L E S S O N 9 - Presentations 3.0

Lesson Objectives

- Use the application to play existing slide shows or create your own

- Apply many of the features available within Presentations to add new slides to an existing slide show or add a different transition between each slide

- Use Runtime in order to copy a slide show to a diskette

Starting, Playing and Quitting an Existing Slide Show

Slide shows are becoming more and more used in place of overhead projections.

To Start and Play An Existing Slide Show:

1. Double-click the **Presentations** icon in the *SIGAPPS (Common)* group.
2. Select the **Work on an Existing File** option in the *File Options* field and click on the **OK** button in the *Document Selection* dialogue box. The *Open File* dialogue box appears.
3. Select a file (i.e. *C4train.shw)* in the *Filename* list, and click on the **Open** button. The *Slide Editor View* window appears.
4. Select **Slide, Play Slide Show** from the menu bar in the *Presentation 3.0* window. The *Play Slide Show* dialogue box appears.
5. Select the starting slide and click on the **Play** button. The *Slide Show* screen appears.
6. Click on the left mouse button or the **DOWN ARROW** to advance to the next slide.
7. Click on the right mouse button or the **UP ARROW** to move to previous slide.
8. Hold the left mouse button down to draw line(s) or highlight aspects of the slide.

Quitting

To Quit:

1. At the end of the slide show, you are returned to the *Slide Editor View* window.
2. Press **ESC** to return to the *Slide Editor View* window from anywhere in the slide show.
3. Select **File, Exit** from the menu bar of the *Presentation 3.0* window.