

## Using Microsoft® PowerPoint® Software on a SMART Board™ Interactive Whiteboard

You make presentations for a reason – to communicate a message. With a SMART Board interactive whiteboard, you can focus the attention of your audience by making annotations to clarify your point or by recording feedback during your presentation. In this exercise, you'll learn how to use your finger as a mouse, navigate through your slide show, emphasize key points, and record and save notes in Notebook™ or PowerPoint software.

### Instructions

This module is divided into two columns. Read the left column to learn more about SMART Board interactive whiteboard features. Work through the exercise on the right to practice what you've learned. You can print this file and read it as you go through the exercise, or you can open it at the interactive whiteboard and alternate between it and the applications you're using.

### Before You Start

This module assumes that your computer is running, that the SMART Board interactive whiteboard is connected and that you have oriented the interactive whiteboard. A Quick Reference guide to help you orient the whiteboard is available at [www.smarttech.com/trainingcenter/windows/quickreferences.asp](http://www.smarttech.com/trainingcenter/windows/quickreferences.asp).

This module assumes that you have a basic understanding of the Microsoft Windows® operating system. You may find it useful to think of how you normally work with a computer as you go through the lesson. When working at your desktop, you use left-, right- or double mouse clicks depending on the function you want to perform. You use the SMART Board interactive whiteboard in the same way. If you get stuck, simply think about what you would do at your desktop and see if you can replicate those actions on the interactive whiteboard.

### Learning Topics

#### Using Your Finger as a Left-Mouse Click

The SMART Board interactive whiteboard becomes touch sensitive as soon as you start your computer. Any time you touch the interactive whiteboard, your finger acts as a left-mouse click.

Press on the interactive whiteboard surface to open applications, select objects and perform any operation that requires a left-mouse click.

#### Double-Clicking

To double-click on a SMART Board interactive whiteboard, simply press the same spot twice in rapid succession.

#### Accessing the SMART Board Tools

The SMART Board tools provide access to functions that help you operate the interactive whiteboard. Press a button and the application or tool that provides that function will appear.

**NOTE:** If you included the SMART Board tools in the Windows Start folder during installation, they will open automatically each time you restart your computer.

### Hands-on Practice

- 1 Using your finger as a mouse, double-press the **SMART Board** icon in the Windows System Tray.



If this icon isn't displayed in your System Tray, select **Start, Programs, SMART Board Software**, and select **SMART Board Tools**.

The SMART Board tools will appear.



## Learning Topics

### Opening Notebook Software

Notebook software is the application that allows you to save, organize and distribute notes written on a SMART Board interactive whiteboard. Like a conventional notebook, Notebook software stores information on a series of pages. But with Notebook software you can easily move, copy and insert information on a page or from one page to another.

### Accessing the Floating Tools

The Floating Tools are the software equivalent of the SMART Pen Tray. With the Floating Tools palette open, you have access to styluses and an eraser – in virtual rather than physical form. For example, press the **Pen** button and your next contact with the interactive whiteboard will produce a stream of electronic ink. The Floating Tools also offer functions you won't find in the pen tray, such as a highlighter and screen pointer.

### Using PowerPoint Software

SMART Board software provides navigational tools for delivering a PowerPoint presentation in Slide Show mode. Navigate through a slide show with SMART shortcuts or the Slide Show toolbar. These navigational tools appear every time you start your presentation. The toolbar also provides functions specific to using PowerPoint software on a SMART Board interactive whiteboard, such as saving notes.

### Using SMART Shortcuts

The default SMART shortcut for navigating through a slide show is a double press. This reduces the risk of accidentally bumping the interactive whiteboard and advancing your presentation.

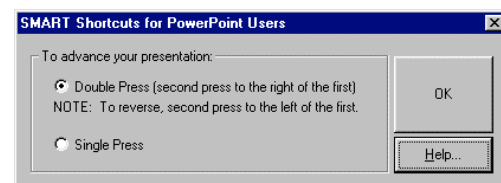
## Hands-on Practice

- 2 Press the **Notebook** button in the SMART Board tools to open Notebook software.
- 3 Minimize your Notebook file so that it's readily available when you want to record notes.

- 4 Press the **Floating Tools** button in the SMART Board tools. The toolbar shown below will appear.



