## PRODUCTIV/TY

## For Internal Use Only

## **Rehearse Your Slide Timings**

You can rehearse your presentation to make sure that it fits within a certain time frame. You may use the Slide Timing feature in the rehearsal to record the time that you need to present each slide. In an actual presentation, the slides will also play automatically following the recorded timings.

**<u>Click here</u>** to know how to rehearse your slide timings

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

PowerPoint

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Rehearse Your Slide Timings			
1. On the <b>Slide Show</b> tab, in the <b>Set Up</b> group, click "Rehearse Timings" button.			
Home Insert Design	Animations Slide Show Review	View Developer	
From From Beginning Current Slide	Set Up Slide Show Slide	Resolution: Show Presentation On: Use Presenter View	Use Current Resolution 👻
Start Slide Show	Set Up	Mon	itors
<ol> <li>This starts the slide show and the Rehearsal toolbar will be visible.</li> <li>Rehearsal in 0:00:02 in 0:00:02 in 0:00:02 in 0:00:02</li> <li>3. As you rehearse, the Rehearsal toolbar keeps track of how long each slide is displayed and the total length of your</li> </ol>			
5. As you renearse, the <b>Rehe</b> presentation. You may clie the other slides.	carsal tooldar keeps track of now long eac	n siide is displayed and th or Down Arrow key" in th	ne keyboard to advance to

Rehearsal     ×       > ))     0:00:03       > ))     0:00:07			
4. After reaching the last slide, a message box will display the total time for the presentation.			
Microsoft Office PowerPoint			
The total time for the slide show was 0:00:08. Do you want to keep the new slide timings to use when you view the slide show? Yes No			
5. To keep the recorded slide timings, click Yes otherwise click No.			
We value your feedback. Please help us improve our ProductivI.T.y releases by filling out the "Serbisyong Bida" online survey form.			

You may also email your comments and suggestions to <u>ict-process@pjlhuillier.com</u>. <u>Click here</u> for back issues of ProductivI.T.y in MyLink.