

**Course  
&  
Test Series**

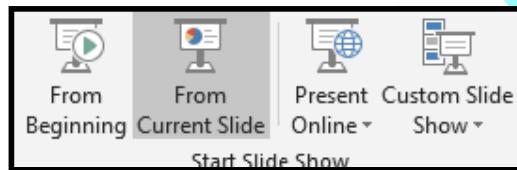
**Using Start Slide Show in Power Point**

**Microsoft Power Point**

**Module 30 - Using Start Slide Show in Power Point**

**Slide Show**

- Slide Show is a presentation mode that displays your slides one by one, full screen, like a movie.
- It's used to present information clearly to an audience.
- Slide Show = A full Screen presentation of your slides.



**Using Keyboard Shortcuts:**

- F5 → Starts slide show from the beginning.
- Shift + F5 → Starts slide show from the current slide.

**From the Ribbon:**

- Go to the "Slide Show" tab at the top of PowerPoint.
- Click "From Beginning" to start from the first slide.
- Or click "From Current Slide" to start from the slide you're currently on.

**To start Slide Show from the beginning:**

- Go to Slide Show tab → Click From Beginning
  - Or press F5 on your keyboard
- Your presentation will start from the first slide in full-screen mode.

**To start a Slide Show from the current slide:**

- Go to the Slide Show tab → Click From Current Slide
  - Or press Shift + F5 on your keyboard
- The presentation will start from the slide you're currently on.

Creating a custom slide show in PowerPoint allows you to tailor a presentation for different audiences without creating multiple separate files.

**Steps to Create a Custom Slide Show in PowerPoint:**

1. Open Your Presentation  
Start with the PowerPoint file you want to use.
2. Go to the "Slide Show" Tab

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**Using Start Slide Show in Power Point**

On the Ribbon at the top, click on the Slide Show tab.

**3. Click “Custom Slide Show” > “Custom Shows...”**

You’ll find this in the "Start Slide Show" section. A new window will pop up.

**4. Click “New...”**

This opens the Define Custom Show window.

**5. Name Your Custom Show**

Give it a name, like "Team Presentation" or "Client Version."

**6. Select Slides for the Show**

- All your slides will appear on the left.

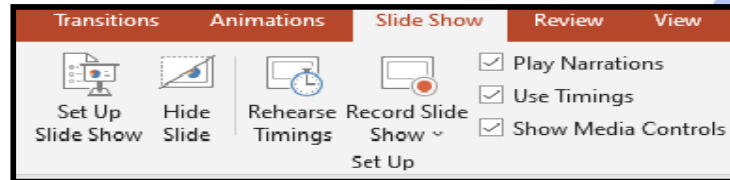
- Select the slides you want and click “Add >>” to include them in the custom show.

**7. Reorder if Needed**

Use the “Up” and “Down” arrows to reorder the slides in the right-hand box.

**8. Click OK > Close**

Your custom show is now saved.



**How to Set Up Slide Show in PowerPoint**

Step-by-Step Instructions:

1. Open Your PowerPoint File

2. Click the “Slide Show” Tab

Located at the top of the screen in the PowerPoint ribbon.

3. Click “Set Up Slide Show”. In the "Set Up" group, click this button to open the Set Up Show dialog box.

**Hide Slide**

Hiding a slide in PowerPoint is super useful when you want to keep it in your file but not show it during the presentation (unless you manually jump to it). Great for backup info, optional content, or alternate versions.

**Rehearse timings**

Rehearsing timings in PowerPoint is perfect when you want to **automate your presentation** – especially for self-running slide shows, video exports, or kiosk displays.

**Record slide show** usually refers to a feature in presentation software (like Microsoft PowerPoint) that lets you record your presentation along with:

- Narration (your voice)
- Slide timings (when you click to move to the next slide)

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**Using Start Slide Show in Power Point**

- Pointer movements or annotations

**Narration**

Narration is audio you record to go along with your slides – usually your voice explaining the content. It's useful for:

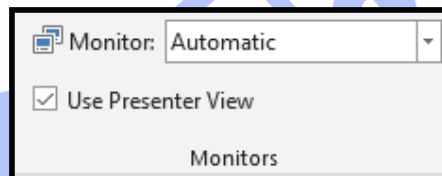
- Online presentations
- Teaching
- Self-running slide shows

**To Play Back Narration**

- Go to the Slide Show tab.
- Make sure Play Narrations is checked.
- Click From Beginning or From Current Slide to play the show with your voice.

**Monitor**

In a PowerPoint slideshow, the "Monitors" option allows you to control which monitor displays the presentation and the Presenter View. This is useful for dual-monitor setups, where you can show the presentation on one monitor and view your speaker notes on another.



**How to configure monitors for a slideshow:**

**1. Go to the Slide Show tab:**

In the PowerPoint ribbon, click on the "Slide Show" tab.

**2. Use Presenter View (optional):**

If you want to use the Presenter View (which shows your notes and a preview of the next slide on one monitor while the audience sees the presentation on another), select the "Use Presenter View" checkbox.

**3. Select the monitor(s):**In the "Monitors" group, you'll see a dropdown menu for selecting the monitor you want to display the presentation on. You can choose "Automatic" or select a specific monitor from the list.

**4. Set up Presenter View display (if using):**

If you're using Presenter View, you can also adjust the settings to specify which monitor displays the Presenter View and which monitor displays the audience's view. You can also swap the Presenter View and audience view if needed, according to Microsoft Support.