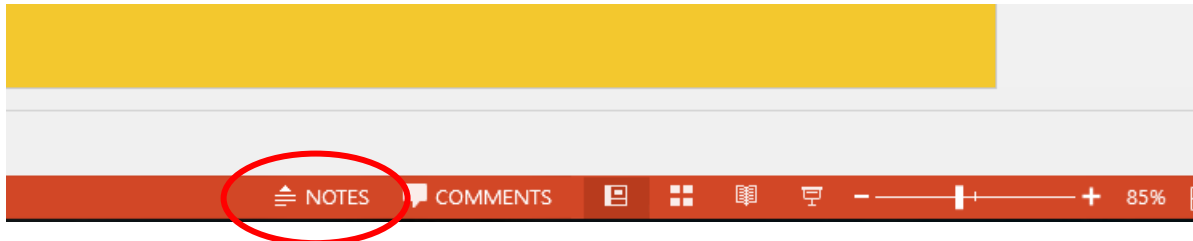


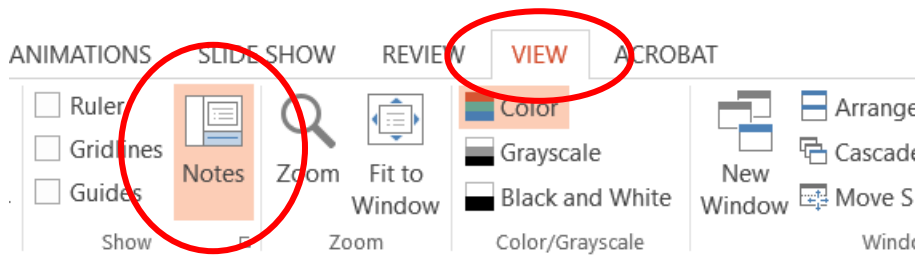
1. Open up Microsoft PowerPoint.

2. The Speaker Notes are located below the slide. Click on the Notes icon if it is not visible.

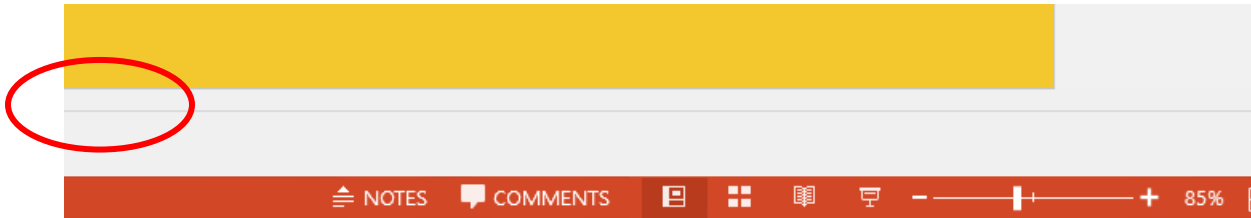


OR

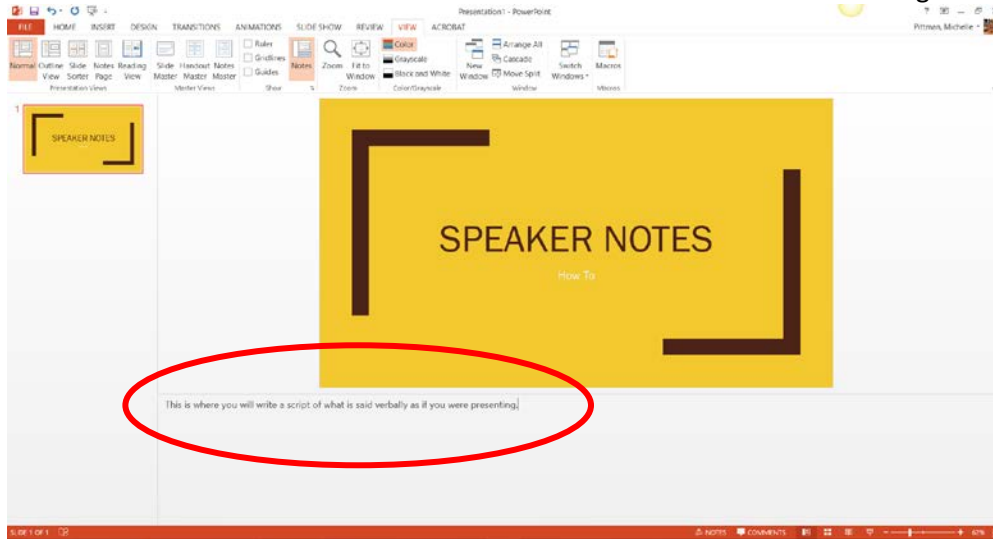
Under the View tab, click Notes.



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



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.



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