

**Course
&
Test Series**

Using Start Slide Show and View Menu in Power Point

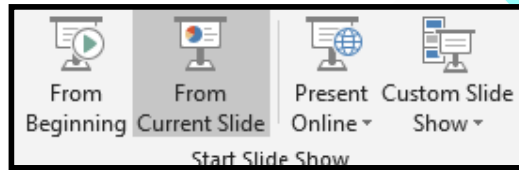
Microsoft Power Point

Module 30 - Using Start Slide Show and View Menu in Power Point

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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.



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Using Keyboard Shortcuts:

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

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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.

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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.

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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.

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

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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 and View Menu 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.

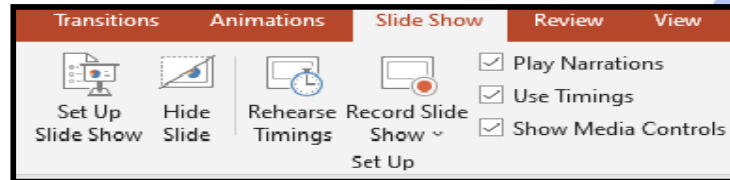
- Select the slides you want and click “Add >>” to include them in the custom show.

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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- 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:

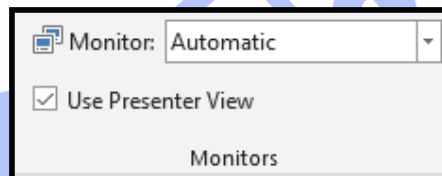
- Online presentations
- Teaching
- Self-running slide shows

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.

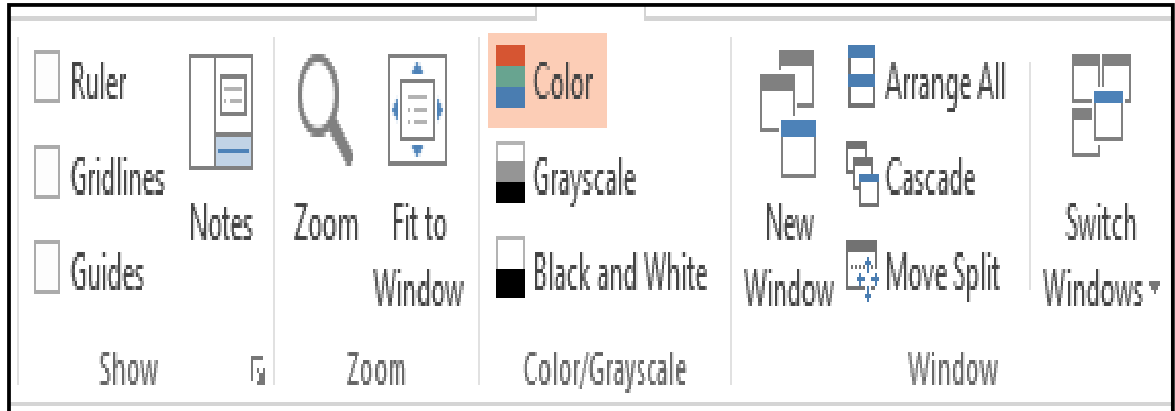
4. Set up Presenter View display (if using):

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.

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Using Start Slide Show and View Menu in Power Point

View Menu in PowerPoint



1. **"Show" Group in the View Menu** = The "Show" group in the View tab lets you toggle (show or hide) certain elements on the screen that help with designing or organizing slides. These tools do not affect how your presentation looks during a slideshow—they are just for your own editing/viewing convenience.

Tools in the "Show" Group (Typically Includes):

a) Ruler:-

- Displays a horizontal and vertical ruler around the slide.
- Helps with alignment and spacing of text, images, shapes, etc.
- Useful for precise layout control.

b) Gridlines:-

- Shows a grid overlay on the slide.
- Helps align objects more evenly.
- Grid spacing can be adjusted in the settings.

c) Guides:-

- Shows movable vertical and horizontal guidelines.
- You can add more guides by right-clicking.
- Helps with consistent placement across slides.

Why Use the "Show" Group:-

1. To make it easier to align and position objects accurately.
2. To create a more professional layout using consistent spacing.
3. To customize your working view without affecting the final presentation.

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2. **"Zoom" Group in PowerPoint:** The Zoom group allows you to adjust the magnification level of your slide workspace. It's especially useful when you want to:

- Work on fine details (zoom in),
- See the entire slide or multiple slides at once (zoom out).

Tools in the "Zoom" Group (Typically Includes):

a) **Zoom:-**

- Opens the Zoom dialog box.
- Lets you select a specific zoom percentage (e.g., 33%, 100%, 200%).
- Customizable to suit your needs.

b) **Fit to Window:-**

- Automatically adjusts the zoom so the entire slide fits within the PowerPoint window.
- Useful when you want to see the whole slide without scrolling.

Why do we use the "Zoom" Group?

- To edit small elements more precisely.
- To quickly return to a full-slide view with "Fit to Window".
- To improve your workflow depending on your screen size or resolution.

3. **"Colours/Grayscale" Group in PowerPoint:**

a) **Color/Grayscale View:-** If you're using older versions of PowerPoint or specific presentation templates, you might see a group called "Color/Grayscale" in the View tab. This lets you switch between different color modes for previewing your presentation:

- Color - Default full-color view.
- Grayscale - Shows your presentation in shades of gray.
- Pure Black and White - Removes all shades, using only black and white.

b) **Design Tab → Variants → Colors:-**

If you're looking to change the color scheme of your slides, the Design tab has a group related to Colors:

- Go to Design tab → Variants → Colors.
- This lets you apply a consistent color theme to your whole presentation.

4. **"Window" Group in Powerpoint:-** In Microsoft PowerPoint, the "Window" group in the View tab provides tools to manage how you view and work with multiple presentation windows at the same time. This is especially helpful if you're comparing slides, copying content between presentations, or multitasking.

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"Window" Group in the View Tab - Tools & Functions

Here are the main tools typically found in the Window group:

a) New Window

- Opens a duplicate window of the current presentation.
- Both windows reflect the same file – changes in one are shown in the other.
- Useful when you want to edit different parts of the same presentation side by side.

b) Arrange All

- Tiles all open presentation windows so you can see them at once on the screen.
- Makes it easy to compare or copy content between different presentations.

c) Cascade

- Stacks all open presentation windows in a cascading (overlapping) layout.
- Good for quickly accessing multiple presentations without full tiling.

d) Move Split (may appear when working with split panes)

- Lets you move the split line between panes, if your window is divided (e.g., in Notes view).
- Not always visible—depends on the current view.

e) Switch Windows

- Displays a list of all open PowerPoint presentations.
- Lets you quickly switch between them with a single click.

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