

Using Microsoft® PowerPoint® Software on a SMART Board™ Interactive Whiteboard

You make presentations for a reason – to communicate a message. With a SMART Board interactive whiteboard, you can focus the attention of your audience by making notes to clarify your point or by recording feedback during your presentation. In this exercise, you'll learn how to use your finger as a mouse, navigate through your slide show, emphasize key points, and record and save notes in both Notebook™ and PowerPoint software.

Instructions

This module is divided into two columns. Read the left column to learn about SMART Board interactive whiteboard features. Work through the exercise on the right to practice what you've learned. You can print this file and read it as you go through the exercise, or you can open it at the interactive whiteboard and alternate between it and the application you're using.

Before You Start

This exercise assumes that your computer is running, that the SMART Board interactive whiteboard is connected and that you have oriented the board. A Quick Reference Guide to help you orient the whiteboard is available at www.smarttech.com/trainingcenter/windows/quickreferences.asp.

This module assumes that 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 desktop, you use left-, right- or double-clicks, depending on the function you want to perform, and you can use the SMART Board interactive whiteboard in the same way. If you get stuck, simply think about what you would do at your desktop and see if you can replicate those actions on the interactive whiteboard.

Learning Topics

Using Your Finger as a Left-click

The SMART Board interactive whiteboard becomes touch sensitive as soon as you start your computer. Any time you touch the interactive whiteboard, your finger acts as a left-click.

Press on the interactive whiteboard's surface to open applications, select objects and perform any operation that requires a left-click.

Double-clicking

To double-click on a SMART Board interactive whiteboard, simply press the same spot twice in rapid succession.

Accessing the SMART Board Tools

The SMART Board Tools provide access to functions that help you operate the interactive whiteboard. Select an item from SMART Board Tools and the application or tool that provides the selected function will appear.

NOTE: If you included the SMART Board tools in the Windows Start folder during installation, they will open automatically each time you log on to your computer.

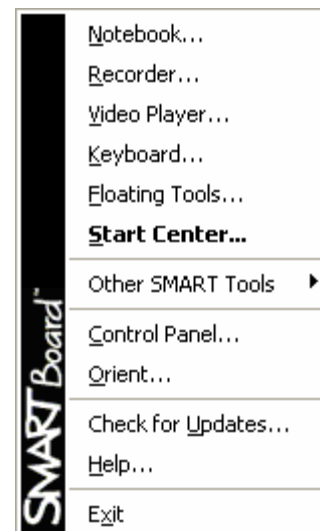
Hands-on Practice

- 1 Using your finger as a mouse, press the SMART Board icon in the Windows Notification Area in the bottom right of the screen.



Notification Area

If this icon isn't displayed, select **Start > Programs > SMART Board Software > SMART Board Tools**. The SMART Board Tools will appear.



Learning Topics

Using PowerPoint Software

SMART Board software makes it easy to move through a PowerPoint presentation during a slide show. You can use your finger or the Slide Show toolbar. The Slide Show toolbar appears every time you start a slide show. The toolbar also provides functions specific to PowerPoint software on a SMART Board interactive whiteboard, like saving notes.

Navigating a PowerPoint Slide Show

Use the Slide Show toolbar to move through your slide show. The two arrow buttons allow you to navigate forward and backward through the presentation. The middle button provides access to a menu of commands, including options to save annotations, access the PowerPoint menu or end the slide show.

You can also navigate forward through your slide show by pressing twice on the whiteboard, making the second press to the right of the first. To reverse through the slide show, again press twice on the board, making the second press to the left of the first.

Drawing Attention to Key Points

You can emphasize key points in several ways. The simplest way is to circle or underline ideas using a pen. Notes made on your slides are temporary unless you save them.

Using the Pens and Eraser

The SMART Pen Tray holds pens and an eraser. These tools can be used to write or erase digital ink on the interactive whiteboard. The last tool removed from the pen tray is recognized as the tool you want to use. For example, if you already have a pen in your hand when you pick up the eraser, the interactive whiteboard will assume you want to erase.

Hands-on Practice

- 2 Launch a PowerPoint presentation.

You can use any PowerPoint file. If you prefer, you can download our sample PowerPoint file for this tutorial from

<http://www.smarttech.com/media/services/hands/OnPractices/ppt/english/samplepresentation.ppt>.

- 3 Select **View > Slide Show** to begin the presentation.

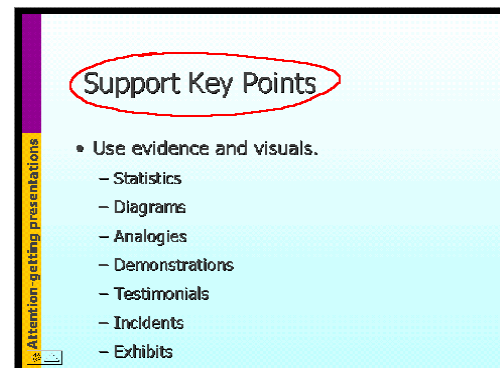
- 4 Use the Slide Show toolbar to move forward once, then back once. Press the **right arrow** button. Then press the **left arrow** button.



Slide Show Toolbar

- 5 Advance the slide show with just your finger. Press twice on the interactive whiteboard, making the second press to the right of the first.

- 6 Pick up a pen from the pen tray and circle something you want to emphasize.



- 7 Return the pen to the pen tray.