- 5 Drag the Floating Tools palette by the grip bar on its left to a convenient location on the interactive whiteboard.
- 6 Launch a PowerPoint presentation.  
You can use any PowerPoint file. If you're working with this tutorial open at your interactive whiteboard, you can use our [samplepresentation.ppt](#). If this file opens in your Web browser, save it under a new name and open it in PowerPoint software.
- 7 Start the presentation the way you normally do. One way is to select **View, Slide Show**. The *SMART Shortcuts* dialog box and the Slide Show toolbar will appear.
- 8 Press the **OK** button in the *SMART Shortcuts* dialog box to accept the Double Press default.



## Learning Topics

### **Using SMART Shortcuts to Navigate**

To advance your presentation with a SMART shortcut, press twice on the SMART Board interactive whiteboard, making the second press to the right of the first. Reverse the presentation by making the second press to the left.

### **Using the Slide Show Toolbar to Navigate**

You can also use the three-button Slide Show toolbar to move through a slide show. The right arrow button advances the presentation and the left arrow button reverses it. The middle button provides options to save annotations, access the PowerPoint menu or end the slide show.

### **Drawing Attention to Key Points**

You can emphasize key points in several ways. The simplest way is to circle or underline ideas using a stylus. Notes made over top of your slides are temporary unless you save them.

### **Using the SMART Pen Tray Styluses and Eraser**

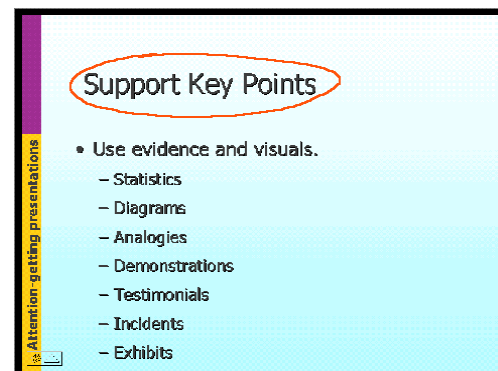
The SMART Pen Tray holds styluses and an eraser. These tools can be used to write or erase electronic ink on the interactive whiteboard. The last tool removed from the pen tray is recognized as the tool you want to use. For example, if you already have a stylus in your hand when you pick up the eraser, the interactive whiteboard will assume you want to erase.

## Hands-on Practice

- 10 Use the SMART shortcut to move to the second slide. Press twice on the interactive whiteboard, making the second press to the right of the first.
- 11 Use the Slide Show toolbar to move forward once, then back once. Press the **right arrow** button. Then press the **left arrow** button.



- 12 Pick up a stylus from the pen tray and circle something you'd like to emphasize.



- 13 Return the stylus to the pen tray.

## Learning Topics

### Using the Highlighter


When you want to call attention to a particular phrase, use the **Highlighter** button in the Floating Tools palette. Just like a conventional highlighter pen, it emphasizes the underlying image without overwriting it.

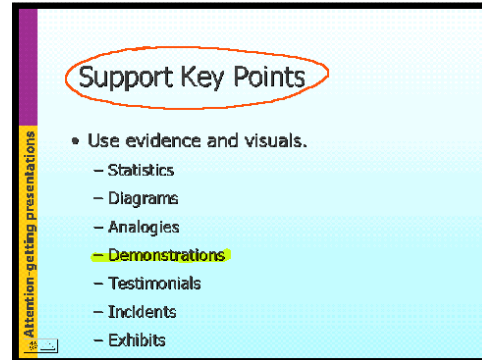
### Using the Screen Pointer


The screen pointer positions a floating arrow anywhere on the interactive whiteboard to direct attention to the point you want to emphasize.


**NOTE:** The default position for the screen pointer is the upper-left corner of the whiteboard.

## Hands-on Practice

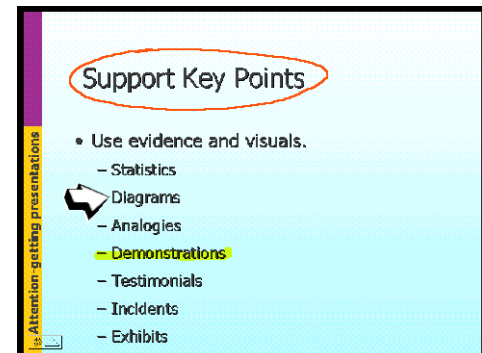
- 14 Press  in the Floating Tools palette and drag your finger over something else you'd like to emphasize.



- 15 Press  in the Floating Tools palette to restore the left-mouse cursor.

