
- To turn on the snap objects to grid option, check the Snap objects to grid box.
- Click OK.
- To turn off the snap objects to grid option, uncheck the Snap objects to grid box.
- Click OK.

3.3.2 Position a graphical object (picture, image, drawn object) on a slide using specified horizontal and vertical co-ordinates.
- Select the graphical object.
- Click the Size and Position button in the Size group on the relevant Tools Format tab.
- Under Position set the positions in the Horizontal position and the Vertical position boxes and set the From boxes to Top Left Corner or Center.

3.3.3 Add alternative text.
- Select the object.
- Click the Size and Position button in the Size group on the relevant Tools Format tab.
- Click Alt Text.
- Enter an appropriate explanation in the Description box.

3.3.3 Modify, remove alternative text.
- Select the object.
- Click the Size and Position button in the Size group on the relevant Tools Format tab.
- Click Alt Text.
- Modify or delete the text in the Description box as appropriate.

3.3.4 Distribute selected graphical objects horizontally, vertically relative to a slide.
- Select the graphical objects.
- Select Arrange in the Drawing group on the Home tab.
- Select Align.
- Ensure Align to Slide is ticked and select Distribute Horizontally or Distribute Vertically as desired.

3.3.5 Distribute selected graphical objects horizontally, vertically relative to other graphical objects.
- Select the graphical objects.
- Select Arrange in the Drawing group on the Home tab.
- Select Align.
- Ensure Align Selected Objects is ticked and select Distribute Horizontally or Distribute Vertically as desired.

3.3.6 Crop a graphical object.
- Select the graphical object.
- Click the Crop button in the Size group on the Picture Tools Format tab.
- Select Crop.
- Click, hold and drag a handle to crop the image.
- Click any blank area to deactivate the cropping tool.

3.3.7 Convert a picture to a drawn object and edit the drawn object.
- To convert a picture such as a windows meta file (.wmf) or an enhanced meta file (.emf), right-click the picture and select Edit Picture.
- Click Yes to the displayed message.
- Edit the drawn object as desired. If necessary select Group from the Arrange group on the Format tab and select Ungroup.

3.3.8 Save a graphical object as a file format like: bmp, gif, jpeg, png.
- Right-click the graphical object and select Save as Picture.
- In the Save as Picture dialog box select the location to save the file, enter the file name and select a file type: .bmp, .gif, .jpg, .png.

- Click Save.

3.3.9 Omit, display background graphics on a slide, slides.

- Select one or more slides.
- Select the Design tab.
- Click Format Background in the Customize group.
- Check Hide background graphics to omit background graphics on a slide.
- Uncheck Hide background graphics to display background graphics on a slide.
- Click Apply to All to apply changes to all slides.

4 Charts and Diagrams

4.1 Using Charts

4.1.1 Format chart title, legend, data labels, axes labels.

- Select the chart.
- If a chart element is not displayed, select Add Chart Element in the Chart Tools Design tab and select the desired chart element.
- Select the chart element as desired from the Chart Elements drop-down list in the Current Selection group on the Chart Tools Format tab.
- Select Format Selection in the Current Selection group.
- Set the formatting as desired in the Format pane in the right-hand side of the screen.

4.1.2 Change the chart type for a defined data series.

- Select a defined data series by clicking a bar, column, line or segment in the chart.
- Click Change Chart Type in the Type group on the Chart Tools Design tab.
- Select the desired chart type for the data series from the drop-down menu.
- Click OK to apply the new chart.

4.1.3 Change the gap, overlap between columns, bars in a chart.

- Select the data series from the Chart Elements drop-down list in the Current Selection group on the Chart Tools Format tab.
- Select Format Selection in the Current Selection group.
- Select Series Options.
- Set the Series Overlap as desired to adjust the space between each series.
- Set the Gap Width as desired to adjust the space between categories.

4.1.4 Format columns, bars, plot area, chart area to display an image.

- Select the chart.
- Select the Series, Plot Area or Chart Area from the Chart Elements drop-down list in the Current Selection group on the Chart Tools Format tab.
- Select Format Selection in the Current Selection group.
- Select the Fill & Line option.
- Select Picture or texture fill.
- Under Insert picture from select File, Clipboard or Online and insert the desired picture.

4.1.5 Change the scale of value axis: minimum, maximum number to display, major interval between plotted numbers in a chart.

- Select the chart.
- Select the Vertical (Value) Axis from the Chart Elements drop-down list in the Current Selection group on the Chart Tools Format tab.
- Select Format Selection in the Current Selection group.
- Select Axis Options and expand the Axis Options section.
- Set the minimum and maximum numbers to display on the vertical (value) axis of the chart in the Minimum and Maximum boxes under the Bounds section.
- Set the major interval between the numbers on the vertical (value) axis of the chart in the Major box under the Units section.

