**Presenter View** is a useful feature in PowerPoint that allows you to view more information while you are presenting, including:

- On screen notes
- A preview of the next slide

You will see Presenter View on your monitor when you start a slide show (see note below). The audience will not.

**Note:** Presenter View is not currently available when using the lecturer’s PC in classrooms and lecture theatres, however you may wish to use it when presenting from a laptop. If you have any questions, please contact mediaservices@abdn.ac.uk

---

**Overview**

In Presenter View, the screen is divided into 3 main areas:

1. The **current slide**
2. **Notes** for the current slide
3. A **preview** of the next slide
**Additional tools**

Presenter View also provides a number of helpful tools for giving a sleeker presentation.

**Pen and laser pointer tools**
Useful for annotating and highlighting parts of the slide show.

**Slide navigation tool**
An improvement on the old ‘Go to slide...’ feature, allowing you to view and navigate slides.

**Zoom tool**
Click to zoom into an area of your slide. Click again to zoom out.

**Black/unblack slide show**
Use this tool to temporarily hide your slide show from the audience.

**Live Captions & Subtitles**
Toggle on/off for live subtitles while you present.

**More slide options**
A short menu of additional options, including End Show, and Hide Presenter View (returns you to the normal view).

**Slide show timer tools**
Above the current slide, you will see timer controls:

- On the left, a **timer** with **pause** and **reset** icons.
- On the right, the **current time** as set on the PC or laptop you are using.

**Prefer the normal view?**

You can switch Presenter View on and off via the Slide Show tab, or via More slide options as described above. You can also right-click during a slide show to select Hide Presenter View.

1. **Click on the Slide Show tab.**

2. Tick/untick the **Use Presenter View** checkbox to switch Presenter View on/off.

When Presenter View is off, you will see the same view as the audience (the current slide). You can right-click to access presenter tools.

**Further information and help**

You can use MyIT to log calls with the University’s IT Service Desk.