

MODULE FOR POST-GRADUATE DIPLOMA IN EDUCATION

**2nd Semester
April, 2023**

**IoE/MoF/TUC/GHANA CARES TRAINING AND RETRAINING
PROGRAMME FOR PRIVATE SCHOOL TEACHERS**



Ministry of Finance



Trade Union Congress

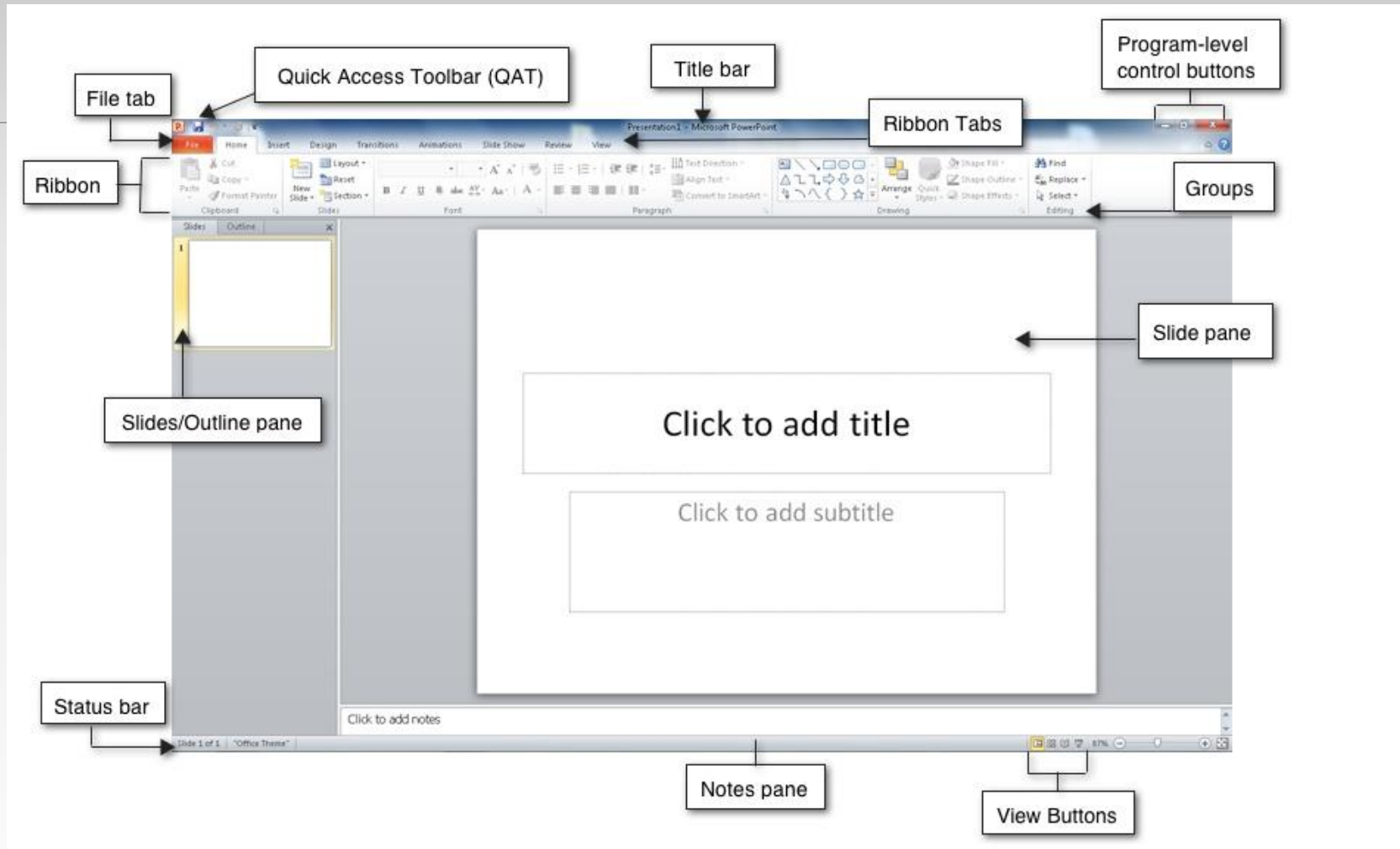


Institute of Education, UCC

MS-PowerPoint

IDENTIFYING MS-POWERPOINT WINDOW ELEMENTS

MS-PowerPoint window elements



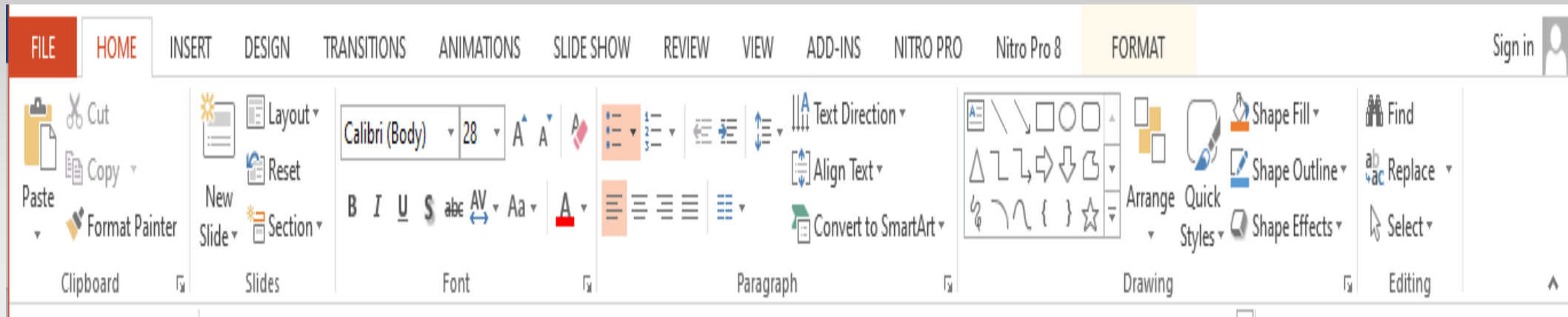
Quick Access Toolbar (QAT)

Is a customizable toolbar placed by default above the **Ribbon** where you will find frequently used icons like save, undo etc.

You can add icons for your often used commands. Also the QAT can also be placed below the **Ribbon**.



Ribbon



The Ribbon is the long strip comprising tabs with buttons across the top of the main window within the PowerPoint interface.

Since PowerPoint 2007, the Ribbon has replaced all the menus and toolbars that were found in PowerPoint 2003 and older versions.

Ribbon

The Ribbon contains almost all the commands you need to work with your slides, and is designed in a way that helps you quickly find the commands that you need to complete a task.

Ribbon has tabs which in turn contain groups of buttons for various options to choose from.

Some groups also contain galleries (for example galleries for Themes and Theme Colors).

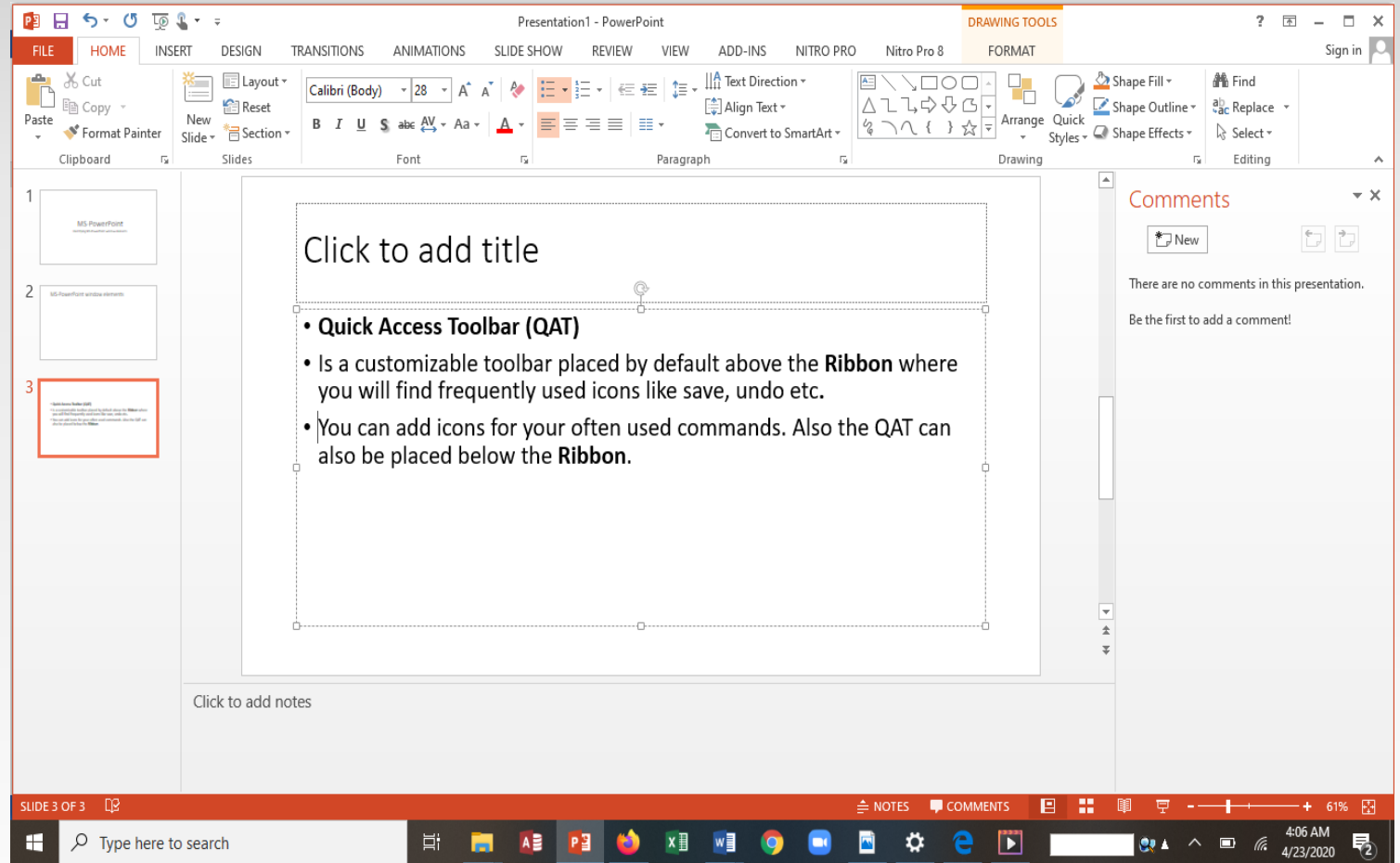
Contextual Tabs

These tabs are special tabs within the Ribbon that are not visible all the time, they only make an appearance when you are working with a particular slide object which can be edited using special options.



