

Using Microsoft PowerPoint Software on a SMART Board Interactive Whiteboard

When you use Microsoft® PowerPoint® software in conjunction with a SMART Board™ interactive whiteboard, presentations become more collaborative and relevant to your audience. As a presenter, you can record audience feedback, make notes, add diagrams and save your work directly into your PowerPoint file or into Notebook™ software.

Before You Start

Before you begin your presentation, ensure your computer is turned on and the SMART Board interactive whiteboard is connected and oriented. The SMART Board icon should be visible in the Windows Notification Area at the bottom right of your screen, indicating that your SMART Board software is running.



Windows Notification Area

If the SMART Board icon is not visible, select **Start > Programs > SMART Board Software > SMART Board Tools**. The SMART Board icon will appear in the Windows Notification Area.

This *Hands-On Practice* assumes you have a basic understanding of the Microsoft Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your computer, for example, you use left-, right- or double-clicks, depending on the function you want to perform. Use the SMART Board interactive whiteboard in the same way. If you get confused, simply think about what you would do at your computer, and then replicate these actions on the interactive whiteboard.

For more information on how to get started with your interactive whiteboard, refer to the *Quick Reference Guides* available at www.smarttech.com/trainingcenter/windows/trainingmaterials.asp.

Slide Show Toolbar

The Slide Show toolbar automatically appears when you are viewing your PowerPoint presentation as a slide show with your interactive whiteboard.

Slide Show Toolbar



- 1** Press to go to the previous slide in your presentation.
- 2** Press to open the Command Menu.
- 3** Press to go to the next slide in your presentation.

Preparation

Assume your supervisor has requested a brief presentation on the topic of productivity in the office. The preliminary work on your presentation requires you to incorporate feedback and suggestions from your colleagues. The final presentation will be presented to your supervisor.

A sample PowerPoint file is available at www.smarttech.com/media/trainingcenter/samplepresentation.ppt for this lesson. If this file opens in your Web browser, save it to your desktop and then reopen it.

Alternatively, open an existing PowerPoint presentation saved on your computer. The steps in this *Hands-On Practice* will still be applicable to you when using your own PowerPoint presentation with an interactive whiteboard.

Presenting on an Interactive Whiteboard

- 1 Select **View > Slide Show** to begin your presentation. The Slide Show toolbar automatically appears so you can navigate between slides.
- 2 Press the **Next Slide** button on the Slide Show toolbar to move forward one slide; then press the **Previous Slide** button to move back one slide.

TIP: You can go to the next slide of a PowerPoint presentation by pressing twice on the interactive whiteboard, making the second press to the right of the first. To go to the previous slide, make the second press to the left of the first.



Press twice; a second press to the right will move to the next slide.



Press twice; a second press to the left will move to the previous slide.

- 3 Advance the slide show by pressing twice on the interactive whiteboard, remembering to make the second press to the right of the first.

- 4 For emphasis, you want to draw your audience's attention to the items listed on your PowerPoint slide. Pick up a pen from the SMART Pen Tray and place a check mark beside each point as you discuss it with your colleagues.

The Hidden Productivity Problem

- What infrastructure do you have at workstations?
 1. Computers ✓
 2. Network connections ✓
 3. Software ✓
- With these tools, people stay productive

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- 5 After the discussion, you decide to remove the check marks. Return the pen to the pen tray and touch the interactive whiteboard once with your finger to clear your notes.
- 6 Use the Slide Show toolbar, or press twice on the interactive whiteboard to advance to the next slide.
- 7 Your colleagues take interest in the statistics you referenced on your PowerPoint slide and ask you to send them the source material. Record their request as a note to remind yourself to get back to them later. Pick up a pen from the pen tray and write *send source material*.

