



Alberta Family Wellness Initiative

PPT Presentation Guide

PC User

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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. Make sure your PC is set up in a way that allows two displays. [This video](#) can help you with your computer setup.

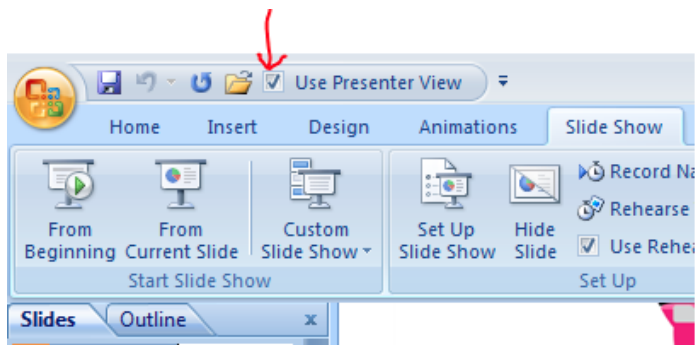
PRESENTER'S VIEW

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:

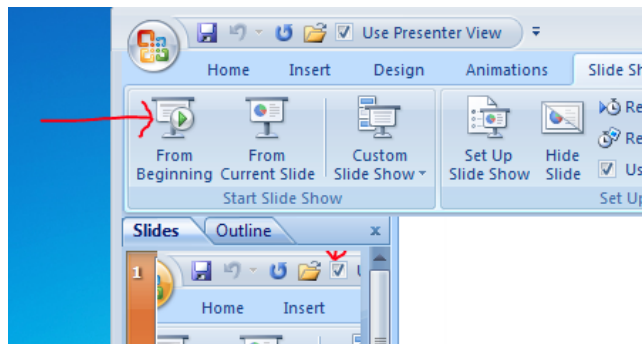


OK. The presentation is open on my computer. How do I get to presenter’s view?

Check the “Presenter View” box at the top left of your document, or open the “Slide Show” tab and find box for presenter’s view there.



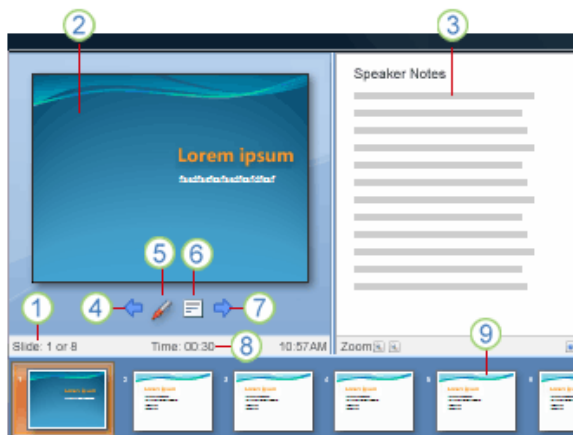
In either case, you will find the “play” (from beginning or from current slide) button in the slide show tab’s menu.



Or, simply press F5.

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

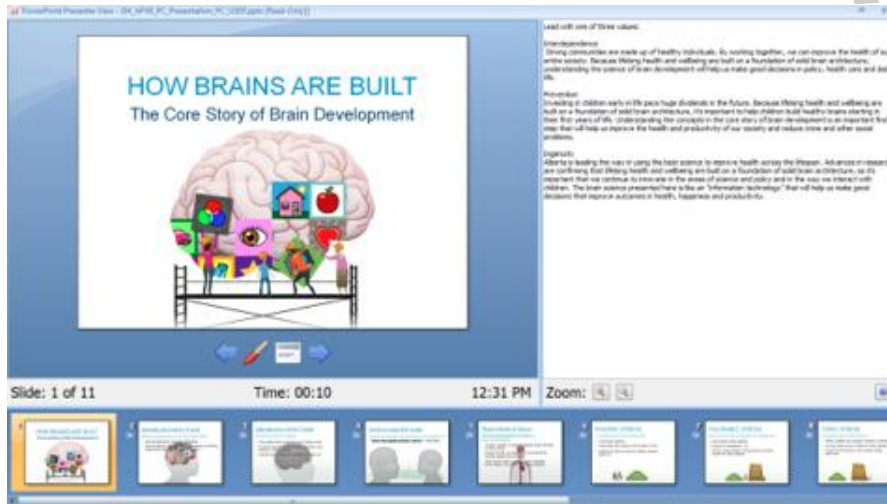
Here’s what you’ll see:



- 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 The pen or highlighter
- 6 Click to display a menu that enables you to end the show, darken or lighten the audience screen, or go to a specific slide number
- 7 Click to go to the next slide
- 8 The elapsed time of your presentation, in hours and minutes
- 9 Slide thumbnails that you can click to skip a slide or to return to a slide that you already presented

How do I escape presenter's view?

You can press the “esc” button at the top left of your keyboard, or click the “x” to close, positioned at the top right of the presenter's view.



Speaker's notes

You can adjust the size of the speaker's notes font by using the Zoom function at the bottom of the notes box. You can scroll through the speaker's notes the same way do you through any document on your computer.

Start with 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.

The values are in the speaker's notes of the first slide.

PowerPoint Presentation - [B:\AFI\PC_Presentation\PC_2017.pptx (14)]

HOW BRAINS ARE BUILT

The Core Story of Brain Development



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 future. Because lifelong health and wellbeing are built on a foundation of solid brain architecture, it's important to help children build healthy brains starting in those first years of life. Understanding the concepts in the core story of brain development is an important first step that will help us improve the health and productivity of our society and reduce crime and other social problems.
- Opportunity**
Alberta is leading the way in using the brain science to improve health across the lifespan. Advances in research are confirming that lifelong health and wellbeing are built on a foundation of solid brain architecture, so it's important that we continue to invest in the areas of science and policy and in the way we interact with children. The brain science pre-architecture is this on "information technology" that will help us make good decisions that improve outcomes in health, happiness and productivity.

Slide: 1 of 11 Time: 00:10 12:31 PM Zoom: [icon]

Thumbnail navigation bar showing 11 slides.

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 Control > “H.” To un-hide it, repeat the same process.

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

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.

Shortcut menu

To Do This . . .	Use This . . .
Start a slide show	F5
Advance to the next slide	N
Perform the next animation	Enter, Page Down, right arrow, down arrow, or spacebar
Go back to the previous slide	P
Repeat the previous animation	Page Up, left arrow, up arrow, or Backspace
Go to a specific slide	Type the slide number and then press Enter
Display a black screen	B
Display a white screen	W
End a slide show	Esc
Go to the next hidden slide	H
Display a pen cursor	Ctrl+P
Display an arrow cursor	Ctrl+A
Hide the cursor	Ctrl+H

Good luck!