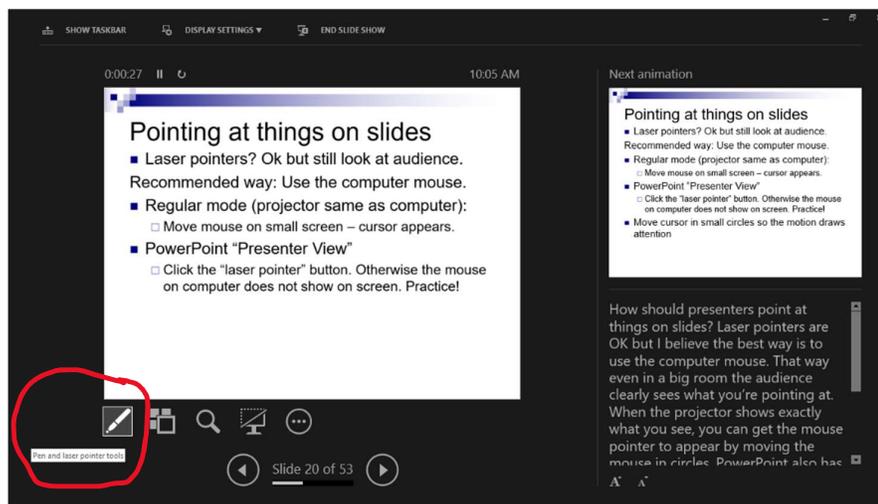# PowerPoint Presenter View

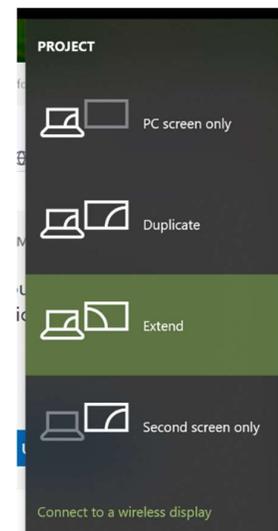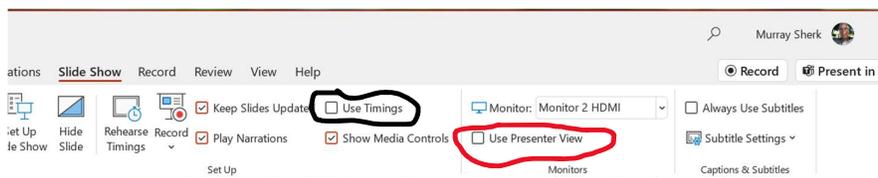PowerPoint has two views (modes) for presenting: *Regular* and *Presenter*.

- In *Regular view*, what the audience sees on the projection screen is exactly what the presenter sees on the computer screen. The two are exact copies, and the audience does see the mouse cursor exactly as the presenter does.
- In *Presenter view*, the audience sees the slide as usual, but the presenter sees much more information, such as a timer, what the next slide will look like, and presentation notes.
  - The audience does **not** see the mouse cursor unless the presenter specifically tells PPT to show it. When you start presenting in *Presenter view*, click to turn on the "Laser pointer" function so the audience can see your mouse cursor when you point on the slide.
  - When the laser pointer function is "On", how you change slides is different. Experiment!
  - The timer at top left starts as soon as the presentation starts, but you can press the "restart" (circular arrow beside timer) to start at zero when you actually start talking. Then you can use this timer to time your presentation if you want to.

Getting the view you want involves **TWO** steps; you need to do **both**.

Step 1: Get the computer/projector hardware to extend the computer screen to the projector screen. To do this on a Windows computer, press [Windows key ⊞] + [P] ("P" for "Project") to see the choices. Then select "Duplicate" for *Regular view* or "Extend" for *Presenter view*.

Step 2: Tell PowerPoint you whether you want to use *Presenter view*. Use the "Use Presenter View" checkbox on the "Slide Show" menu, circled in the image below.

Note: Whether or not you use Presenter view, make sure you clear the "Use Timings" checkbox too (circled in the image above, should NOT have a checkmark in the box). Otherwise, if you mistakenly put timings on slides when practicing, your slides will switch automatically, not when you want them to in a live presentation.