

- 1. Open up Microsoft PowerPoint.
- 2. The Speaker Notes are located below the slide. Click on the Notes icon if it is not visible.

| | 🚔 NOTES 📕 C | omments 🔳 | | 모 | — + 859 |
|-------------------------|----------------|----------------------------|--------|---------------------------------------|----------------|
| OR | | | | | |
| Jnder the View tab, cli | ck Notes. | | | | |
| ANIMATIONS SLIDE S | HOW REVIE | V VIEW ACI | ROBAT | | |
| Ruler | Q 🏚 | Color | | Arrange | |
| Gridlines Notes Z | Zoom Fit to | Grayscale Black and Whi | New | اللہ Cascad , 🔤 Move S | |
| Show | Window Zoom | Color/Grayscale | Windov | y L≞ _i ≞ IviOve S Winde | |

3. You can make the notes area larger by dragging the grey line up (a directional arrow will appear.

| \langle | \supset | | | | | | | | | |
|-----------|-----------|--------|-------------|-------|------------|---|------|---|-----|---|
| | | 🚔 NOTE | es 🛛 📮 comm | IENTS | ∎ i | 모 | | + | 85% | E |

4. In the speaker notes area, this is where you will write a script of what would be said about this slide as if you were presenting in class. The slide itself should just contain images and short bullets that will be discussed.



| | Using PowerPoint Speaker Notes |
|--|-------------------------------------|
| Presentation - Powerform The Powerform Transition - Powerform - Powerfo | 7 20 - 6 × Pitman, Michelle - 20 |
| Image: Solution Soluti | A. |
| SEAGENCES SPEAKER NOTES How To This is where you will write a script of what is said verbally as if you were presenting! | |
| | |
| s.ertert 02 & @texts ₩.coverts # | # # 7 |
| | |

5. Save the PowerPoint. It will also save the speaker notes.