

## Using Speaker Notes in Presentation 2013

Do you sometimes forget what to say during a presentation? Kingsoft presentation 2013 provides a feature where you can add important key points to each slide that you can follow as a hint. This speaker notes will appear only on your computer and not on the projector.

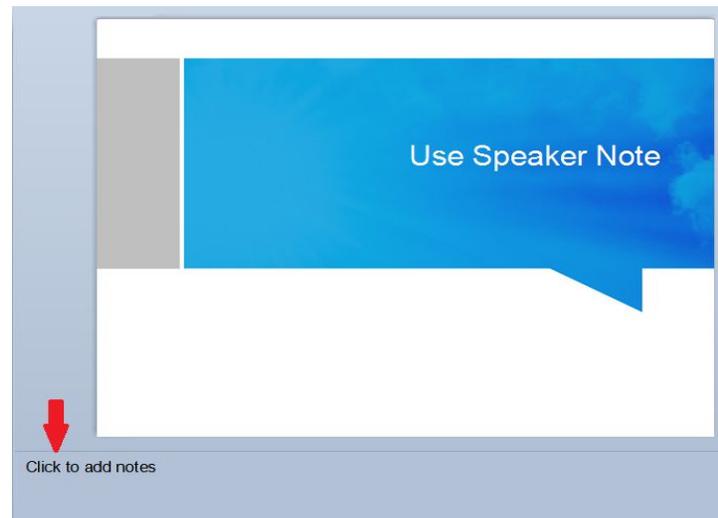
[Click here](#) to know how to use speaker notes in Kingsoft Presentation.



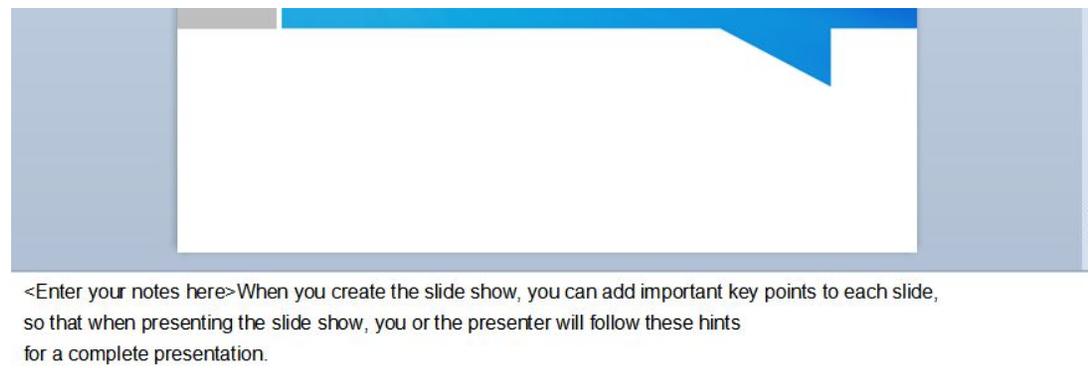
Prepared by Information Security and IT Governance Division of ICT.  
Productivl.T.y showcases tips & tricks on various office and branch applications.

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1. In Kingsoft Presentation, under each slide there is an area for you to add notes.

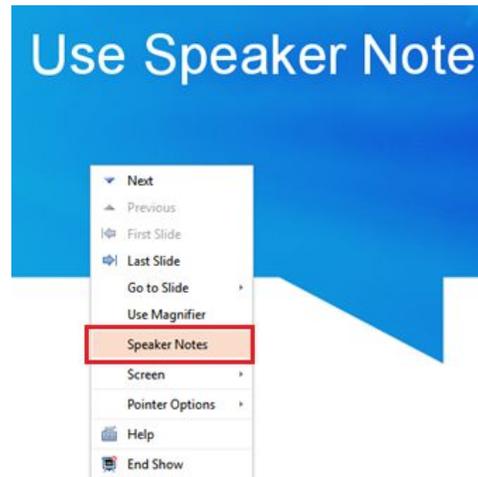


2. Click the **Notes** area to enter speaker notes.



3. To view the speaker notes while presenting, play the slide show then right click on the slide.

4. On the menu that will appear, select **Speaker Notes**.



5. The Speaker Notes will then appear only on the presenter view.



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