Beyond Bullet Points: Using Microsoft® Office PowerPoint® 2007 to Create Presentations That Inform, Motivate, and Inspire

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Presenting BBP with Two Views

MICROSOFT® OFFICE PowerPoint® 2007 offers you two views to present your Beyond Bullet Points (BBP) slides to your audiences—the usual Slide Show view and a much-improved Presenter view.

◼ Using Slide Show View and Tools

When you present BBP slides using Slide Show view, all the elements you designed into the slides to help the audience's working memory will also help you to present. The headlines will cue you about what to say, and the graphics will provide you with additional visual prompts. The changing layouts and optional navigational bar will keep you oriented to your place in the presentation and what comes next. These elements plus the thorough knowledge of your topic might be enough to keep you on track; if not, print speaker notes in the format that best works for you, as described in Chapter 10.

In Slide Show view in PowerPoint 2007, you see your slides on your own laptop computer screen in the same full-screen format that your audience sees on the projector screen in the room. As you prepare your presentations, you can always check how your slides will look to the audience by using Slide Show view. To do this, on the Ribbon, go to the View tab, and in the Presentation Views group, click Slide Show to begin the presentation from the first slide—you can also do this simply by pressing the F5 key.

Another way to start your presentation is to go to the View toolbar on the status bar on the lower right in the PowerPoint 2007 window and then click the Slide Show button to begin the presentation from the current slide selected on your screen—you can also do this simply by holding down the Shift key while you press F5. Yet another way to start your presentation is from the Slide Show tab—in the Start Slide Show group, click either From Beginning or From Current Slide.

When you present in Slide Show view using a projector, connect your laptop to the projector as usual, following the instructions that come with your laptop and the projector. Connect your remote control device to the laptop so that you are able to advance and reverse the slides without distracting your audience. When you are in the Slide Show view of your presentation, move the mouse pointer to the lower-left corner of your screen to display four icons that allow you to access additional presenter tools. Click the Pen icon to access a Ballpoint Pen, Felt Tip Pen, or Highlighter tool, as shown in Figure B-1, that allows you to draw or highlight information on the screen—use these tools if you have planned for their use on specific slides in your storyboard. You'll be able to draw on the screen to the extent that you can using a mouse.
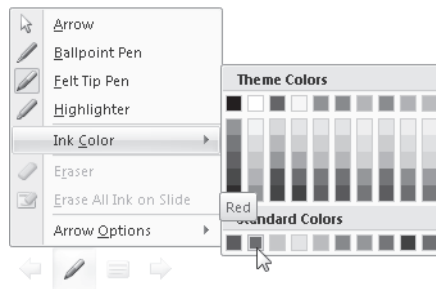

FIGURE B-1 Presenter tools available in Slide Show view when you move the mouse pointer to the icons in the lower-left corner of the screen—in this example, the Felt Tip Pen tool with a red color is selected.

Before you begin the presentation, while the screen is not visible to the audience, select the pen and color you prefer—the Felt Tip Pen in red is a good combination for visibility. You will see a small dot somewhere on the screen indicating where your pen tip is—move it to the corner of the screen so that it is not easily visible to the audience. After you draw or highlight on the screen in Slide Show view, press the E key to erase ink from your screen, or press Ctrl+M to show/hide the ink markup. If you do add ink or highlighting to a slide, when you press Esc twice to exit Slide Show view, you will see a window

that asks whether you want to keep or discard the ink annotations. You'll normally want to keep the ink so that you have a record of what you wrote during the live presentation that you can send to audience members—you can always click and delete the ink from the slides later if you don't want it.

If you use a Tablet PC to deliver your BBP presentation, use the stylus with the Slide Show view drawing tools to produce smoother, more natural handwriting on the screen than you can otherwise produce using a mouse.

Using Presenter View and Tools

Presenter view has been around for years, but PowerPoint 2007 adds new features and an improved interface that offer you better ways to manage a live presentation. Accessing Presenter view, however, involves more than just clicking a single button on your laptop—you will need to follow several steps:

1. Verify that your laptop has multiple-monitor capability.

2. Connect a projector to your laptop.

3. Turn on multiple-monitor support. (The projector acts as a second monitor.)

4. Select Presenter view.

In order to use Presenter view, connect your projector to the video port of your laptop as usual. You might see a New Display Detected dialog box—if so, select Show Different Parts Of My Desktop On Each Display, and then click OK. If you have done this, you already have turned on multiple-monitor support, so skip to the next section.

Turning on Multiple-Monitor Support

On the Slide Show tab, in the Monitors group, click Show Presenter View. Two windows will appear—a Display Settings dialog box and a PowerPoint Help window with detailed instructions on how to deliver a presentation on two monitors by using Presenter view. In the Display Settings window, click the 2 that indicates your projector, and then select Extend The Desktop Onto This Monitor, as shown in Figure B-2, and click OK. Click Yes when asked, Do You Want To Keep These Display Settings?
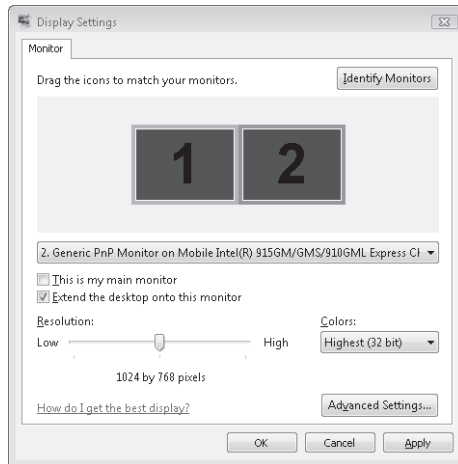
FIGURE B-2 Display Settings window with a projector selected and Extend The Desktop Onto This Monitor selected to enable Presenter view.