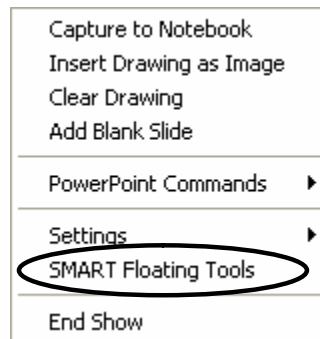
Learning Topics

Accessing the Floating Tools

The Floating Tools are the software equivalent of the SMART Pen Tray. With the Floating Tools toolbar open, you have access to pens and an eraser – in virtual rather than physical form. For example, press the **Pen** button and your next contact with the interactive whiteboard will produce a stream of digital ink. The Floating Tools also offer functions you won't find in the pen tray, like the highlighter.

Hands-on Practice

- 8 Press the middle button on the Slide Show toolbar and select **SMART Floating Tools** from the drop-down menu.




- 9 Drag the Floating Tools toolbar by its left border to a convenient location on the interactive whiteboard.

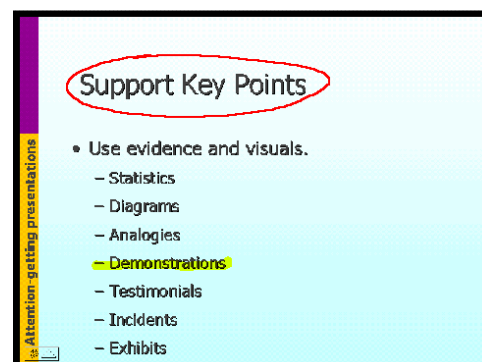
Drag Floating Tools by the left border




Using the Highlighter

When you want to call attention to a particular phrase, use the **Highlighter** button on the Floating Tools toolbar. Just like a conventional highlighter pen, it emphasizes the underlying image without overwriting it.

- 10 Press  on the Floating Tools toolbar and drag your finger over something you would like to emphasize.



- 11 Press  on the Floating Tools toolbar to turn off other tools and return to the left-click cursor.
- 12 Press once on the interactive whiteboard to clear your annotations.

Learning Topics

Capturing Your Notes

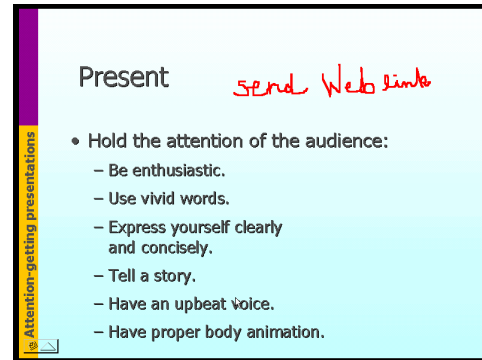
You can save annotations written over slides either to Notebook software or to your PowerPoint file.

Saving Notes to Notebook Software

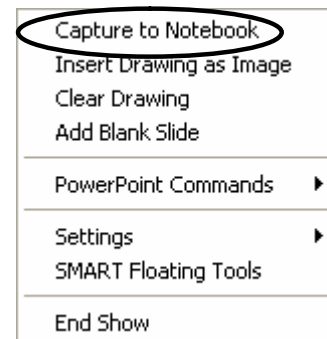
One way to save notes is with Notebook software. When notes are saved in Notebook, they can be moved as objects or converted to text and edited.

Hands-on Practice

- 13 Members of your audience ask if you can send them the link to a website that has useful material on your topic. To record this action item, pick up a pen and write *send Web link*.



- 14 Return the pen to the pen tray.
- 15 You don't want to change your presentation when saving this note, but you do want to remember the action item. Press the middle button in the Slide Show toolbar and select **Capture to Notebook** from the menu.



The notes will be inserted on a new page in a Notebook file, and you can continue your PowerPoint slide show. Now that you have captured this reminder, press once on the interactive whiteboard to erase it.

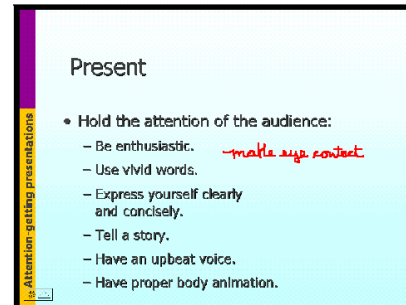
Learning Topics

Saving Notes in PowerPoint Software

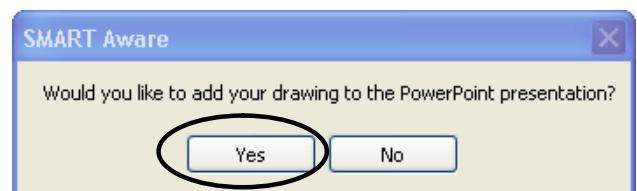
When notes are saved directly into a PowerPoint file, they become objects that can be moved, cut or pasted. Save notes into your PowerPoint file if you want them to appear as part of the slide show. When you close the PowerPoint file after the presentation is over, you'll be prompted to save the file.

Hands-on Practice

- 16 Another audience member makes a great suggestion that you want to keep as part of your presentation. Pick up a pen and write *make eye contact*.



- 17 You are out of time, but you still haven't added your note to your presentation – no problem. By default, you will be asked if you would like to add your annotations to the PowerPoint presentation when you end the slide show. Press the middle button on the Slide Show toolbar and select **End Show** from the drop-down menu. Press **Yes** when you are prompted to add your annotations.



- 18 Select **File > Close** and press **Yes** when asked if you want to save the file. Otherwise, the comment you inserted into your PowerPoint file will be lost.

Saving Your Notebook File

Don't forget to save the Notebook file containing the notes you captured during the presentation. You can save the file to your hard drive, or to a network directory, making it available to others within your organization, or to your hard drive.

- 19 Press the **Notebook** taskbar button to view your Notebook file.
- 20 Select **File > Save** or press the **Save** button.



- 21 Follow the directions to specify a file name and location.

Congratulations!

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