- 16 Press  in the Floating Tools palette. An arrow-shaped screen pointer will appear.

- 17 Drag the screen pointer to the point you want to emphasize.



- 18 Double-press the screen pointer to dismiss it.

- 19 Press once on the interactive whiteboard to clear your annotations.

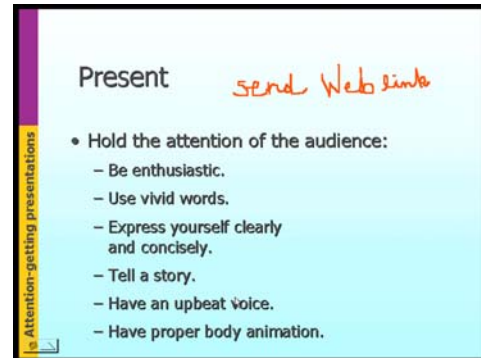
## Capturing Your Notes

You can save annotations written over top of your slides in two ways: into Notebook software or into your PowerPoint file.

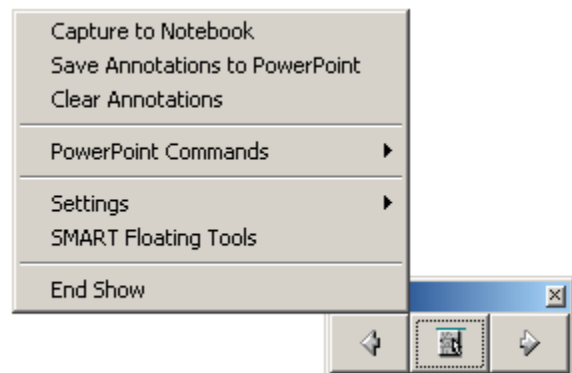
## Saving Notes into Notebook Software

The standard way to save notes is into Notebook software. When notes are saved in this software, they can be converted to text, moved as objects and fully edited.

- 20 Someone in your audience asks if you can send him a link to a Web site that has useful material on your topic. To record this action item for yourself on the slide to which it refers, pick up a stylus and write *send Web link*.



- 21 Return the stylus to the pen tray.
- 22 You don't want to change your presentation when saving this note, but you do want to remember the action item. Press the middle button in the Slide Show toolbar and select **Capture to Notebook**.

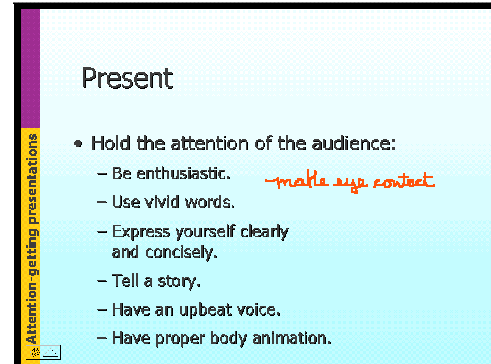


The annotations will be inserted on a new page in a Notebook file, and you can continue your PowerPoint slide show. Since you've captured this annotation, you can press once on the interactive whiteboard to erase it.

## Saving Notes in PowerPoint Software

When notes are saved directly into a PowerPoint file, they become objects that can be moved, cut or pasted. Save notes into your PowerPoint file if you want them to appear as part of the slide show. When you close the PowerPoint file after the presentation is over, you'll be prompted to save the file.

- 23 Another audience member makes a great suggestion that you want to keep as part of your presentation. Pick up a stylus and write *make eye contact*.



- 24 Save this tip into the PowerPoint file so that the next time you present, you can share it with your new audience. Press the middle button in the Slide Show toolbar and select **Save Annotations To PowerPoint**. The note will be incorporated into your PowerPoint file.
- 25 Time is up for your presentation, so you need to end the slide show and close all applications. Select **End Show** from the middle button in the Slide Show toolbar.



- 26 Select **File, Close** and press **Yes** when a message appears asking if you want to save the file. Otherwise, the comment you inserted into your PowerPoint file will be lost.

## Saving your Notebook File

Don't forget to save the Notebook file containing the notes you captured during the presentation. You can save the file to a network directory, making it available to others within your organization, or to your hard drive.

- 27 Press the **Notebook** taskbar button to view your Notebook file.
- 28 Select **File, Save**, or press the **Save** button.



- 28 Follow the directions to specify a file name and location.

## Congratulations!

You've finished the *Using Microsoft PowerPoint Software on a SMART Board Interactive Whiteboard* Hands-on Practice.