The Hidden Productivity Problem

- How long do people spend away from their desks per month?
- The average professional spends:
 - 40 hours in meetings and presentations each month*
 - 7 hours in training each

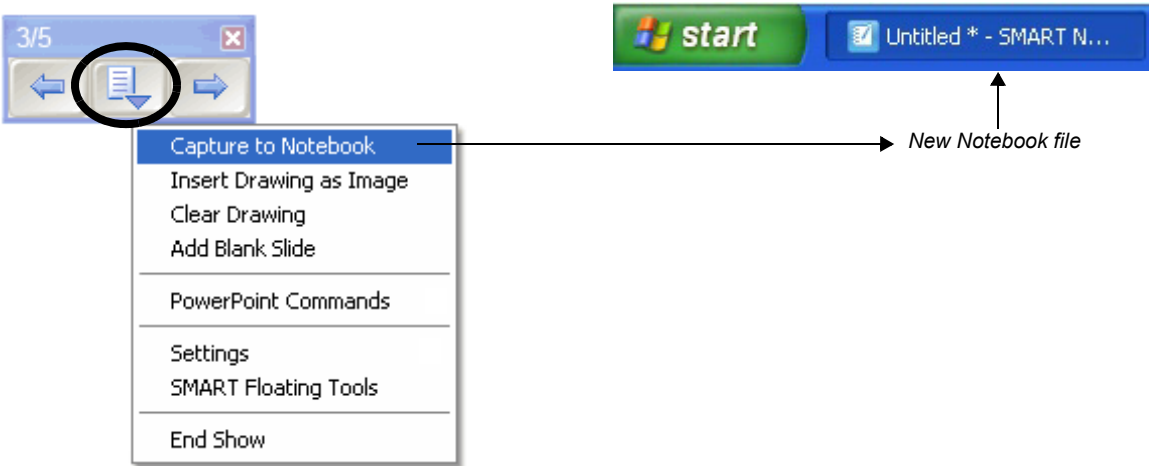
Send source material

* We've Got to Start Meeting Like This (Mosvick & Nelson) ** U.S. Dept. of Labor (www.bls.gov)

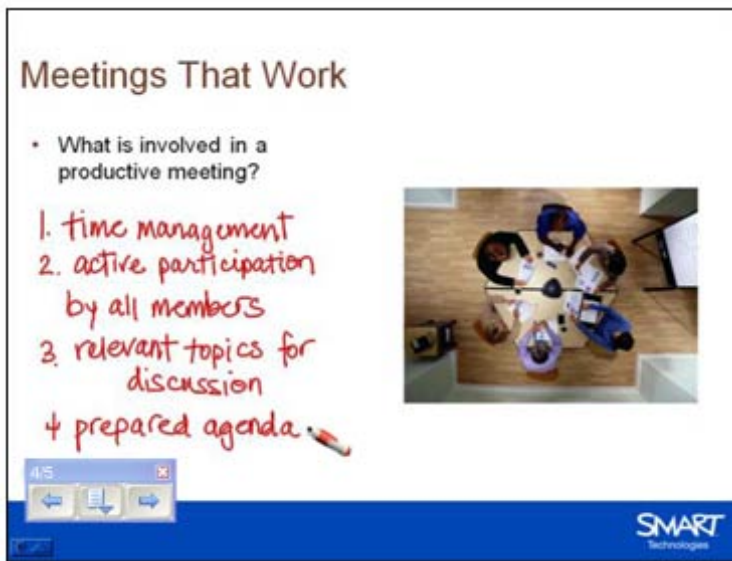
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- 8 Return the pen to the pen tray.

- 9 Since you want to follow up on your note, but you don't want to save it as a permanent part of your presentation, press the **Menu** button on the Slide Show toolbar and select **Capture to Notebook** from the drop-down menu. Notebook software will open automatically and an image of your PowerPoint slide with your written reminder will be inserted into a new Notebook file.