Slides Pane

Located on the left side of the interface, the **Slides** pane shows thumbnails of all the slides in the open presentation





A

PICTURE IN POWERPOINT



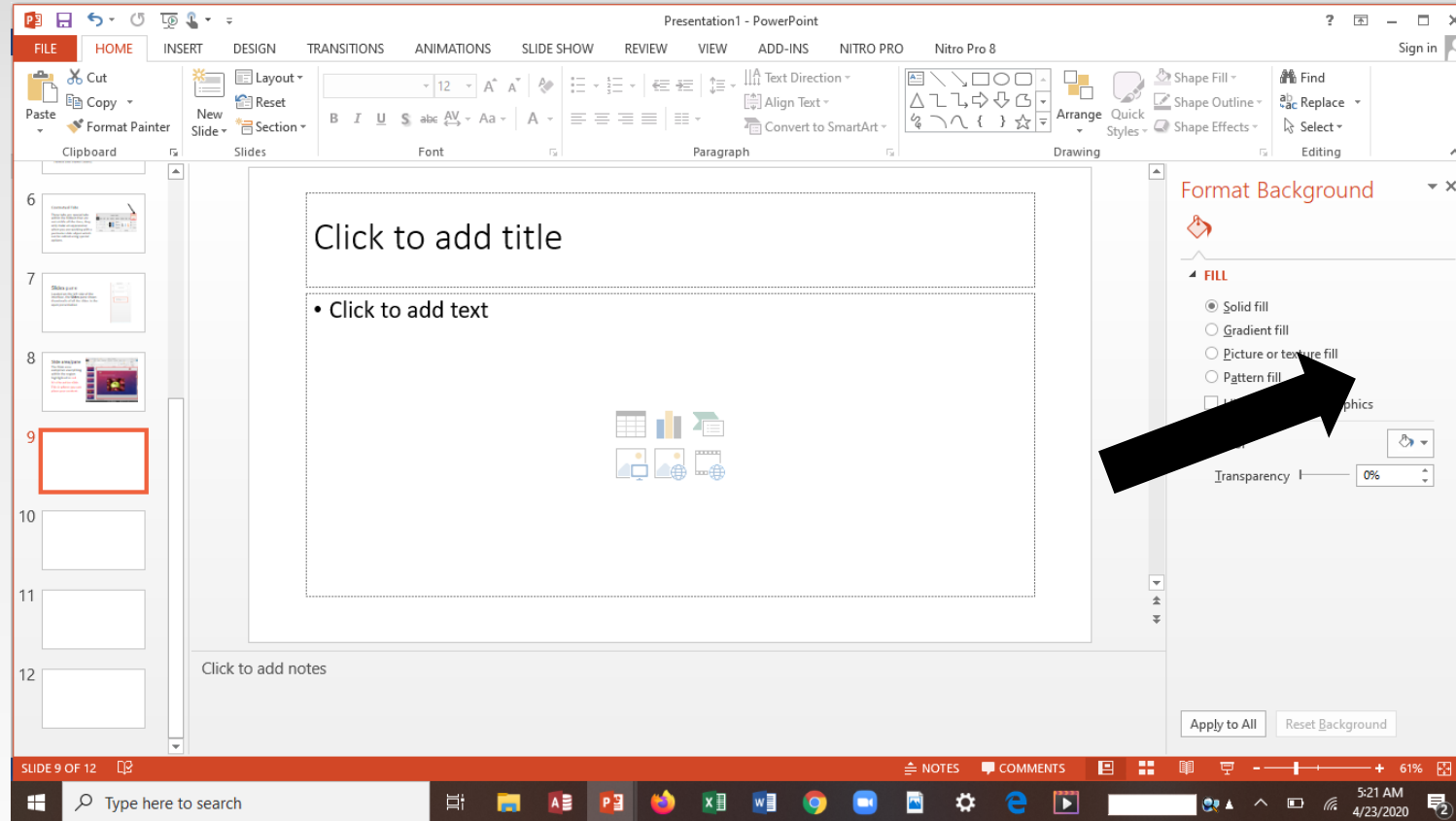
C

The Slide area comprises everything within the region highlighted in red.

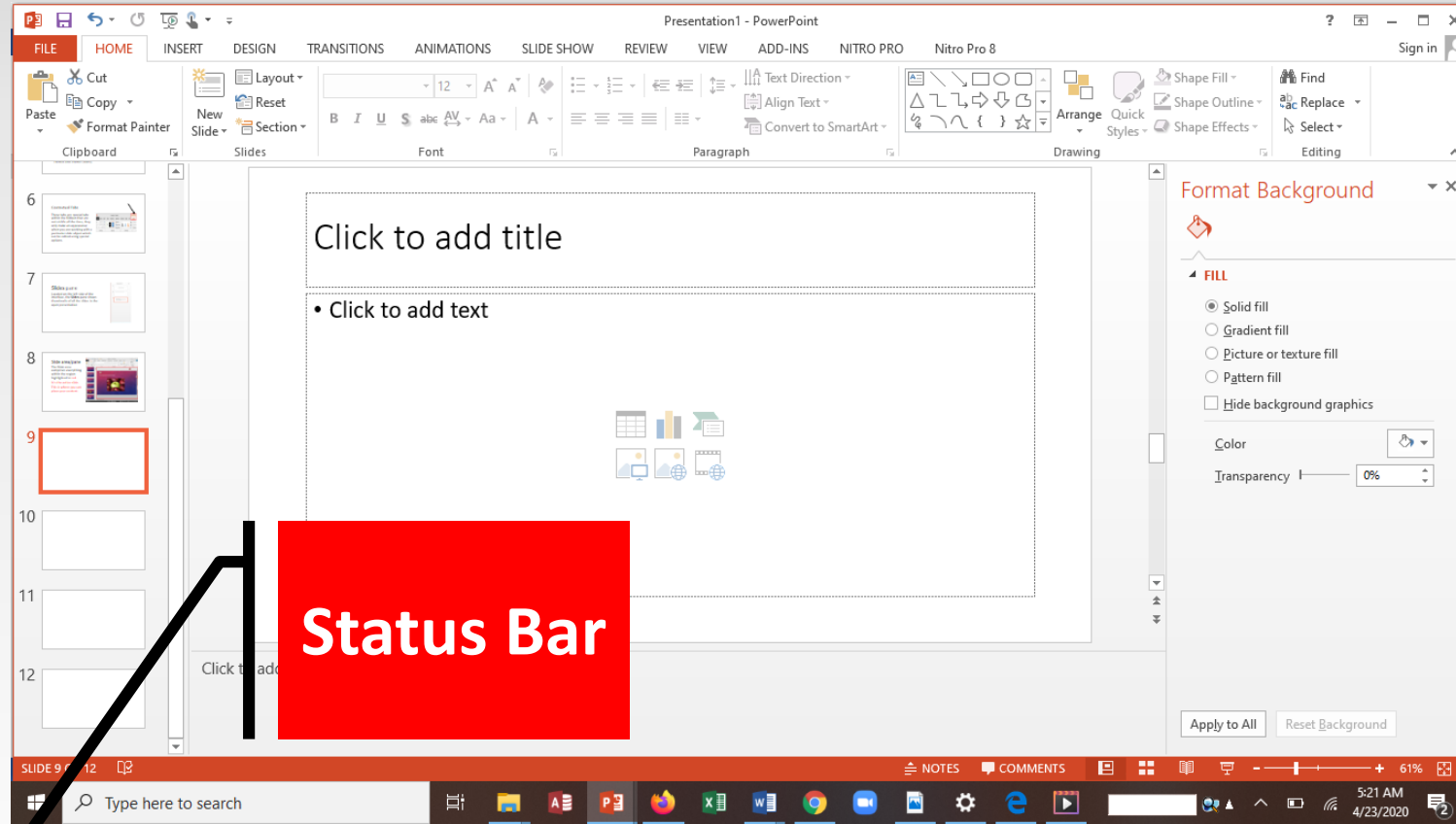
It is the active slide.

This is where you can place your content.

Task pane



Status Bar



The image shows a screenshot of the Microsoft PowerPoint application. The ribbon is set to the 'DRAWING TOOLS' context, with the 'FORMAT' tab selected. The main slide area displays the text 'Task pane' and a smaller inset window showing the 'Format Background' task pane. The Windows taskbar at the bottom is visible, with a red box highlighting the 'NOTES' and 'COMMENTS' buttons. A large red arrow points from the bottom right towards the taskbar.

