

“Step Sheet: Teacher-Directed Demonstrations”

PowerPoint Presentation

This step sheet will help you demonstrate giving and revising a slideshow in Microsoft PowerPoint.

Using Microsoft PowerPoint

To demonstrate giving and revising a slideshow, follow these steps.

➤ Demonstrating the Slideshow

Step 1

Open the PowerPoint Project sample slideshow.

Step 2

Locate the view option icons in the bottom-left corner of the window. Click each of the five view options: Slide View, Outline View, Slide Sorter View, Notes Page View, and Slide Show.

Step 3

Click the Slide Show icon to run the sample slideshow. You can easily add photos, clip art, sound and animation to customize your presentation for your specific class. Slides advance on a mouse click.

➤ How to Reorder Your Slides

Step 1

Click the Slide Sorter View icon. You can reorganize, add, and delete slides in this mode.

Step 2

In Slide Sorter View, to move a slide, highlight the slide, then with your mouse drag the slide to the desired location.