4.2 Using Diagrams

4.2.1 Create a diagram using built-in options or other available drawing tools like: flowchart, cycle, pyramid.

- Select SmartArt on the Insert tab.
- Select the desired SmartArt Graphic type, for example, Process, Cycle, or Pyramid from the left hand pane.
- Select the desired SmartArt object from the right hand pane and click OK.

4.2.2 Add, move, delete shapes in a diagram.

- To add a shape, select the SmartArt object and click Add Shape in the Create Graphic group on the SmartArt Tools Design tab.
- To move a shape, select the shape and click Right to Left, Move Up or Move Down in the Create Graphic group.
- To delete a shape, select the shape and press Delete.

4.2.3 Add, change, delete connectors in a flowchart.

- To add a connector, select Shapes in the Illustrations group on the Insert tab and select the desired connector shape and click the required location in the slide.
- To change a connector, right-click the connector, select Connector Types and select a different connector type.
- To delete a connector, select the connector and press Delete.

5 Multimedia

5.1 Audio, Video

5.1.1 Embed online video into a slide.

- Select the relevant slide in which to embed the online video.
- Select Video in the Media group on the Insert tab.
- Select Online Video.
- In the Search YouTube box, enter a relevant search term to find the appropriate video, select the appropriate video and click Insert.
- Or paste an embed code in the Paste embed code here box and click the Insert arrow.

5.1.2 Insert video to play automatically, on mouse click.

- Select the relevant slide in which to play the video.
- Select Video in the Media group on the Insert tab.
- Select Online Video or Video on My PC.
- Navigate to the video location, select the video file and click Insert.
- Select the Video Tools Playback tab.
- Select Automatically or On Click, as appropriate, from the Start drop-down list in the Video Options group.

5.1.3 Insert audio to play automatically, on mouse click.

- Select the relevant slide in which to play the audio.
- Select Audio in the Media group on the Insert tab.
- Select Audio on My PC.
- Navigate to the audio location, select the file and click Insert.
- Select the Audio Tools Playback tab.
- Select Automatically or On Click, as appropriate, from the Start drop-down list in the Audio Options group.

5.1.4 Create an audio recording.

- Select the relevant slide in which to play the audio recording. Select Audio in the Media group on the Insert tab.
- Select Record Audio.
- Click the Record button.
- Click the Stop button.
- Click OK when the recording is complete.

5.1.5 Create a screen recording.

- Select the relevant slide in which to play the screen recording.
- Select Screen Recording in the Media group on the Insert tab.
- Click Select Area in the Control Dock.
- Click and drag to select the screen area to record.
- Click Record.
- Click Stop to end the recording.

5.1.6 Insert audio to play in background in your presentation for an appropriate duration.

- Select the relevant slide in which to play the audio.
- Select Audio in the Media group on the Insert tab.
- Select Audio on My PC.
- Navigate to the audio location, select the file and click Insert.
- Select Play in Background from the Audio Styles group in the Audio Tools Playback tab.

5.2 Animation

5.2.1 Change custom animation effects and settings.

- Select the object.
- Select Animation Pane in the Advanced Animation group on the Animations tab.
- Right-click the animation effect in the Animation Pane and select Effect Options.

- Change the animation effects and settings as desired, for example change the direction, add sound, set the start time or speed.
- Click OK.

5.2.1 Change sequence of custom animations in a slide.

- Select Animation Pane in the Advanced Animation group on the Animations tab.
- Select an animation effect in the Animation Pane and click the up or down arrows to move it as desired.
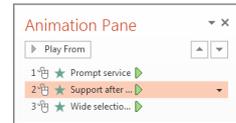
5.2.2 Apply automatic settings so that bulleted points will dim to a specified colour after animation.

- Select the desired slide with the animated bulleted points.
- Select the bulleted points and click the Animations tab.
- Select the Animation Pane in the Advanced Animation group.
- Right-click the animation effect in the Animation Pane and select Effect Options.
- Select the specified colour as desired from the After animation drop-down list.
- Click OK.

5.2.3 Animate chart elements by series, by category, by elements in series. Animate, do not animate chart grid and legend.

- Select the chart.
- Select the desired animation from the Animation gallery in the Animation group on the Animations tab.
- Select the Show Additional Effect Options button in the Animation group.
- Select the Chart Animation tab.
- Select the Group chart drop-down list.
- Select the desired option: By Series, By Category, or By Element in Series.
- Select or deselect the Start animation by drawing the chart background check box as desired.
- Click OK.