Presentation1 - PowerPoint

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW ADD-INS NITRO PRO Nitro Pro 8 FORMAT

New Slide Tables Pictures Online Pictures Screenshot Photo Album Shapes SmartArt Chart Apps for Office Hyperlink Action Comment Text Box Header & Footer WordArt Date & Time Slide Number Object Equation Symbol Video Audio

Task pane

Format Shape

SHAPE OPTIONS TEXT OPTIONS

SHADOW REFLECTION GLOW SOFT EDGES 3-D FORMAT 3-D ROTATION

Click to add title

Click to add text

Format Background

Apply to All Reset Background

SLIDE 9 OF 12

NOTES COMMENTS

Type here to search

5:36 AM 4/23/2020

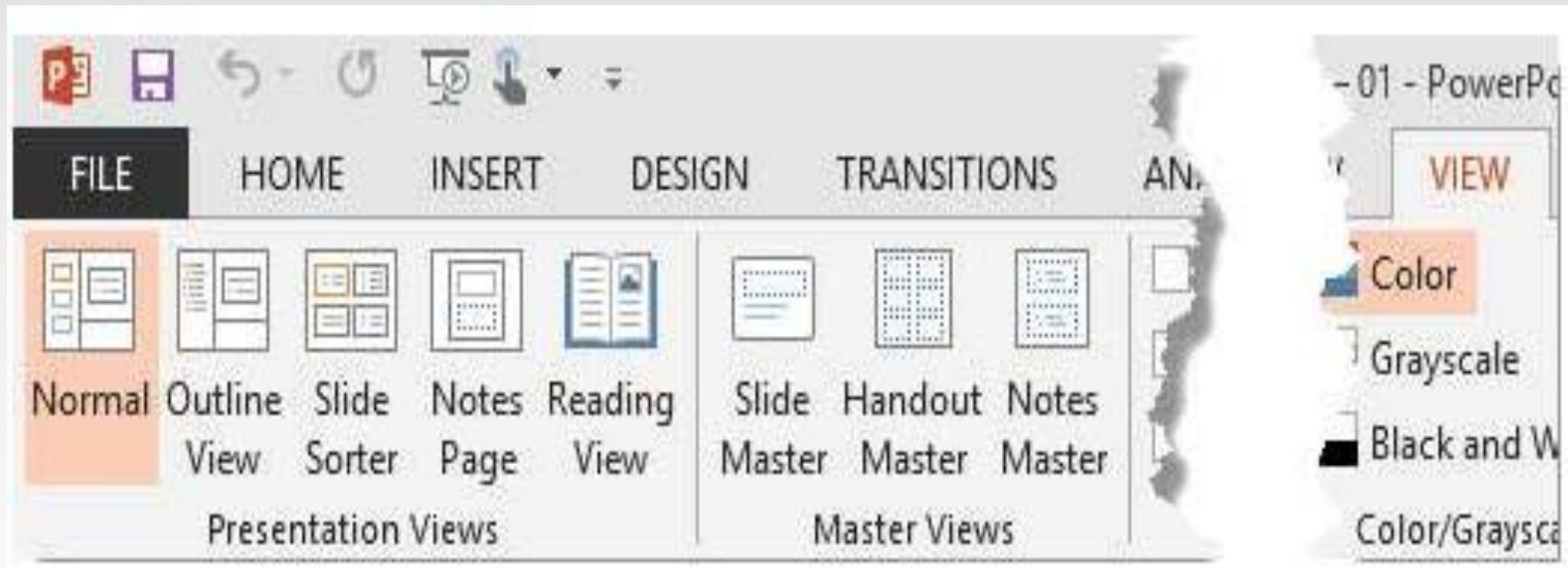
The Task Pane contains more options and appears when you choose an option in one of the **Ribbon** tabs -- for example if you click the **Format Background** button within the **Design** tab of the **Ribbon**, the **Format Background** task pane opens

END OF LESSON

Views in PowerPoint

PRESENTATION VIEWS

Views in PowerPoint 2013



PowerPoint 2013 views, accessible from the **View** tab of the **Ribbon** are:

Normal View

Outline View

Slide Sorter

Notes Page

Reading View

Slide Master

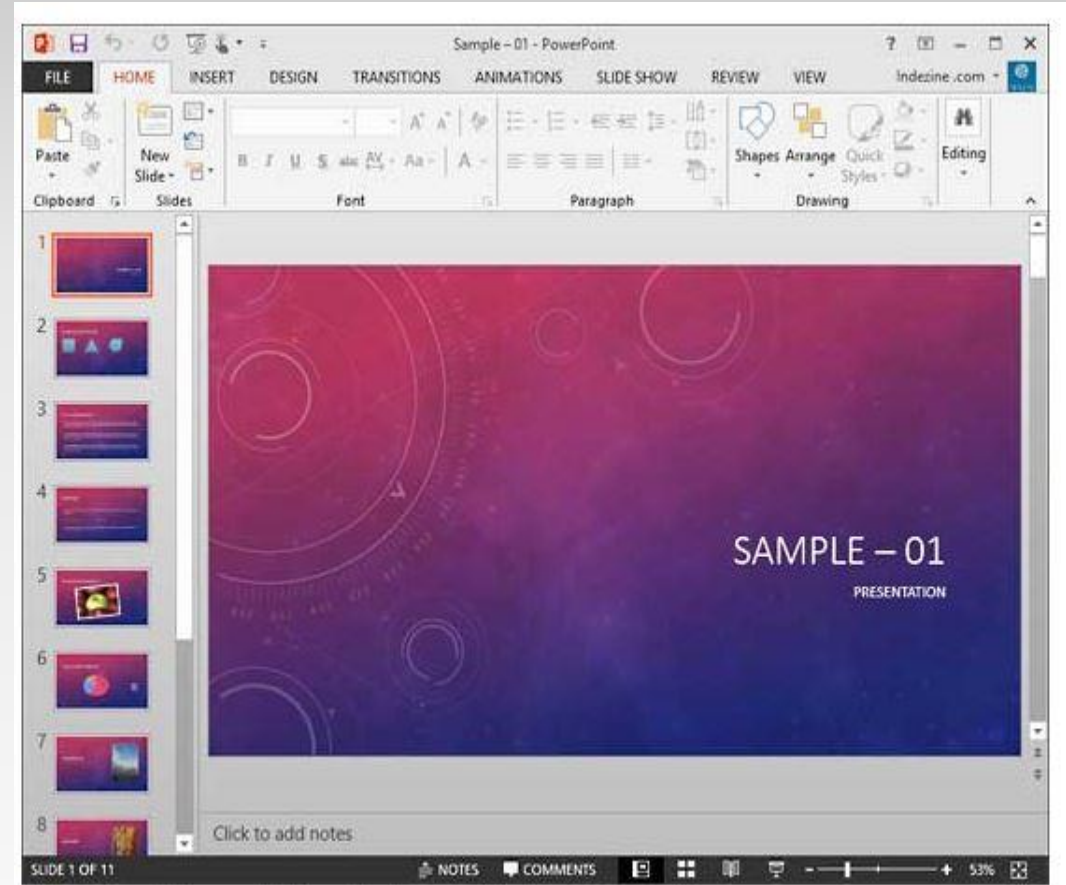
Handout Master

Notes Master

Normal View

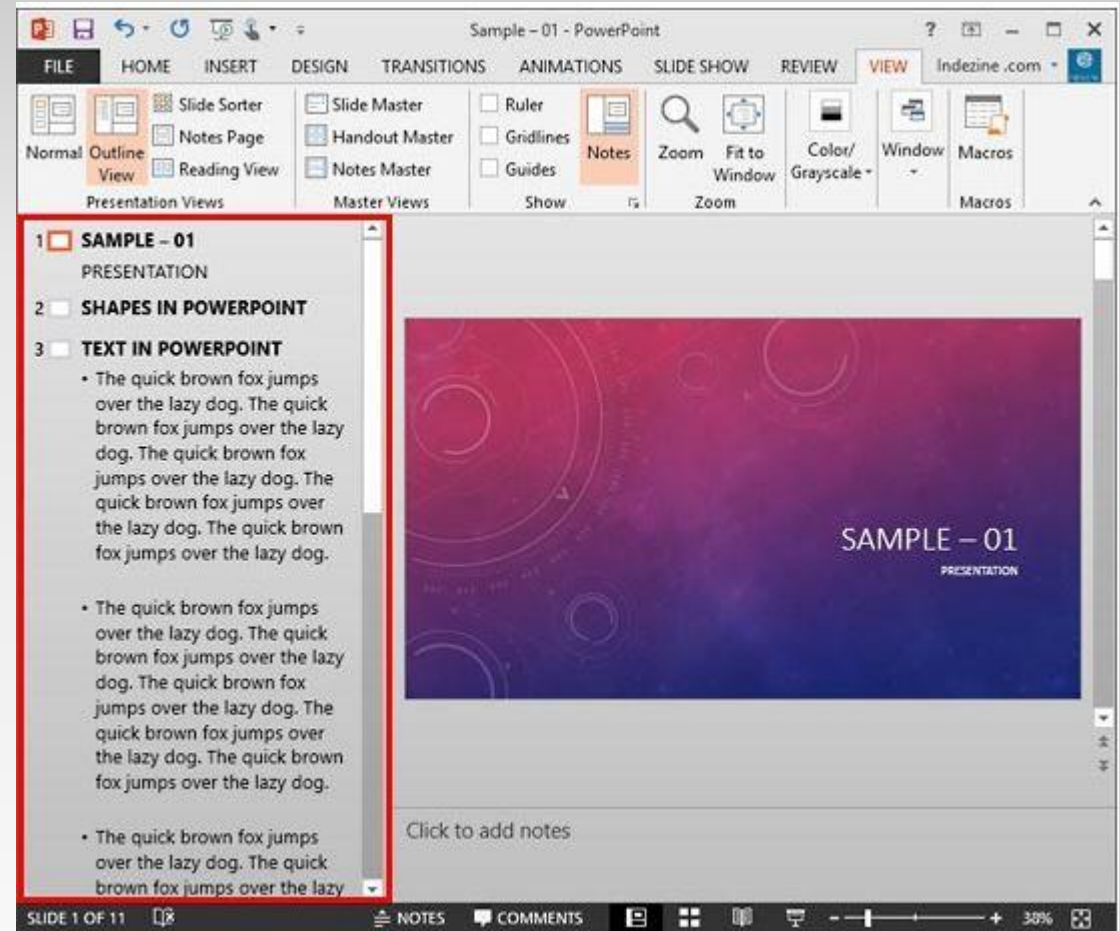
Normal View is the default and most often used view.

This view displays one slide at a time in the Slide Area, and is used mainly for editing and creating slides, and shows PowerPoint's typical tri-pane interface that includes the Slides Pane, the Slides Area, and the Slide Pane.