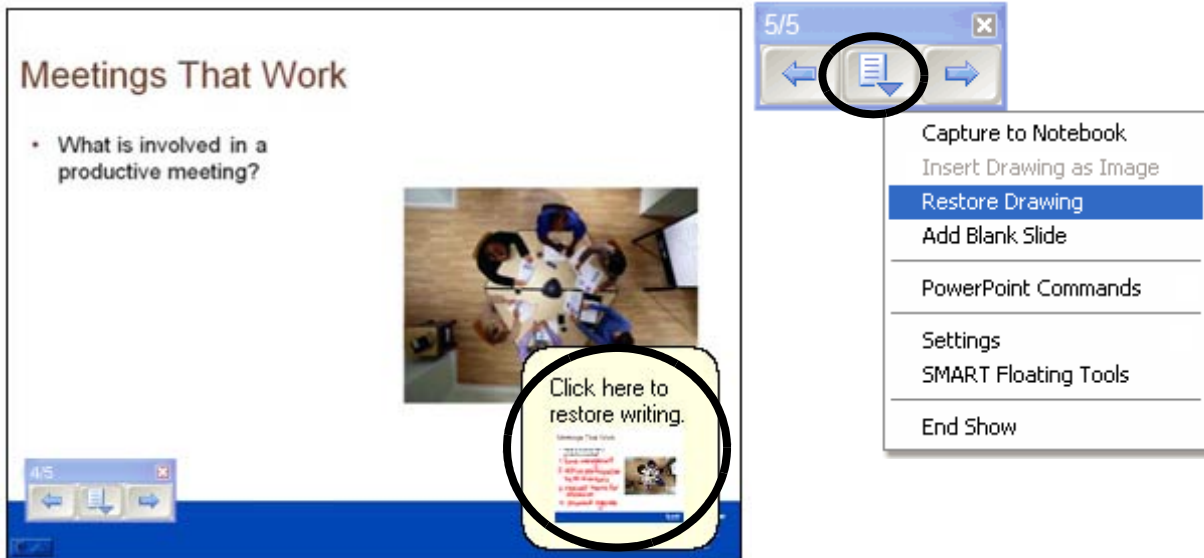
- 10 Now that your reminder has been captured to Notebook software, press once on the interactive whiteboard to erase your note from your PowerPoint presentation. Advance to the next slide.
- 11 The next slide in your presentation requires feedback from your colleagues. Pick up a pen from the pen tray, and record their suggestions.



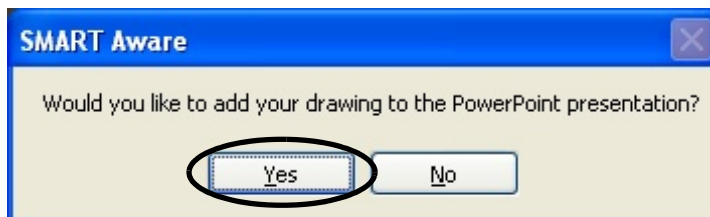
- 12 Oops! After putting the pen back in the pen tray, you accidentally bumped the interactive whiteboard and your notes disappeared. What if you had wanted to save that information?

Before you pick up the pen again, press the **Click here to restore writing** icon that appears in the bottom right corner of the screen. Your notes will reappear on the slide.

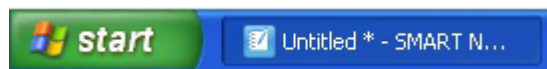
TIP: If the **Click here to restore writing** icon disappears from the interactive whiteboard, don't worry. Click the **Menu** button on the Slide Show toolbar and select **Restore Drawing**.



- 13 You are ready to end your presentation. Press the **Menu** button on the Slide Show toolbar and select **End Show** from the drop-down menu. Select **Yes** in the SMART Aware message box to add your notes to your PowerPoint presentation.



- 14 Select **File > Save** to save your notes into your original presentation, or select **File > Save As** to save to a new PowerPoint file. Close your presentation.
- 15 Now select the unsaved Notebook file created earlier in the lesson. Select **File > Save** to save your notes for future reference.



Congratulations!

You have finished the *Using Microsoft PowerPoint Software on a SMART Board Interactive Whiteboard Hands-On Practice*.