

Using Microsoft® PowerPoint® Software on a SMART Board™ Interactive Whiteboard

You make presentations for a reason – to communicate a message. With a SMART Board interactive whiteboard, you can focus the attention of your audience by making notes or diagrams. You can also record feedback from your audience during a presentation for future reference.

Before You Start

This exercise assumes that your computer is running, that the SMART Board interactive whiteboard is connected and that you have oriented the interactive whiteboard. A *Quick Reference Guide* to help you orient the interactive whiteboard can be downloaded from www.smarttech.com/trainingcenter/windows/trainingmaterials.asp.

This module also assumes SMART Board software is running on your computer. You will know SMART Board software is running if the SMART Board icon is visible in the Windows® Notification Area.



Notification Area

If this icon is not displayed, select **Start > Programs > SMART Board Software > SMART Board Tools**. The SMART Board icon will appear.

Getting Started

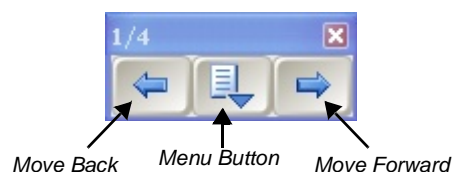
- 1 Launch a PowerPoint presentation.

You can use any PowerPoint presentation. If you prefer, you can download a sample PowerPoint file for this tutorial from www.smarttech.com/media/trainingcenter/samplepresentation.ppt. If this file opens in your Web browser, save it to your desktop, then you can open it in PowerPoint software.

- 2 Select **View > Slide Show** to begin the presentation.

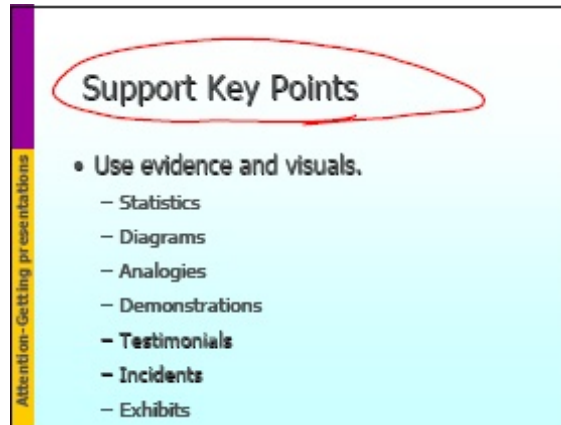
The Slide Show toolbar will appear as soon as you start your presentation. You can use the Slide Show toolbar to move through your presentation or access a menu of commands. Examples of how you can use the Menu button will be presented later in the exercise.

Slide Show Toolbar



- 3 Press the right arrow button on the Slide Show toolbar to move forward one slide, then press the left arrow button to move back one slide.
- 4 Advance the slide show without using the Slide Show toolbar by pressing twice on the interactive whiteboard, making the second press to the right of the first.

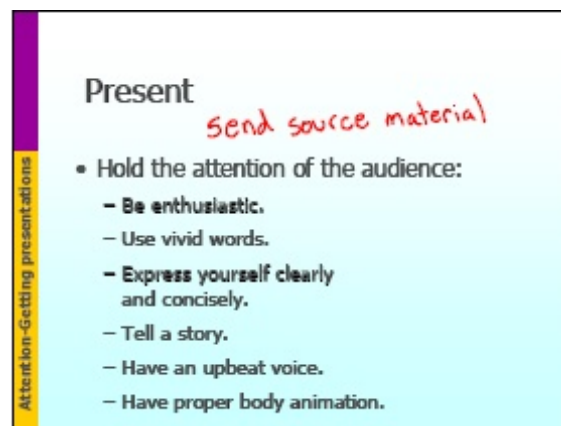
- 5 Pick up a pen from the pen tray and circle something you would like to emphasize.



- 6 Return the pen to the pen tray.
- 7 Touch the interactive whiteboard once with your finger to clear your notes before continuing with the presentation.
- 8 Move forward to the next slide in your presentation using the Slide Show toolbar.