OUTLINE VIEW

This opens the outline pane and replaces the slide view at the left side of the PowerPoint interface



Slide sorter view

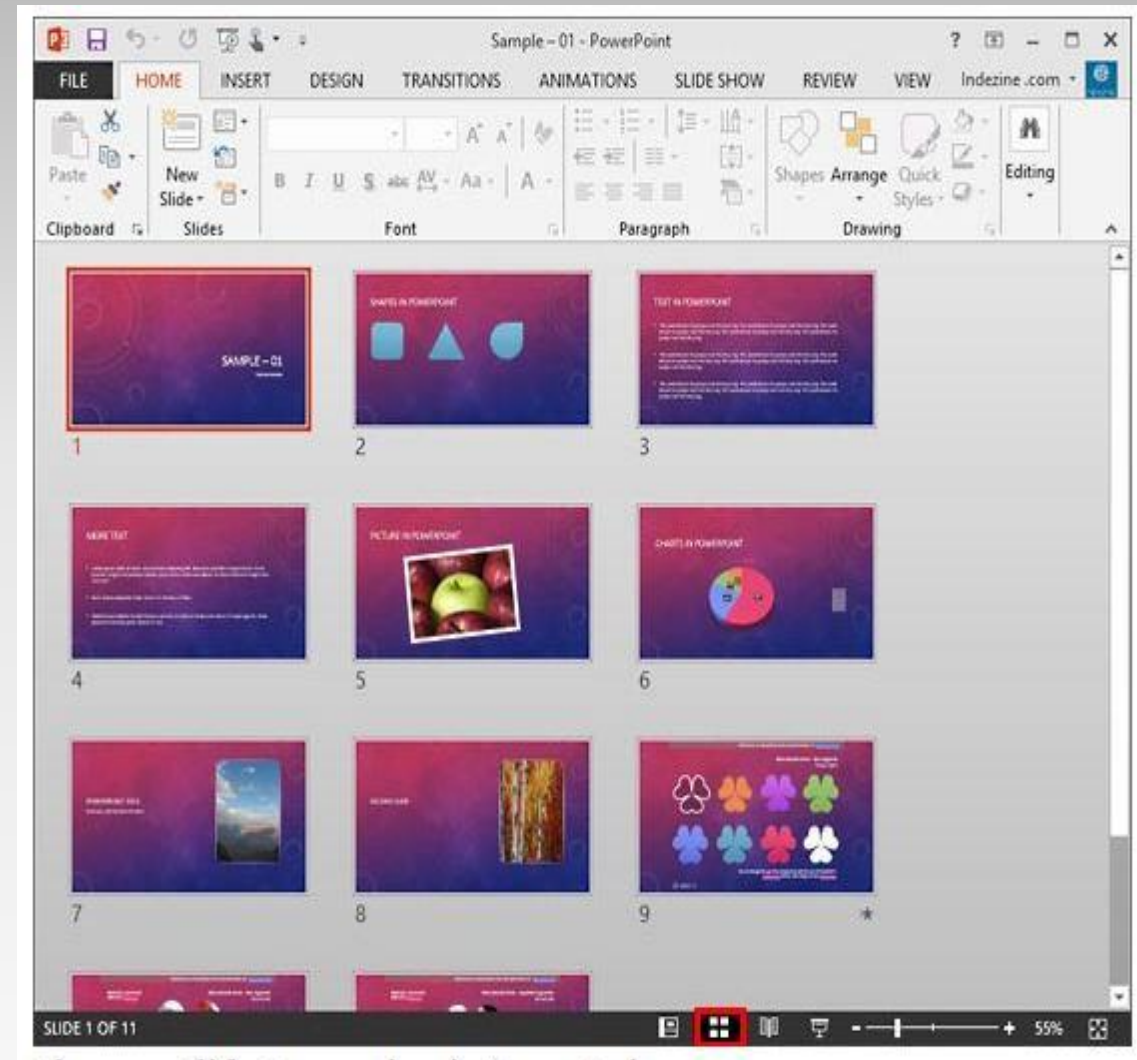
The slide sorter view presents to the user a thumbnail sizes slides of all the slides in the presentation.

The user can do a lot with the slides in this view.

One can select multiple slides, reorder slides, duplicate slides and delete slides.

This view makes working with slides interesting.

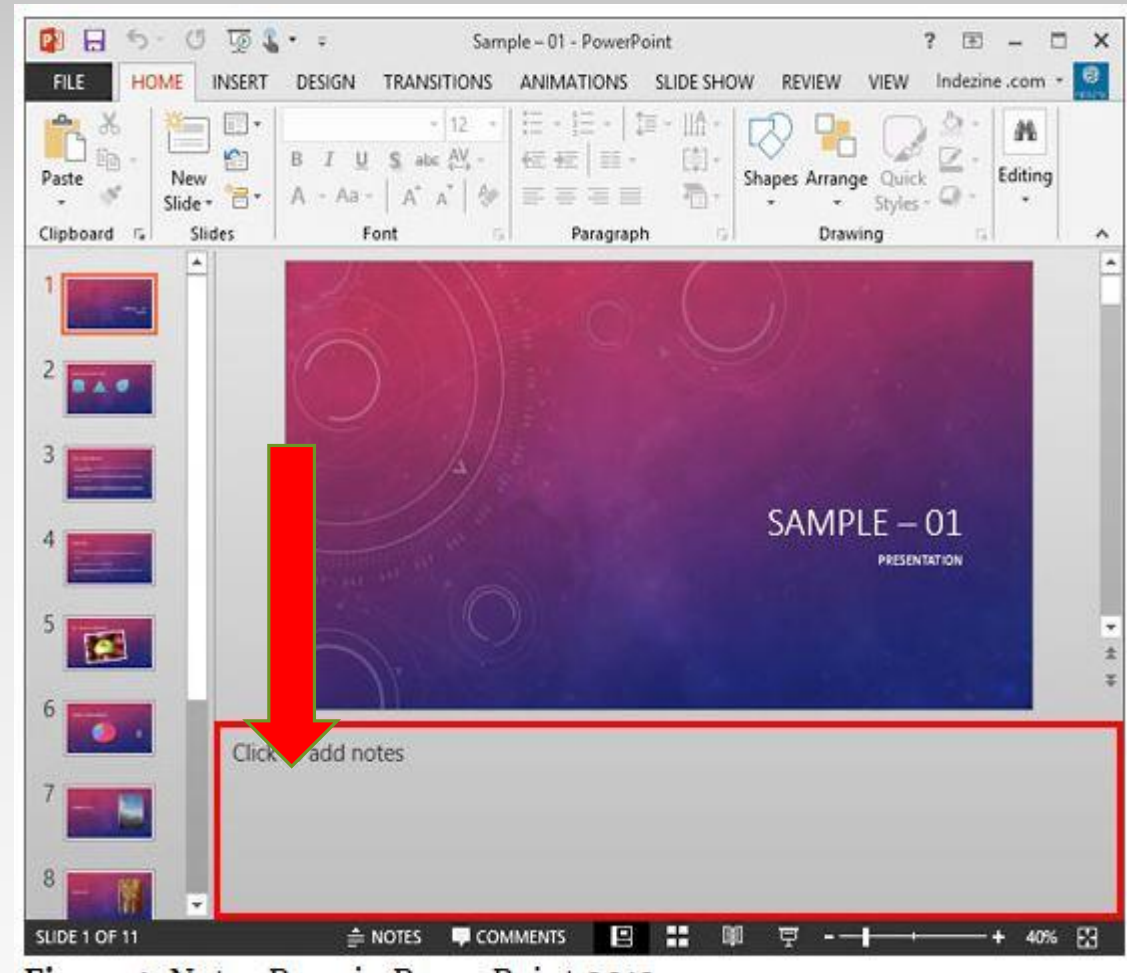
One can access the slide sorter view from the status bar by clicking the four squares or from the view tab in the presentation view.



Note page view

The Notes Pane is placed right below the Slide area, as shown highlighted in red within **Figure at the right side.**

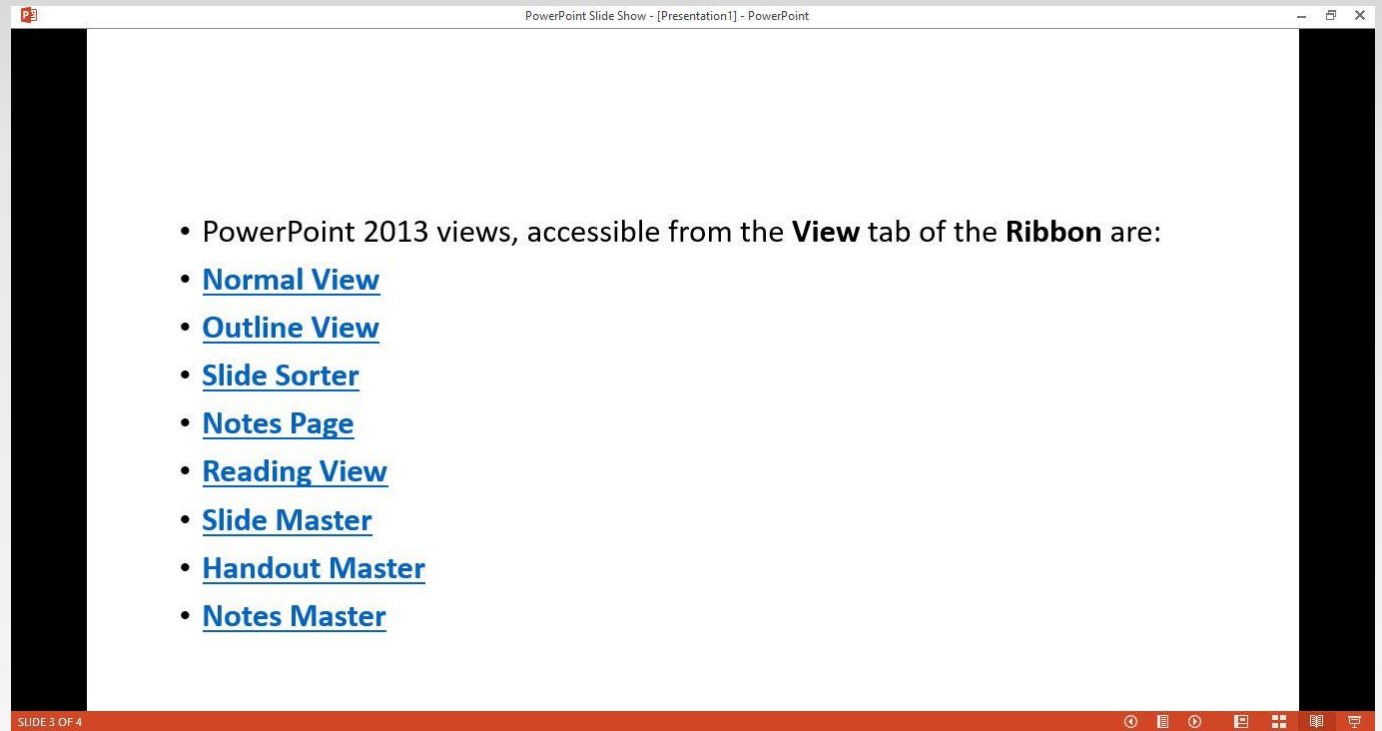
The Notes Pane provides space to add speaker's notes that can be so helpful to the presenter while presenting



Reading view

Reading view is similar to Slide Show view in some ways because in both views, the slide is shown in full screen mode.