6 Enhancing Productivity

6.1 Linking, Embedding

6.1.1 Insert an action button. Modify settings to navigate to a specified slide, custom show, file, URL.

- Select Shapes in the Illustrations group in the Insert tab, select an Action button and click the slide.
- Or select an object to which to add an action and select Action in the Links group on the Insert tab.
- Select the Mouse Click or Mouse Over tab as desired.
- Select the Hyperlink to radio button.
- Click the drop-down arrow and select the object to hyperlink to: Slide, Custom Show, Other File, or URL.
- Enter the relevant location depending on the object selected and click OK.
- Click OK.

6.1.2 Link data into a slide and display as an object, icon.

- Select Object in the Text group on the Insert tab.
- Select Create from file.
- Click Browse, navigate to the file location, select the file and click OK.
- Check Link to insert a picture of the file contents that is a shortcut to the file so that any changes to the file are reflected in the presentation.
- Check Link and Display as icon to insert an icon that is a shortcut to the file so that any changes to the file are reflected in the presentation.
- Click OK.

6.1.3 Update, break a link.

- To update a link, right-click the object and select Update Link.
- To break a link, click the File tab.
- Select Info.
- Click Edit Links to Files under Related Documents.
- Click Break Link.
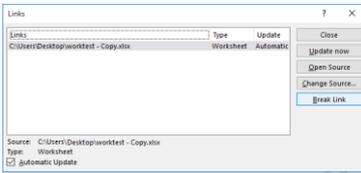
6.1.4 Insert an image from a file with a link to the file.
- Select Pictures in the Images group on the Insert tab.
- Select the image and click Link to File from the Insert button. Any changes made to the original file will be reflected in the presentation.

6.1.5 Embed data into a slide and display as an object.
- Select Object in the Text group on the Insert tab.
- Select Create from file.
- Click Browse, navigate to the file location, select the file and click OK.
- Ensure that Display as icon and Link are not checked.
- Click OK.

6.1.6 Edit embedded data.
- Right-click the embedded data object.
- Select the relevant application Object option.
- Select Edit.
- Edit the embedded data as desired.
- Return to the presentation.

6.1.6 Delete embedded data.
- Select the object.
- Press Delete.

6.2 Importing, Exporting, Securing

6.2.1 Merge slide(s), a complete presentation into an existing presentation.
- Select the position to add the new slides in the slide thumbnail pane.
- Select the New Slide arrow in the Slides group in the Home tab.
- Select Reuse Slides.
- Select Browse and select Browse File.
- Select the presentation containing the slides for merging and click Open.
- Select the Keep source formatting checkbox for the merged slide to retain the original formatting, if desired.
- To merge one or more slides into the presentation, click the specific slide or slides in the Reuse Slides pane.
- To merge all sides into the presentation, right-click any slide in the Reuse Slides pane and select Insert All Slides.
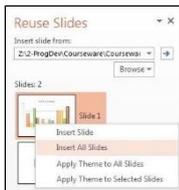
6.2.1 Merge a word-processed outline into an existing presentation.
- Select the position to add the new slides in the slide thumbnail pane.
- Select the New Slide arrow in the Slides group on the Home tab.
- Select Slides from Outline.
- Navigate to and select the file.
- Click Insert.

6.2.2 Save a specified slide as a file format: gif, jpeg, bmp.
- Select the slide.
- Press F12 and type the file name.
- Select the image file type from the Save as type list.
- Select the location in which to save the file and select Save.
- Select All Slides to export all the slides or Just This One to export only the selected slide.

6.2.3 Save a presentation as another file type like: rtf.
- On the File tab, click Export.
- Click Change File Type, select Save as Another File Type and click Save As.
- In the Save As window, select the location to save the file, enter the appropriate file name in the File

name: box and select Outline/RTF (*.rtf) in the Save as type list,
- Click Save.

6.2.3 Save a presentation as another file type like: video format.
- On the File tab, click Export.
- Click Create a Video. Set the appropriate quality, narration and timing settings.
- Click Create Video.
- In the Save As window, select the location to save the file, enter the appropriate file name in the File name: box and click Save.

6.2.4 Add password protection for a presentation to open, to modify.
- On the File tab, click Save As.
- Select the location to save the file and click More options…
- In the Save As dialog box click the Tools drop-down arrow and click General Options…
- To add a password to open, enter the password in the Password to open: box.
- To add a password to modify, enter the password in the Password to modify: box.
- Click OK to save.
- Click Save to save the presentation with password protection.

