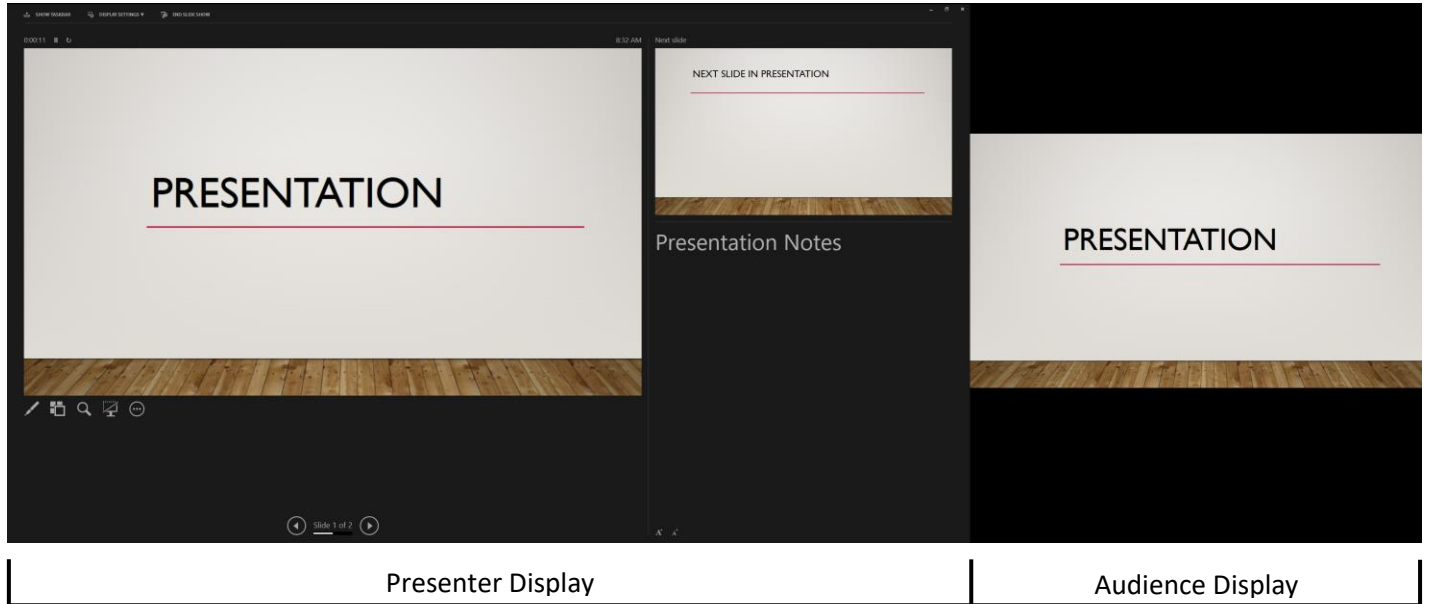


PowerPoint Presenter View

Office 2016

PowerPoint's Presenter View allows for the display of local notes and controls while the audience views the notes-free presentation on a different display.

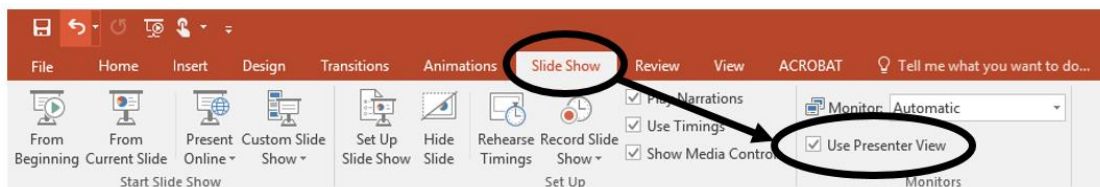


Presenter View offers the following tools to make it easier for you to present information:

- You can use thumbnails to select slides out of sequence and create a customized presentation for your audience.
- Speaker's notes are shown in large, clear type so that you can use them as a script for your presentation.
- You can darken or lighten the screen during your presentation and then resume where you left off. For example, you might not want to display the slide content during a break or a question and answer (Q and A) period.

Enabling Presenter View

To enable Presenter View in PowerPoint, from the ribbon select the **Slide Show** tab and check the **Use Presenter View** checkbox.