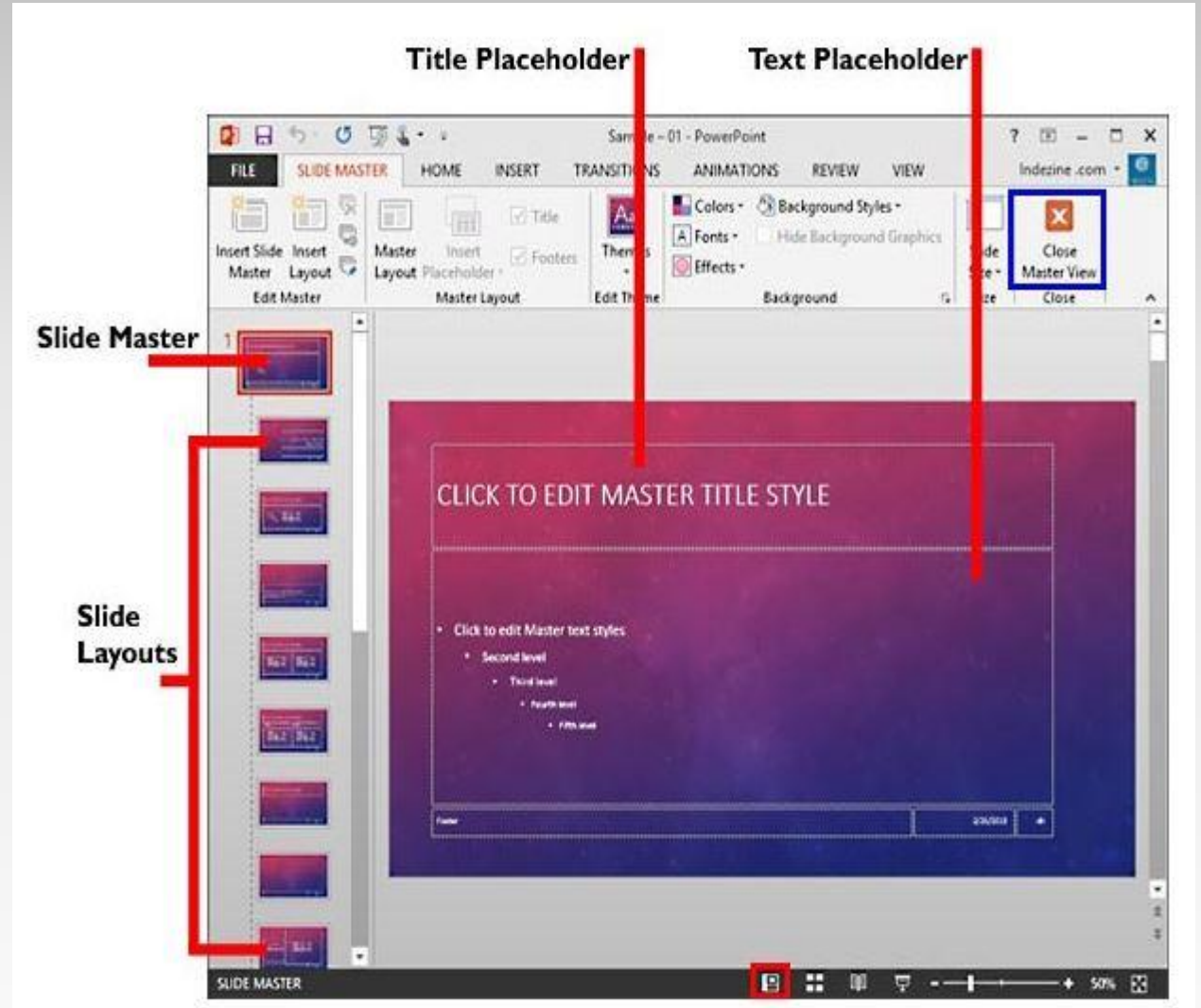
However, in Reading view you also see the PowerPoint title bar and the Status Bar at the top and bottom of the interface respectively



Slide Master view

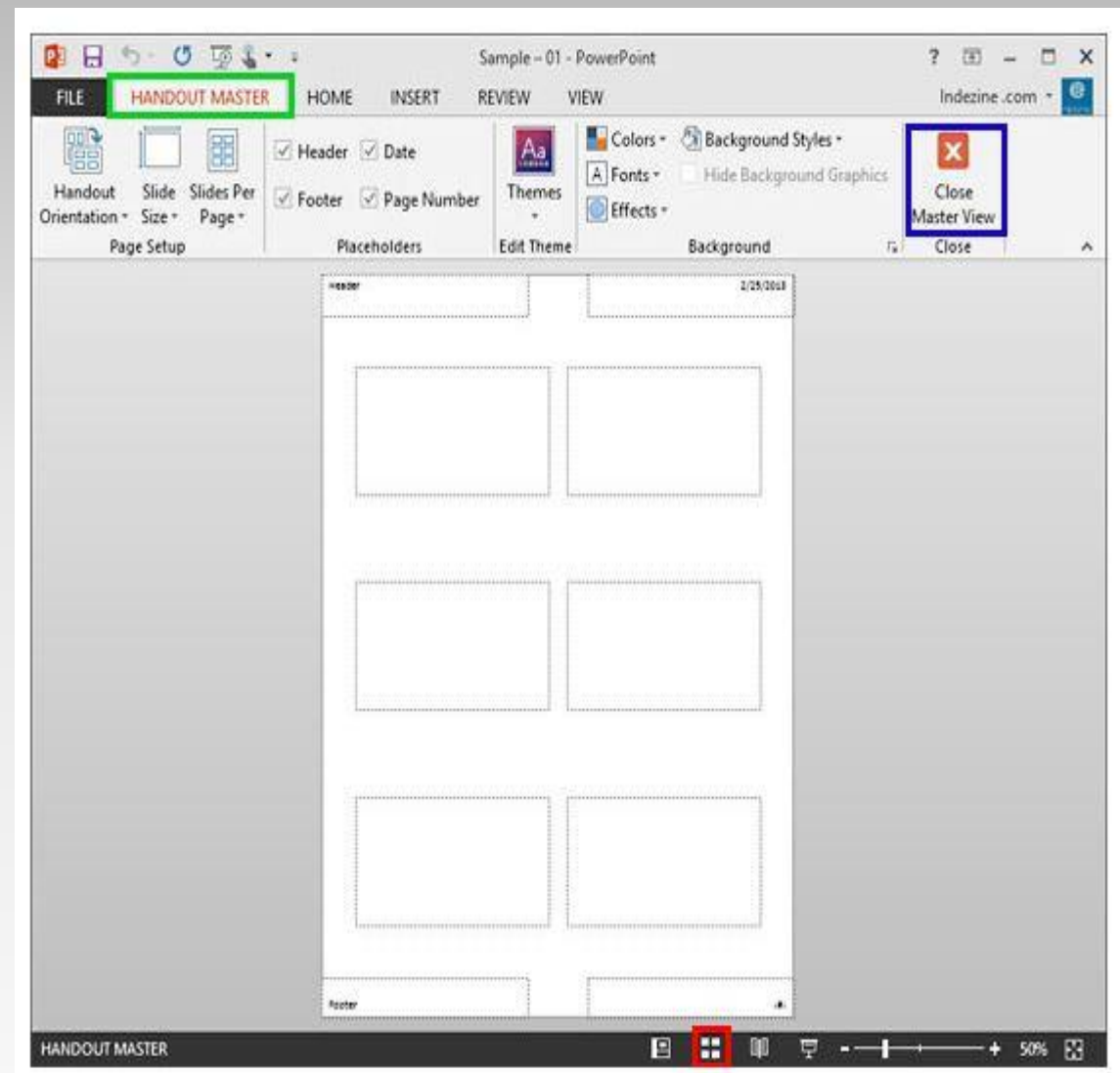
Slide Master view is a very important view within PowerPoint 2013.

It allows the user to make changes or editing (modification) within which will influence all slides within your presentation



Handout master

provides several layout options for the number of slides that you want to print on each handout page.



