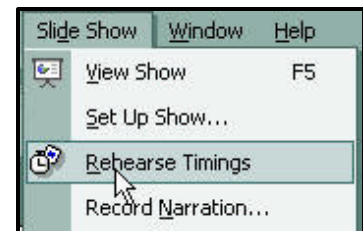


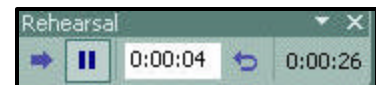
PowerPoint XP: Timing Your Presentations

If you are designing a presentation in *PowerPoint* to be self-running, you will need to setup your timings for each slide in the presentation. In *PowerPoint XP*, *Microsoft* has simplified the process.

1. Go to **Slide Show > Rehearse Timings**

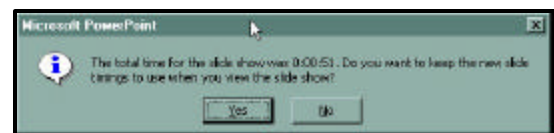


2. After your presentation begins, have a slow reader read the slides aloud. (A small window will appear in upper left corner of screen that shows total presentation time and timing for the current slide.)



3. Click the left mouse button to change slides at the appropriate times.

4. At the end of the show, click **Yes** when asked if you would like to keep the new slide timings.



5. View the show to make sure timings are correct. (have a slow reader read the slides again at this time)

Hint: If slide transition runs long while giving a presentation, you can still click left mouse button to advance to the next slide if necessary.

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