6.2.4 Remove password protection for a presentation to open, to modify.
- On the File tab, click Save As.
- Select the location to save the file and click More options…
- In the Save As dialog box click the Tools drop-down arrow and click General Options…
- In the appropriate password box, delete the current password.
- Click OK to save.
- Click Save to save the presentation without password protection.

7   Managing Presentations

7.1 Custom Shows

7.1.1 Create a named custom slide show.
- Select Custom Slide Show in the Start Slide Show group on the Slide Show tab.
- Select Custom Shows.
- Select New.
- Type the name for the custom show in the Slide Show Name box.
- Select the slides to include in the custom show and select Add.
- To change the slide order, select a slide in the Slides in custom show list box and move the slide to the desired location using the up and down arrows.
- To remove a slide, select the slide and click the Remove button.
- Click OK and click Close.

7.1.1 Show a named custom slide show.
- Select Custom Slide Show in the Start Slide Show group on the Slide Show tab.
- Select the custom show.

7.1.2 Copy, edit, delete a custom slide show.
- Select Custom Slide Show in the Start Slide Show group on the Slide Show tab.
- Select Custom Shows.
- Select the custom show.
- To copy a custom show, select Copy.
- To edit a custom show, select Edit and edit the show as desired. For example, edit the slide show name, remove slides, add slides, or change the slide order. Click OK.
- To delete a custom show, select Remove in the Custom Shows box.
- Click Close.

7.2 Slide Show Settings

7.2.1 Apply timings to slide transitions.
- Select the slide to which to add timings.
- Select the After box in the Timing group in the Transitions tab and set the number of seconds to wait before moving automatically to the next slide.
- Click Apply to All to apply the timings to all the slides.
- Ensure that the Use Timings option is selected in the Set Up group in the Slide Show tab

7.2.1 Remove timings from slide transitions.
- Select the slide from which to remove timings.

- Uncheck the After box in the Timing group in the Transitions tab.
- Click Apply to All to remove the timings from all the slides.

7.2.2 Apply settings to a slide show so that it loops continuously when played, does not loop continuously when played.
- Select Set Up Slide Show in the Set Up group on the Slide Show tab.
- Select the Loop continuously until 'Esc' option and click OK.
- To stop the slide show looping continuously, deselect the Loop continuously until 'Esc' option and click OK.

7.2.3 Apply settings so that slides advance manually, advance using timings if present.
- Select Set Up Slide Show in the Set Up group on the Slide Show tab.
- To advance slides by a mouse click, select Manually, under Advance slides, and click OK.
- Or to advance slides using previously set timings, select Using timings, if present and click OK.

7.2.3 Apply settings so that slide show is presented with animation, without animation.
- Select Set Up Slide Show in the Set Up group on the Slide Show tab.
- Select or deselect Show without animation under Show options.
- Click OK.

7.3 Slide Show Delivery

7.3.1 Add, erase pen annotations during a slideshow.
- Start the slide show.
- Right-click the current slide, select Pointer Options and select Pen. Make the desired annotations and press ESC to release the pen.
- Right-click the current slide, select Pointer Options and select Eraser to erase individual ink markings or select Erase All Ink on Slide to erase all markings.
- End the slide show and click Keep or Discard.

7.3.2 Display black, white screen during a slide show. Pause, restart, end a slide show.
- Start the slide show.
- To display a black or white screen, right-click the current slide, select Screen and select Black Screen or White Screen.
- To pause a slide show, if it is set to advance automatically, right-click the current slide and select Pause.
- To restart a slide show, if it is set to advance automatically, right-click the current slide and select Resume.
- To end a slide show, right-click the current slide and select End Show.

7.3.3 Use presenter view for notes, slide preview, slide navigation, time.
- Ensure Use Presenter View is selected in the Monitors group in the Slide Show tab
- Begin the slide show. Using two monitors, presenter view appears automatically on one monitor and slide show view appears on the other. Using one monitor, select More options and click Show Presenter View.
- View notes for the current slide in the bottom right of the presenter view screen.
- View a preview of the next slide in the top right of the presenter view screen or select See all Slides to view thumbnails of all slides.
- Select the Previous or Advance Arrows to move to the previous or next slide.
- View the time elapsed on the left and a clock on the right side.

7.3.4 Understand presentation delivery considerations.
- Practice is important for becoming familiar with the presentation material and ensuring it is delivered at an appropriate pace in the allotted time.
- Tone of voice (for example emphasizing words, varying pitch, using an appropriate volume, using intonation and adding pauses) is essential to engage an audience and hold their attention, as well as to indicate significant points.
- Body language and posture create the visual narrative to accompany the slide show content. Relaxed and natural movements and good posture can help engage the audience.
- Use of storytelling is an important way to engage the audience and help them remember key points.

For more information,
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