Note master view

This allows you to make a modification of the note to apply to all slides

You can do the following tasks within the Notes Master:

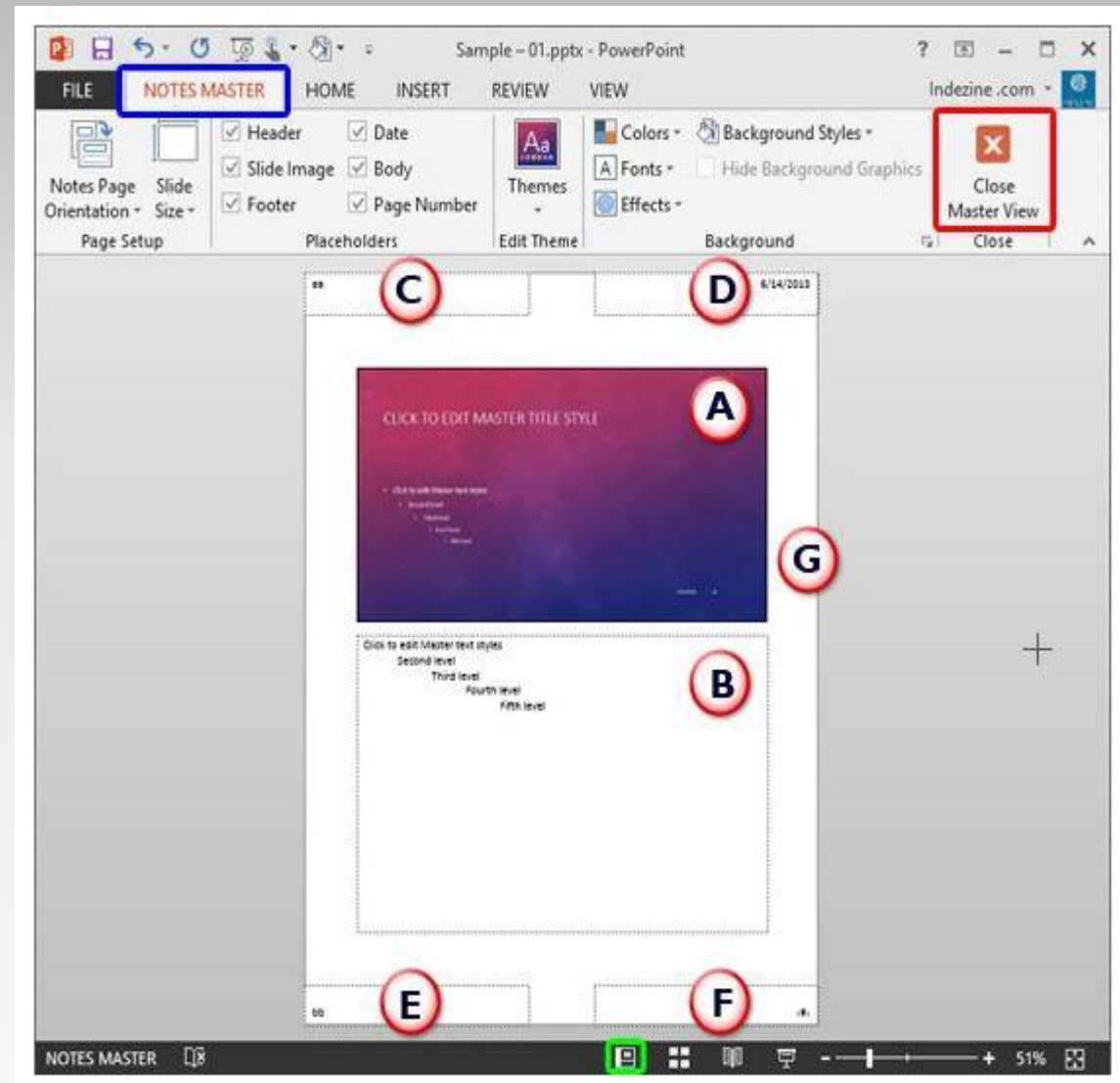
Select any placeholder and delete it by pressing **Delete** key on your keyboard.

Reposition placeholders by dragging them to a new position.

Resize the placeholders.

Format placeholder by using the tools on the **Ribbon** or menus.

Add pictures, SmartArt, clip art, or any other kind of slide objects that you want to display in the Notes view, or when Notes are printed.



CREATING & MANAGING PRESENTATIONS

Introduction to Creating Presentation

PowerPoint files are called **presentations**.

Whenever you start a new project in PowerPoint, you'll need to **create a new presentation**, which can either be **blank** or from a **template**.

You'll also need to know how to **open an existing presentation**.

Creating Presentation

To create a new presentation

When beginning a new project in PowerPoint, you'll often want to start with a new blank presentation.

- i. Select the **File** tab to go to **Backstage view**.
- ii. Select **New** on the left side of the window, then click **Blank Presentation**.
- iii. A new presentation will appear.

To create a new presentation from a template:

A **template** is a **predesigned presentation** you can use to create a new slide show quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

Procedure

- i. Click the **File** tab to access **Backstage view**, then select **New**.
- ii. You can click a suggested search to find templates or use the **search bar** to find something more specific
- iii. Select a **template** to review it.
- iv. A **preview** of the template will appear, along with **additional information** on how the template can be used.
- v. Click **Create** to use the selected template.
- vi. A new presentation will appear with the **selected template**.

To open an existing presentation

In addition to creating new presentations, you'll often need to open a presentation that was previously saved.

- i. Select the **File** tab to go to **Backstage view**, then click **Open**.
- ii. Click **Browse**.
- iii. The **Open** dialog box will appear. Locate and select your **presentation**, then click **Open**.

Saving Presentations

Whenever you create a new presentation in PowerPoint, you'll need to know how to **save** in order to access and edit it later.

Save and Save As

PowerPoint offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences.

- **Save:** When you create or edit a presentation, you'll use the **Save** command to save your changes. You'll use this command most of the time.
 - When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.
- **Save As:** You'll use this command to create a **copy** of a presentation while keeping the original.
 - When you use Save As, you'll need to choose a different name and/or location for the copied version.

To save a presentation:

- i. Locate and select the **Save** command on the **Quick Access Toolbar**.

- ii. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
- iii. You'll then need to choose **where to save** the file and give it a **file name**.
- iv. Click **Browse** to select a location on your computer.
- v. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation.
- vi. Enter a **file name** for the presentation, then click **Save**.

The presentation will be **saved**. You can click the **Save** command again to save your changes as you modify the presentation.

Slide Basics

Every PowerPoint presentation is composed of a series of **slides**. To begin creating a slide show, you'll need to know the basics of working with slides.

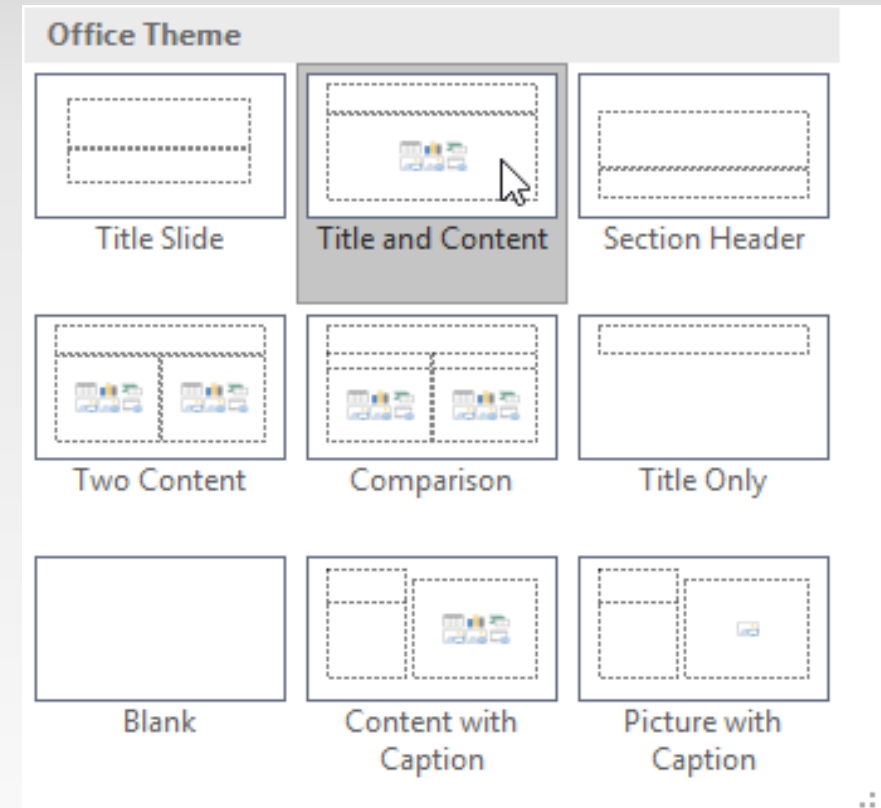
You'll need to feel comfortable with tasks such as **inserting** a new slide, **changing the layout** of a slide, **arranging** existing slides, **changing the slide view**, and **adding notes** to a slide.

Understanding slides and slide layouts

When you insert a **new slide**, it will usually have **placeholders** to show you where content will be placed.

Slides have different **layouts** for placeholders, depending on the type of information you want to include.

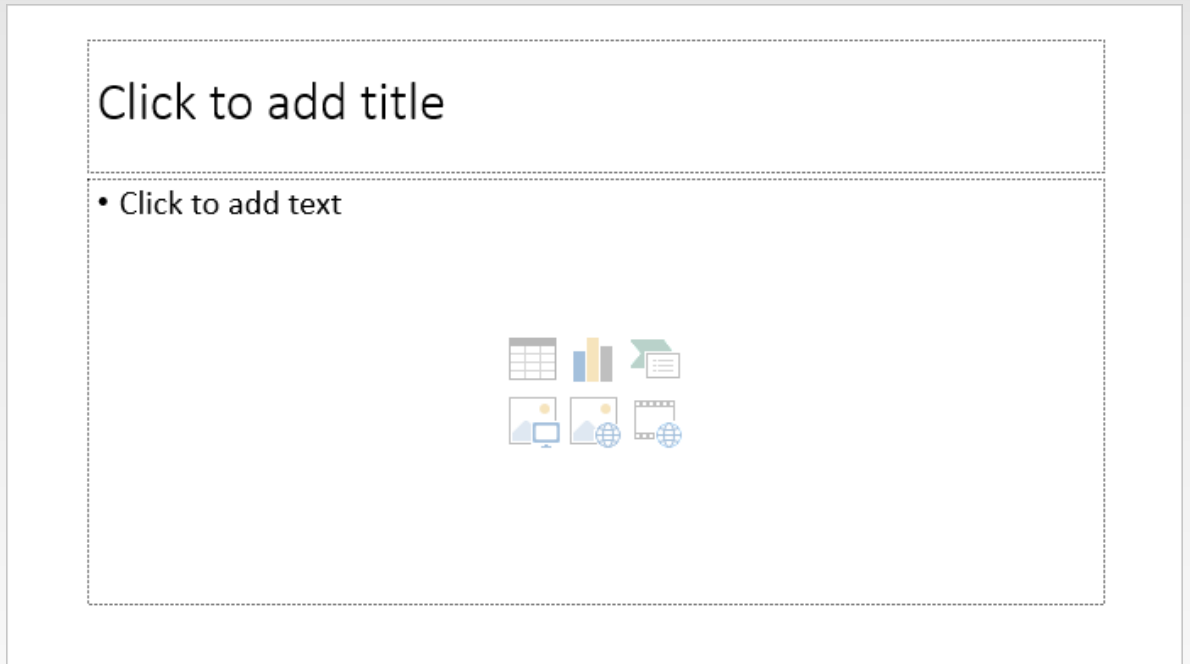
Whenever you create a new slide, you'll need to choose a slide layout that fits your content.



