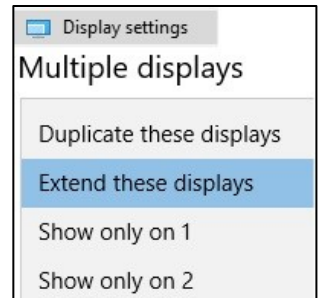




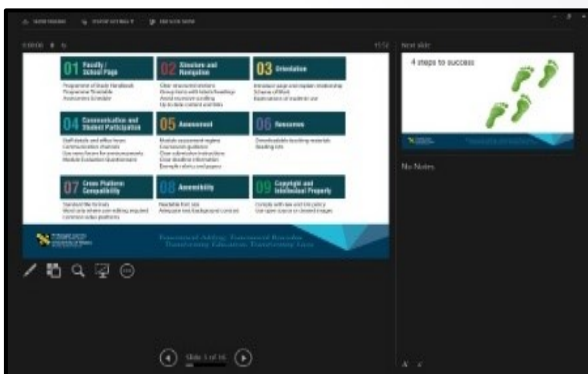
PowerPoint Display Modes

Display options on your device: The desktop or Laptop you are using will have display settings (right click the desktop) from which you may select to show content to the device or the projector only, both at the same time (duplicate) or both with different views (extend). Select **Extend** for best use of PowerPoint Presenter View.

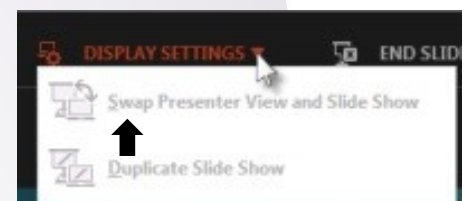


Top Tip: Quickly switch display modes in Windows 8 or 10, press Windows + P (hold the Windows key  and press the letter P) to open the selection pane.

PowerPoint will detect a second monitor or projector and use 'Presenter View' automatically, this will give the presenter a Notes view (image below Left) and the audience a slide only view (image below Right).



Swap screens: To change which view is shown where: In PowerPoint, at the top of Presenter view on the task bar, select Display Settings, and then select "Swap Presenter View and Slide Show".



You can switch off Presenter View in the Slide Show tab of the ribbon, on the Monitors group by unchecking the "use Presenter View" checkbox.