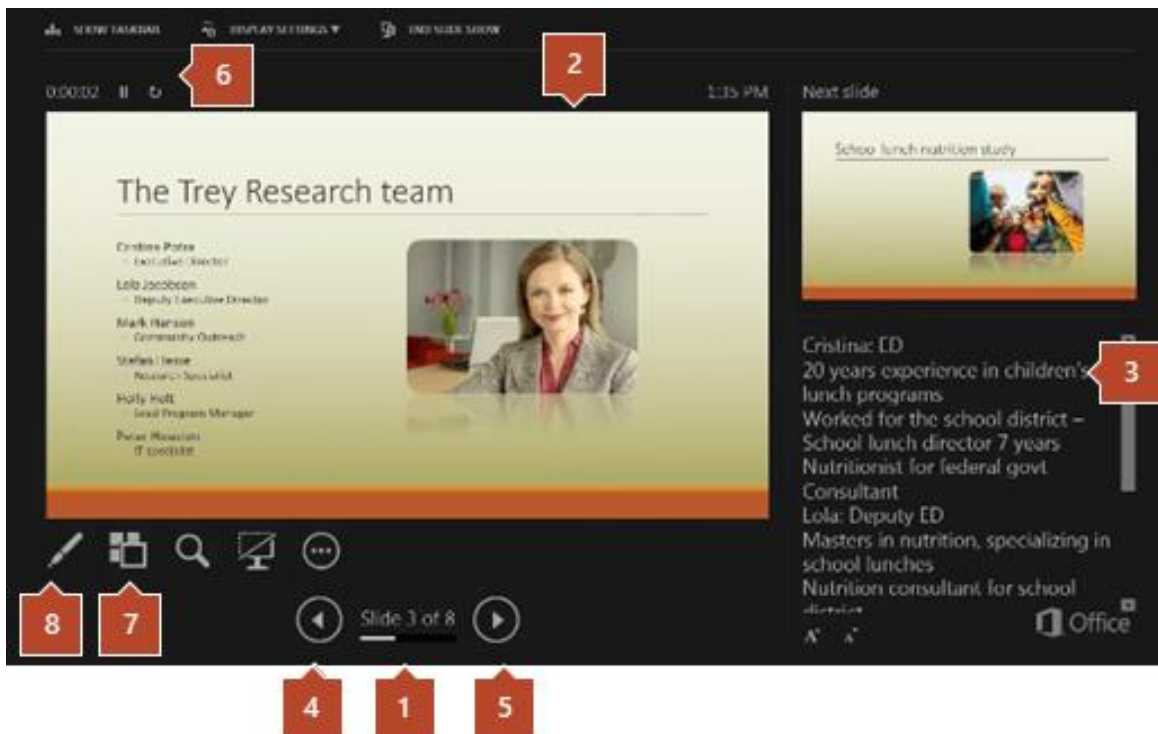
PowerPoint Presenter View

Office 2016

Using Presenter View

Once enabled, Presenter View will start automatically with the presentation.

In Presenter View, icons and buttons are large enough to navigate easily, even when you are using an unfamiliar keyboard or mouse. The following illustration shows the various tools that are available to you from Presenter View.



1. The slide number (for example, slide 1 of an 8-slide presentation)
2. The slide you are currently showing to the audience
3. The speaker's notes, which you can use as a script for your presentation
4. Click to go to the previous slide
5. Click to go to the next slide
6. The elapsed time of your presentation, in hours and minutes
7. Click to view thumbnails of all slides in your presentation
8. The pen, laser pointer, or highlighter tool

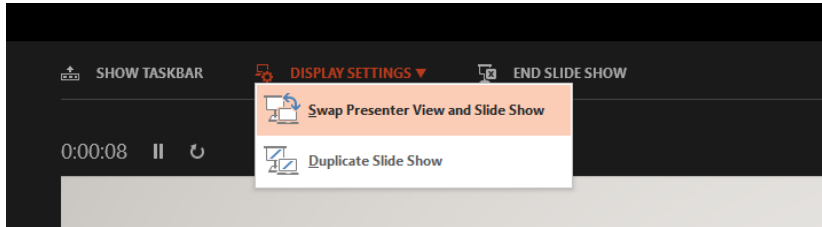
PowerPoint Presenter View

Office 2016

Troubleshooting

- Screens are reversed

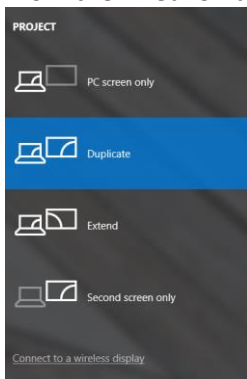
If the screens with the notes and presentation are incorrect, from the upper left hand corner of the presenter display, select **Display Settings** and **Swap Presenter View and Slide Show**



- Screens are not mirrored after exiting Presenter View

If Presenter View is enabled in PowerPoint and the displays are set to duplicate, PowerPoint will automatically enter extend mode when starting a slideshow. Typically PowerPoint will reset the displays to duplicate when exiting the slideshow. However, in certain circumstances, it may fail to do so and you may need to manually set the displays to duplicate to restore the original configuration. To do so:

1. Press Windows logo key on the keyboard (⊞) + P
2. From the PROJECT banner that appears on the right side of your screen, select **Duplicate**



Some excerpts courtesy of Microsoft:

<https://support.office.com/en-us/article/What-is-Presenter-view-98F31265-9630-41A7-A3F1-9B4736928EE3>