Placeholders can contain different types of content, including text, images, and videos.

Many placeholders have **thumbnail icons** you can click to add specific types of content.

In the example, the slide has placeholders for the **title** and **content**.



Inserting a New Slide

Whenever you start a new presentation, it will contain **one slide** with the **Title Slide** layout. You can insert as many slides as you need from a variety of layouts.

- i. To insert a new slide:
- ii. From the **Home** tab, click the **bottom half** of the **New Slide** command.
- iii. Choose the desired **slide layout** from the menu that appears. The new slide will appear.
- iv. Click any **placeholder** and begin typing to add text. You can also click an **icon** to add other types of content, such as a **picture** or a **chart**.

To change the layout of an existing slide, click the **Layout** command, then choose the desired layout

To quickly add a slide that uses the same layout as the selected slide, click the **top half** of the **New Slide** command.

HYPERLINKS

Incorporating text, graphic and audio using links



Creating and managing Slide transition & animation

Transitions

If you've ever seen a PowerPoint presentation that had special effects between each slide, you've seen **slide transitions**.

A transition can be as simple as fading to the next slide or as flashy as an eye-catching effect.

PowerPoint makes it easy to apply transitions to some or all of your slides, giving your presentation a polished, professional look.

In Microsoft **PowerPoint**, slide **transitions** are motion effects that occur in Slide Show view when you move from one slide to the next during a presentation

About transitions

There are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab.

- **Subtle:** These are the most basic types of transitions. They use **simple animations** to move between slides.
- **Exciting:** These use more **complex animations** to transition between slides. While they're more visually interesting than **Subtle** transitions, adding too many can make your presentation look less professional. However, when used in moderation they can add a nice touch between important slides.
- **Dynamic Content:** If you're transitioning between two slides that use similar **slide layouts**, dynamic transitions will move only the **placeholders**, not the slides themselves. When used correctly, dynamic transitions can help **unify** your slides and add a further level of polish to your presentation.

Transitions are best used in moderation. Adding too many transitions can make your presentation look a little silly and can even be distracting to your audience. Consider using mostly subtle transitions, or not using transitions at all.

To apply a transition:

- i. Select the **desired slide** from the **Slide Navigation** pane. This is the slide that will appear **after** the transition.
- ii. Click the **Transitions** tab, then locate the **Transition to This Slide** group. By default, **None** is applied to each slide.
- iii. Click the **More** drop-down arrow to display all transitions.
- iv. Click a **transition** to apply it to the selected slide. This will automatically preview the transition.

You can use the **Apply To All** command in the **Timing** group to apply the same transition to all slides in your presentation. Keep in mind that this will modify any other transitions you've applied.

To preview a transition:

You can **preview** the transition for a selected slide at any time using either of these two methods:

Click the **Preview** command on the **Transitions** tab.

Click the **Play Animations** command in the **Slide Navigation** pane.

To remove a transition:

Select the **slide** with the transition you want to remove.

Choose **None** from the **Transition to This Slide** group. The transition will be removed.

To remove transitions from **all slides**, apply the **None** transition to a slide, then click the **Apply to All** command.

Advancing slides

Normally, in Slide Show view you would advance to the next slide by clicking your mouse or by pressing the spacebar or arrow keys on your keyboard.

The **Advance Slides** setting in the **Timing** group allows the presentation to advance **on its own** and display each slide for a specific amount of time.

This feature is especially useful for **unattended presentations**, such as those at a trade show booth.

To advance slides automatically:

- i. Select the slide you want to modify.
- ii. Locate the **Timing** group on the **Transitions** tab. Under **Advance Slide**, uncheck the box next to **On Mouse Click**.
- iii. In the **After** field, enter the amount of time you want to display the slide. In this example, we will advance the slide automatically after 1 minute and 15 seconds, or 01:15:00.
- iv. Select another slide and repeat the process until all slides have the desired timing. You can also click the **Apply to All** command to apply the same timing to all slides.

If you need to advance to the next slide before an automatic transition, you can always click the mouse or press the spacebar to advance the slides as normal.

Animations

In PowerPoint, you can **animate** text and objects such as clip art, shapes, and pictures.

- Animation—or movement—on the slide can be used to **draw the audience's attention** to specific content or to make the slide easier to read.

An animation effect is a special visual or sound effect added to a text or an object on a slide or chart.

It is also possible to animate the text and the other objects using the buttons on the Animation Effects toolbar.

The four types of animations

There are several animation effects you can choose from, and they are organized into four types.

- **Entrance:** These control how the object enters the slide. For example, with the **Bounce** animation the object will "fall" onto the slide and then bounce several times.
- **Emphasis:** These animations occur while the object is on the slide, often triggered by a **mouse click**. For example, you can set an object to **spin** when you click the mouse.
- **Exit:** These control how the object exits the slide. For example, with the **Fade** animation the object will simply fade away.
- **Motion Paths:** These are similar to **Emphasis** effects, except the object moves within the slide along a predetermined path, like a **circle**.

To apply an animation to an object:

- i. Select the object you want to animate.
- ii. On the **Animations** tab, click the More drop-down arrow in the **Animation** group. A drop-down menu of animation effects will appear.
- iii. Select the desired effect. The effect will apply to the object.

The object will have a small **number** next to it to show that it has an animation. In the Slide pane, a **star** symbol also will appear next to the slide.

At the bottom of the menu, you can access even more effects.

Effect options

Some effects will have **options** you can change. For example, with the **Fly In** effect you can control **which direction** the object comes from.

These options can be accessed from the **Effect Options** command in the Animation group.

To remove an animation:

Select the small **number** located next to the animated object.

Press the **Delete** key. The animation will be deleted.

Animations are best used in moderation. Adding too many animations can make your presentation look a little silly and can even be distracting to your audience. Consider using mostly subtle animations, or not using animations at all.

Working with animations

If you select a new animation from the menu in the Animation group, it will **replace the object's current animation**. However, you'll sometimes want to place **more than one animation** on an object, like an **Entrance** and an **Exit** effect.

To do this, you'll need to use the **Add Animation** command, which will allow you to keep your current animations while adding new ones.

To add multiple animations to an object:

- i. Select an object.
- ii. Click the **Animations** tab.
- iii. In the **Advanced Animation** group, click the **Add Animation** command to view the available animations.
- iv. Select the desired animation effect.

If the object has more than one effect, it will have a different **number** for each effect. The numbers indicate the **order** in which the effects will occur.

To reorder the animations:

Select the **number** of the effect you want to change.

From the **Animations** tab, click the **Move Earlier** or **Move Later** commands to change the ordering.

Presenting Your Slide Show

Once your slide show is complete, you'll need to learn how to **present it** to an audience.

PowerPoint offers several tools and features to help make your presentation smooth, engaging, and professional.

To start a slide show:

There are several ways you can begin your presentation:

-
- Click the **Start From Beginning** command on the Quick Access Toolbar, or press the **F5** key at the top of your keyboard. The presentation will appear in full-screen mode.
 - Select the **Slide Show view** command at the bottom of the PowerPoint window to begin a presentation from the current slide.
 - Go to the **Slide Show** tab on the Ribbon to access even more options. From here, you can start the presentation **from the current slide** and access **advanced presentation options**.

To advance and reverse slides:

- You can advance to the next slide by **clicking your mouse** or pressing the **spacebar** on your keyboard. Alternatively, you can use or **arrow keys** on your keyboard to move forward or backward through the presentation.

To stop a slide show:

You can exit presentation mode by pressing the **Esc** key on your keyboard. Alternatively, you can click the **Slide Show Options** button in the bottom-left and select **End Show**.

The presentation will also end after the **last slide**. You can click the mouse or press the spacebar to return to Normal view.

Presenter view

If you're presenting your slide show with a second display—like a projector—you can use **Presenter view**.

Presenter view gives you access to a special set of controls on your screen that the audience won't see, allowing you to easily reference **slide notes**, preview the **upcoming slide**, and much more.

To access Presenter view:

Start your slide show as you normally would,

then click the **Slide Options** button and select **Presenter View**.

Alternatively, you can press **Alt+F5** on your keyboard to start the slide show in Presenter view.

HYPERLINKS : Incorporating ,text video, audio using links

HYPERLINKS COULD BE SET UP (CLICKABLE SHORTCUTS) ON SLIDES THAT ALLOW YOU TO JUMP TO A SPECIFIC SLIDE IN THE PRESENTATION OR TO EXTERNAL CONTENT.

HYPERLINKS CAN BE DISPLAYED AS EITHER TEXT, GRAPHIC AUDIO OR VIDEO.

HYPERLINKS MAKE A PRESENTATION NON-LINEAR BY CONNECTING IT WITH OTHER SLIDES, DOCUMENTS AND WEB PAGES.

HYPERLINKS : Incorporating ,text video, audio using links

ADDING A TEXT HYPERLINK

THE INSERT HYPERLINK DIALOG BOX IS USED TO SET UP LINKS BETWEEN SLIDES OR FROM SLIDES TO OTHER TARGETS.

WHAT IS A TARGET?

(THE **TARGET** IS THE PAGE, FILE, OR SLIDE THAT OPENS WHEN YOU CLICK A LINK.)

HYPERLINKS : Incorporating ,text, video, audio using links

IF A TEXT IS SELECTED BEFORE INSERTING THE HYPERLINK,

THAT TEXT WILL BECOME THE LINK THAT CAN BE CLICKED.

AND IF YOU SELECT A GRAPHIC BEFORE INSERTING THE HYPERLINK, THE HYPERLINK WILL BE ATTACHED TO THE GRAPHIC, SO THAT CLICKING IT ACTIVATES THE HYPERLINK.

