



# **Alberta Family Wellness Initiative**

## **PPT Presentation Guide**

### **Apple User**

**Version 1.2 | July 7, 2014**

## OVERVIEW

Thank you for presenting the Core Story via PowerPoint. Perhaps you are well versed in making slide presentations, but if not, this guide should help you run it smoothly. It is always wise to rehearse several times before you try it in front of an audience, and be sure to double check all the equipment is working the way it should well in advance of your presentation.

## PRESENTER'S VIEW

Even while rehearsing, you will be looking at what is known as “presenter’s view.” When two displays are connected, yours will show a control panel and the audience will see only a full slide view. It looks something like this:



### **OK. The presentation is open on my computer. How do I get to presenter’s view?**

Click on “Slide Show” in top tool bar of your computer, or in top tool bar of the actual PowerPoint.

Or

Use the right-click on your mouse (or, if you don’t have right-click on your mouse, hold Control > then click mouse) and a contextual menu will appear. Click on “View Slide Show.”

Or

Hold down Command and Shift simultaneously, and press Enter.

All of these methods work, so choose one and practice it a few times.

### **How do I escape presenter’s view?**

You can press the “esc” button at the top left of your keyboard, or click the “x” (Exit Show) at the top of the presenter’s view. You can also right-click, then click on End Show.

Use the "Swap Displays" if the audience is seeing the presenter's view!

The screenshot shows a presentation software interface with several components and annotations:

- Clock:** An arrow points to the top left corner showing the time "12:45 PM".
- Current slide in audience view:** An arrow points to the main slide area on the left, which displays the title "BRAIN ARCHITECTURE" and the subtitle "Brains aren't just born. They're also built." Below the text is a graphic of a human head profile filled with various icons.
- Next slide in queue:** An arrow points to the slide preview on the right, which shows the same title and subtitle, followed by a bullet point: "• Early life experiences build brain architecture".
- Speaker Notes for current slide:** An arrow points to the bottom left section, which contains a list of bullet points:
  - The structure of our developing brains is determined by more than just our genes.
  - Maturing experiences build sturdy brain architecture.
  - Abuse and neglect build weak brain architecture.
- Space to make your own notes during presentation:** An arrow points to the bottom right section, which is a large empty gray area with the text "Click to add meeting notes".
- Elapsed Time:** A timer in the bottom right corner shows "Elapsed 0:00:01".
- Top Bar:** At the top right, there are three buttons: "Swap Displays", "Tips", and "Exit Show".

## Speaker's notes

You can adjust the size of the speaker's notes font by using the slider to the left of the box. You can also adjust the size of the entire box by "grabbing" the top of the box and sliding it up or down until it is the size you like.

You can also scroll through the speaker's notes the same way do you through any document on your computer.

## Values

Research shows that framing a presentation in terms of a cultural value that is important to the audience increases the resonance and persuasiveness of the message.

The AFWI has conducted research in Alberta and determined that the values of prevention, interdependence, and ingenuity are most salient to our audience. At the beginning of the speaker's notes, you will find three different introductions, each framed by one of the values. Each time you present, choose one (and only one) value that you think is most relevant to your audience and introduce the presentation accordingly.

## HOW BRAINS ARE BUILT

The Core Story of Brain Development

## BRAIN ARCHITECTURE

Brains aren't just born. They're also built.

Elapsed

0:00:29

**Lead with one of three values:**

**Interdependence**  
Strong communities are made up of healthy individuals. By working together, we can improve the health of our entire society. Because lifelong health and wellbeing are built on a foundation of solid brain architecture, understanding the science of brain development will help us make good decisions in policy, health care and daily life.

**Prevention**  
Investing in children early in life pays huge dividends in the

Click to add meeting notes

The values are in the speaker's notes of 1<sup>st</sup> slide.

## How can I see all the slides?

### Slide carousel

You can easily view all the slides at the same time by hovering or clicking at the bottom of your screen. If you need to jump to a different slide, out of order, this is one way to do that. Simply click on the slide you wish to be visible to the audience.

Elapsed

0:00:08

**SET UP NEXT SLIDE:**

How do we help kids build sturdy brain architecture? They need relationships with adults and experiences through language and learning.