If members of your audience ask for some of your source material, you can record the request as a note to remind yourself to get back to them later.

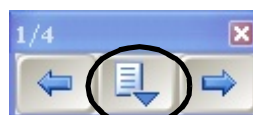
- 9 Pick up a pen and write *send source material*.



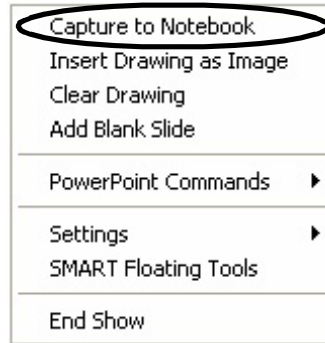
- 10 Return the pen to the pen tray.

You don't want to permanently change your presentation when saving this note, but you want to remember the action item. This is a good reason to use the Menu button.

- 11 Press the **Menu** button on the Slide Show toolbar.



- 12 Select **Capture to Notebook** from the menu.

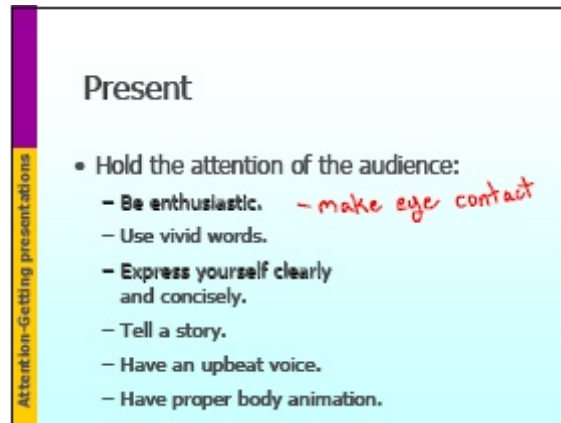


Notebook software will open automatically and your note will be inserted on a new page in the Notebook file.

- 13 Now that the reminder has been captured to Notebook software, press once on the interactive whiteboard to erase the it from your PowerPoint presentation.

There are times when you will want to make a note and save it as a permanent part of your PowerPoint presentation.

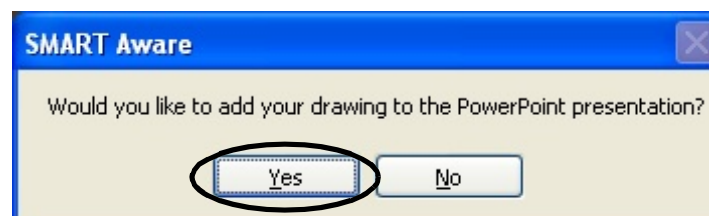
- 14 Pick up a pen and write a note on the current slide. If you are using the sample PowerPoint presentation you could write *make eye contact*.



You can continue moving through your presentation using the Slide Show toolbar. If you accidentally erase or remove your notes you can restore them. Simply press the Menu button on the Slide Show toolbar and select **Restore Drawing** or press the **Click here to restore to writing** icon that appears in the bottom right corner of the screen.

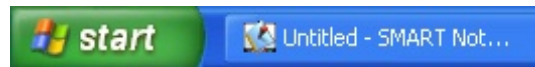
When you finish your presentation you will be asked *Would you like to add your drawing to the PowerPoint presentation?*

- 15 Press the Menu button on the Slide Show toolbar and select **End Show** from the drop-down menu. Press **Yes** when you are prompted to add your drawing.



Hands-on Practice

- 16 Select **File > Close** and press **Yes** when asked if you would like to save the changes you have made to your file. This will save your notes to the PowerPoint file so they are ready for the next time you present.
- 17 Press the **Notebook** taskbar button to view the Notebook file that was created earlier.



- 18 Select **File > Save**.
- 19 Follow the directions to specify a file name and location.

Congratulations!

You've finished the *Using Microsoft PowerPoint on a SMART Board Interactive Whiteboard Hands-on Practice*.