HYPERLINKS : Incorporating ,text video, audio using links

ADD A TEXT HYPERLINK

1. GO TO SLIDE X AND POSITION THE INSERTION POINT AT WHERE YOU WANT TO ADD A TEXT HYPERLINK, AND THEN PRESS ENTER TO START A NEW PARAGRAPH. THEN TYPE THE NAME OF YOUR COLLEGE.
2. SELECT THE TEXT YOU JUST TYPED (THE NAME OF YOUR COLLEGE) AND THEN, ON THE INSERT TAB, CLICK THE HYPERLINK BUTTON. THE *INSERT HYPERLINK* DIALOG BOX OPENS.
3. CLICK IN THE ADDRESS BOX AND TYPE YOUR COLLEGE'S WEBSITE AS THE TARGET OF THE LINK TEXT.
4. CLICK OK. THE WEBSITE ADDRESS IS FORMATTED WITH THE THEME'S HYPERLINK COLOR AND AN UNDERLINE.

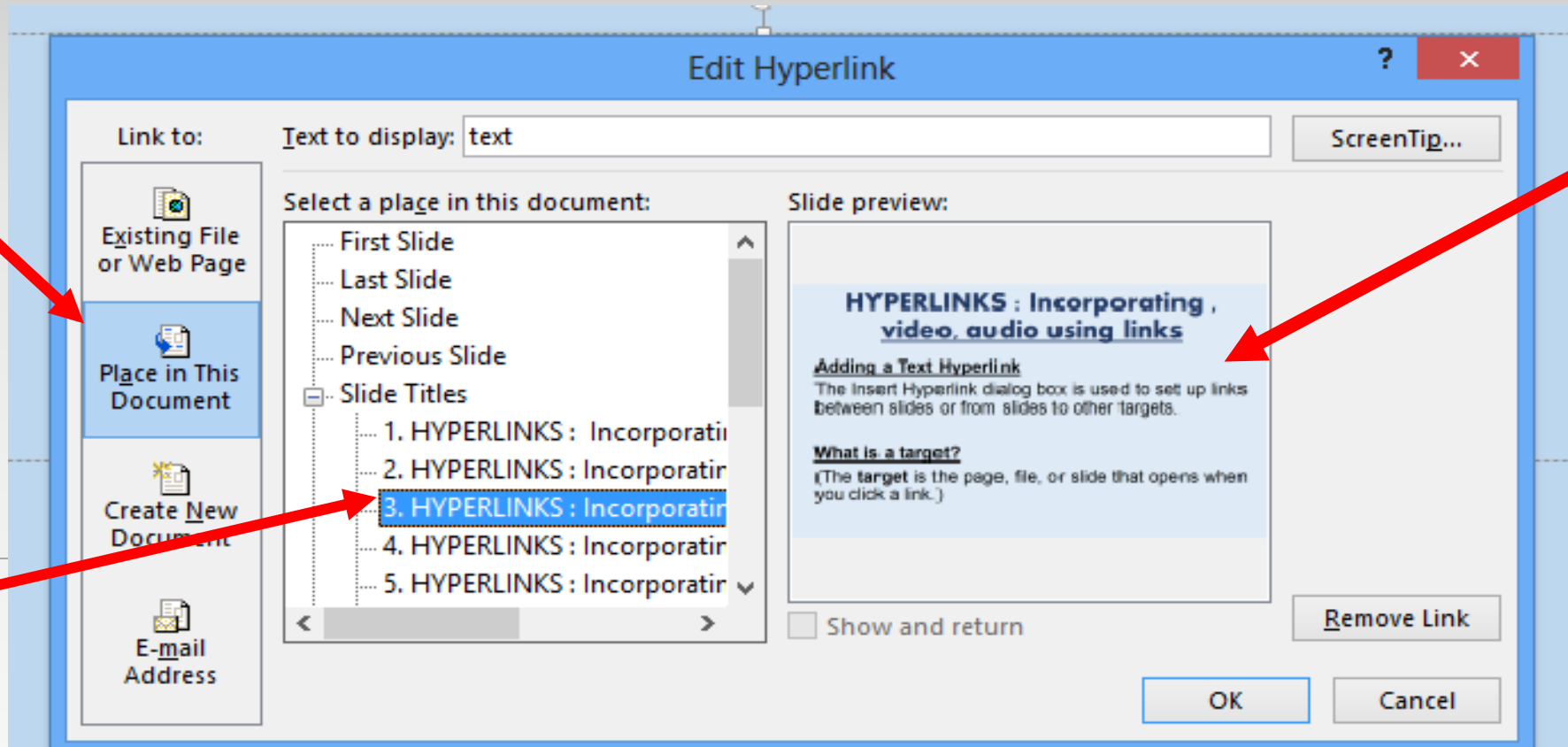
HYPERLINKS : Incorporating , video, audio using links

ADD A TEXT HYPERLINK (CONT.)

1. GO TO SLIDE 1 AND SELECT THE WORD TEXT.
2. CLICK THE **HYPERLINK** BUTTON ON THE INSERT TAB. THE *INSERT HYPERLINK* DIALOG BOX OPENS.
3. IN THE LINK TO LIST ON THE LEFT SIDE OF THE DIALOG BOX, CLICK **PLACE IN THIS DOCUMENT**. A LIST OF SLIDES FROM THE CURRENT PRESENTATION APPEARS.
4. CLICK ON **SLIDE 3**. A TEXT HYPERLINK WOULD BE CREATED.

Add a Text Hyperlink

Click here to see a list of slides.



It is common for slide previews to appear blurry.

Click the desired slide.

5. Click **OK**; PowerPoint identifies slide **3** as the target for this hyperlink.
6. **SAVE** the presentation.

HYPERLINKS : Incorporating , video, text audio using links

YOU CAN CREATE LINKS TO A NUMBER OF DIFFERENT TYPES OF TARGETS USING THE INSERT HYPERLINK DIALOG BOX.

- **CHOOSE EXISTING FILE OR WEB PAGE** TO LINK TO ANY WEB PAGE OR ANY FILE ON YOUR SYSTEM OR NETWORK. USE THE LOOK IN BOX, THE BROWSE THE WEB BUTTON, THE BROWSE FOR FILE BUTTON TO LOCATE THE DESIRED PAGE OR FILE, OR TYPE THE URL OR PATH IN THE ADDRESS BOX.

- **CHOOSE PLACE IN THIS DOCUMENT** TO DISPLAY A LIST OF THE CURRENT PRESENTATION'S SLIDES AND CUSTOM SHOWS. CLICK THE SLIDE OR CUSTOM SHOW THAT YOU WANT TO DISPLAY WHEN THE LINK IS CLICKED.

HYPERLINKS : Incorporating ,text video, audio using links

- CHOOSE CREATE NEW DOCUMENT TO CREATE A LINK TO A NEW DOCUMENT. YOU SUPPLY THE PATH AND THE NAME FOR THE NEW DOCUMENT AND THEN CHOOSE WHETHER TO ADD CONTENT TO THE DOCUMENT NOW OR LATER.
- CHOOSE E-MAIL ADDRESS TO TYPE AN EMAIL ADDRESS TO WHICH YOU WANT TO LINK.

YOU CAN ADD HYPERLINKS TO A SLIDE IN NORMAL VIEW, BUT THE LINKS WILL WORK ONLY IN SLIDE SHOW VIEW.

Add a Graphical Hyperlink

GRAPHICAL HYPERLINK

HYPERLINKS CAN BE ATTACHED TO GRAPHICS SO THAT WHEN YOU CLICK THE GRAPHIC, THE HYPERLINK EXECUTES.



Graphical Hyperlink

- GO TO SLIDE 10 AND CLICK THE PHOTO TO SELECT IT.
- PRESS **CTRL+K** TO OPEN THE *INSERT HYPERLINK* DIALOG BOX. (**CTRL+K** IS A KEYBOARD SHORTCUT FOR THE INSERT HYPERLINK COMMAND YOU USED PREVIOUSLY.)
- CLICK **PLACE IN THIS DOCUMENT**. A LIST OF SLIDES FROM THE CURRENT PRESENTATION APPEARS.
- CLICK **GRAPHICAL HYPERLINK**.
- CLICK **OK**.

Graphical Hyperlink



Adding a video link

- SELECT THE TEXT OR WORD YOU WANT TO USE TO CREATE THE VIDEO LINK. (IN OUR CASE THE TITLE **ADDING A VIDEO LINK**)
- CLICK THE **HYPERLINK** BUTTON ON THE INSERT TAB. THE *INSERT HYPERLINK* DIALOG BOX OPENS.
- ~~IN THE LINK TO LIST ON THE LEFT SIDE OF THE DIALOG BOX, CLICK **EXISTING FILE OR WEB PAGE**. SELECT CURRENT FOLDER UNDER LOOK IN, THEN BROWSE FOR THE VIDEO FILE AND SELECT IT.~~
- CLICK OK

Adding an audio link

- SELECT THE TEXT OR WORD YOU WANT TO USE TO CREATE THE AUDIO LINK. (IN OUR CASE THE TITLE **ADDING AN AUDIO LINK**)
- CLICK THE **HYPERLINK** BUTTON ON THE INSERT TAB. THE *INSERT HYPERLINK* DIALOG BOX OPENS.
- IN THE LINK TO LIST ON THE LEFT SIDE OF THE DIALOG BOX, CLICK **EXISTING FILE OR WEB PAGE**. SELECT CURRENT FOLDER UNDER LOOK IN, THEN BROWSE FOR THE AUDIO FILE AND SELECT IT.
- CLICK OK

HYPERLINKS : Incorporating ,text, video, audio using links

IF YOU NEED TO CHANGE A LINK'S TARGET, CLICK ANYWHERE IN THE LINK, AND THEN CLICK THE HYPERLINK BUTTON, OR RIGHT-CLICK IT AND CLICK EDIT HYPERLINK. THE EDIT HYPERLINK DIALOG BOX OPENS, OFFERING THE SAME FUNCTIONALITY AS THE INSERT HYPERLINK DIALOG BOX. YOU CAN REMOVE A LINK BY RIGHT-CLICKING THE LINK AND SELECTING REMOVE HYPERLINK FROM THE SHORTCUT MENU.

HYPERLINKS : Incorporating ,text, video, audio using links

HYPERLINKS COULD BE SET UP IN OUR PRESENTATIONS (CLICKABLE SHORTCUTS) ON SLIDES TO ALLOW US TO JUMP TO A SPECIFIC SLIDE IN THE PRESENTATION OR TO EXTERNAL CONTENT.



thank you!