Note	If your laptop comes with built-in presentation monitor settings that automatically connect your laptop to a projector, they might interfere with the steps required to set up Presenter view. If you use your laptop's built-in presentation monitor settings and Presenter view doesn't work, return to the original monitor settings and follow the instructions in this section to turn on multiple-monitor support.

A second way to set up Presenter view is to right-click your desktop and then select Personalize. In the Appearance And Personalization dialog box, click Display Settings to open the Display Settings window, and follow the steps described earlier to turn on multiple-monitor support.

Now the projector screen is an extension of your laptop screen—as you move the mouse pointer across your laptop screen, you should be able to continue to move it off the laptop screen and across the projector screen.

Delivering a Presentation Using Presenter View

With multiple-monitor support turned on, to present from an open presentation using Presenter view, on the Slide Show tab under the Monitors group, click Use Presenter View. Now start the presentation as you would using Slide Show view, only now you will see the presentation in Presenter view on your laptop screen, as shown in Figure B-3.
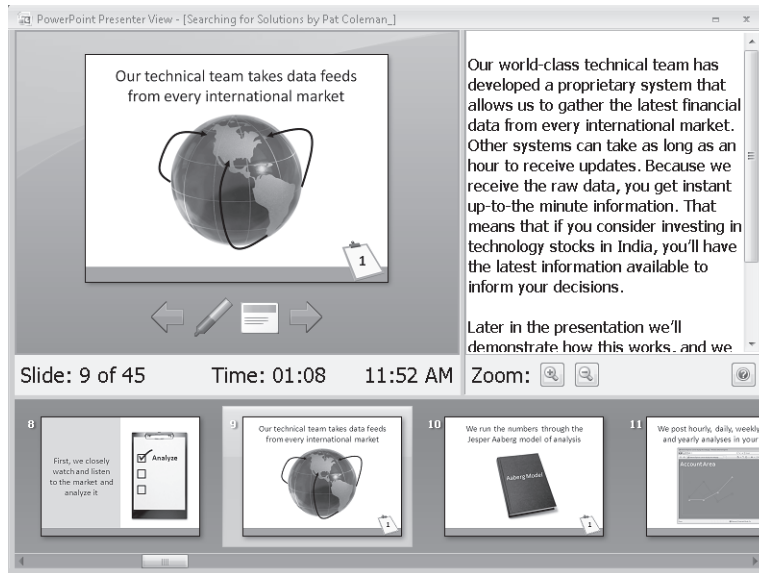

FIGURE B-3 Presenter view provides many features to help you present from your laptop screen.

Here you will see many features that will help you as a presenter. The slide that your audience sees on the projector screen appears on the upper left, and below that is a bar that includes, from left to right, the current slide number out of the total slides, the time elapsed since you started the presentation, and the current time. On the upper right is a speaker notes pane that you can zoom in or zoom out to resize, and at the bottom of the screen are slide thumbnails—the current slide is highlighted, and you can use the scroll bar to find another slide and click the slide to skip ahead to it.

Rehearsing with Presenter View and No Second Monitor

After you have enabled multiple-monitor support and left the Use Presenter View check box selected, you will still be able to show Presenter view on your laptop after you disconnect the projector. This is handy for rehearsing on your laptop using the same view you will see during the actual presentation. A couple of things to keep in mind if you do this: Your laptop still thinks that you have extended your laptop screen to the projector screen, so if your mouse disappears from your laptop screen, it is likely on the projector screen and you will have to drag it back. And if you can't see another application that you need on your laptop screen, you might have to disable multiple-monitor support so that you can see the application again. Also, when you rehearse in Presenter view, you will not be able to edit your notes in the speaker notes pane—you will have to press Esc and return to PowerPoint 2007 as usual to do that.

Drawing Ink on the Screen in Presenter View

You can add ink on the screen in Presenter view using a mouse or the stylus of your Tablet PC, but you'll need to adjust a setting on your slides first. Return to PowerPoint 2007, and in Slide Sorter view, either press Ctrl+A to select all the slides or hold down the Ctrl key and select only the slides where you plan to add ink. On the Animations tab under the Transition To This Slide group, clear the Advance On Mouse Click check box—you can still advance your slides by pressing the arrow or PgUp and PgDn keys and by using your remote control device if it is set to advance by pressing the arrow keys. Now, when you return to Presenter view, click the Pen icon, and use the pens or highlighters to draw ink on the slide as you did in Slide Show view. When you add ink in Presenter view on your laptop screen, the ink image will not appear on the projector screen until you lift your pen.

The Downside of Presenter View

Presenter view is not for everyone—it does require extra technical steps to set up, and some people might find it too complicated. And there are some shortcomings in Presenter view—for example, you will not see an animation sequence on your laptop screen until after it has finished the sequence on the projector screen. If you plan to use Presenter view, make sure that you rehearse with it using a projector so that you become fully comfortable with how it works before you go live.