



Viewing a PowerPoint Presentation

Technology for Classroom Teachers
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Setting slides to advance automatically

Step 1. In **Normal** view, **Slide** view, or **Slide Sorter** view, select the slide you want to time.

Step 2. Click on **Slide Show**, and then **Slide Transition**.

Step 3. At **Advance**, check **Automatically after**.

Step 4. Select or type in the number of seconds before the slide changes.

Step 5. Click on **Apply** or **Apply to All**.

Setting up a Looped presentation

Step 1. In Normal view, Slide view, or Slide Sorter view, click on **Slide Show** and **Set Up Show**.

Step 2. Click on **Loop continuously until 'Esc'**. Click **OK**.

Step 3. To end a looped presentation, press the **Escape** key.

Using slides from another slideshow

Step 1. Open your main slideshow.

Step 2. Select **Insert Slides from Files**.

Step 3. Click on **Browse** and locate your 2nd slideshow.

Step 4. Click on each slide you want to add to your new slideshow. Then click **Insert** and **Close**.

Step 5. If you want the whole slideshow in your new slideshow, click once on **Insert All**.



NOTE: Your imported slides will adopt the background of your current slideshow.