Click to add meeting notes

HOW BRAINS ARE BUILT

BRAIN ARCHITECTURE

BRAIN ARCHITECTURE

SENSE AND RETURN

THREE KINDS OF STRESS

POSITIVE STRESS

TOLERABLE STRESS

TOKIC STRESS

EXECUTIVE FUNCTION

EXECUTIVE FUNCTION

LET'S BUILD BETTER BRAINS

## MOVING THROUGH SLIDES

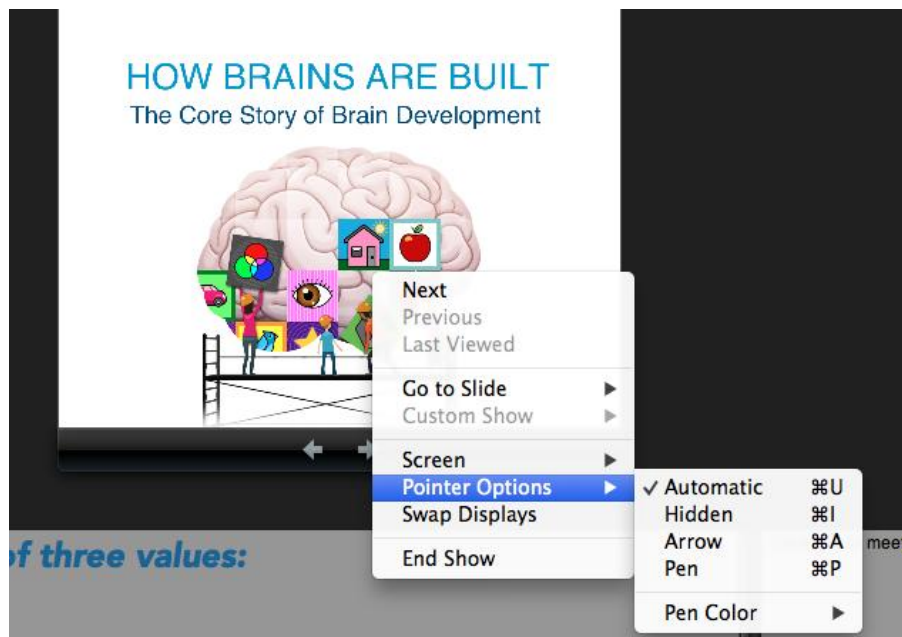
### How do I make my cursor disappear in the audience view?

It is distracting to your audience to see the little arrow darting around.

To hide it, simply hold Command > “i.” To un-hide it, repeat the same process.

To get back to automatic cursor as usual, you can always use Command > “u.”

These options are all also available in the right-click contextual menu:



## Advancing

To get to the next slide or animation, you can perform any of the following:

- Click the mouse
- Press spacebar or enter
- Click the forward arrow
- Right-click, and on the shortcut menu, click next

## Reverse to previous slide

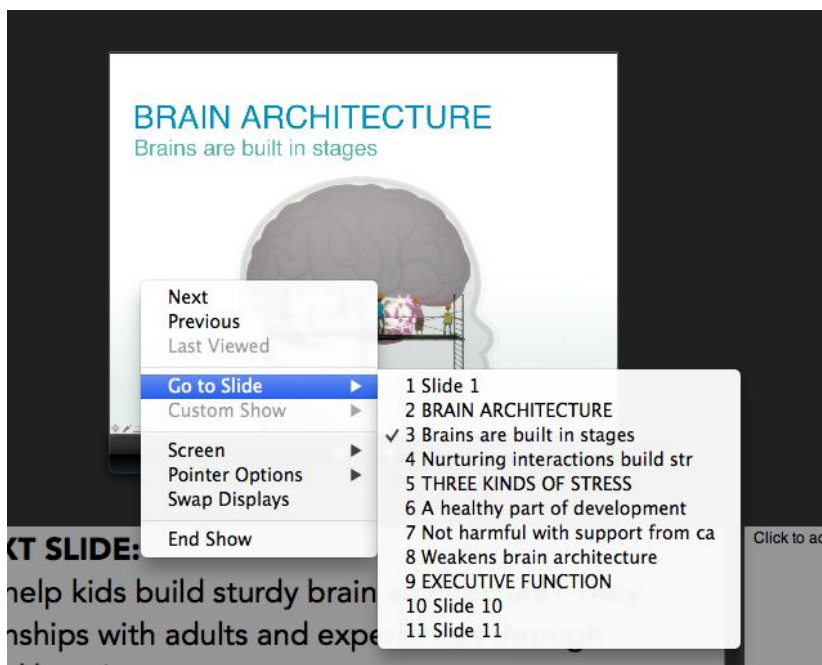
To get back to the previously viewed slide, you can perform any of the following:

- Press backspace
- Click the back arrow
- Right-click, and on the shortcut menu, click previous

## Jump to specific slide

You can use the slide carousel, as mentioned above. Or you could also:

- Type the slide number, and then press return
- Right-click to contextual menu; find “Go to Slide” then click on the slide you want.



### **How do I hide slides altogether?**

To make the current slide, and therefore the audience view, disappear you can press “b” or the period key for a black screen, and the “w” or the comma key for a white screen.

## **RESOURCES**

There is a lot of information available on the web to help you learn more about PowerPoint. Here is one resource to get you started:

[PowerPoint 2011 presenter video](#)

Good luck!