

POWERPOINT – FORWARD 5

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PRESENTING

- It can be time consuming, awkward and possibly embarrassing fiddling with a PowerPoint file in front of an audience
- Trying to start a presentation whilst everyone sees all the slides beforehand or jumping from slide to slide can have the audience feel the presenter has lost control or never had it in the first place
- Solution: Microsoft PowerPoint files can be saved in the first instance as a .ppt file (.ppt or .pptx file extension) as well as saved as a PowerPoint Show
- Explanation of Solution: PowerPoint Show files commence the show within a viewer as opposed to PowerPoint application for building presentations. It demonstrates an organisation and control by the presenter
- Straight into the presentation
- Save your file as a Microsoft PowerPoint Show file to the student drive, naming the file: Forward5

TRY IT OUT

