PowerPoint Presentation

1. Power Source

   - Are the laptop and LCD projector plugged in? If so, are they plugged directly into a power outlet or a power strip? Do the power outlet and/or strip work?

     - If there is a power strip? Is the power strip plugged in and is it turned on?

       o There should be switch on the power strip to turn it on and off.

   - Is there a power strip on the side of the cart? If so, you may need to plug the laptop and/or LCD projector into this power strip, which is then plugged into a power outlet.
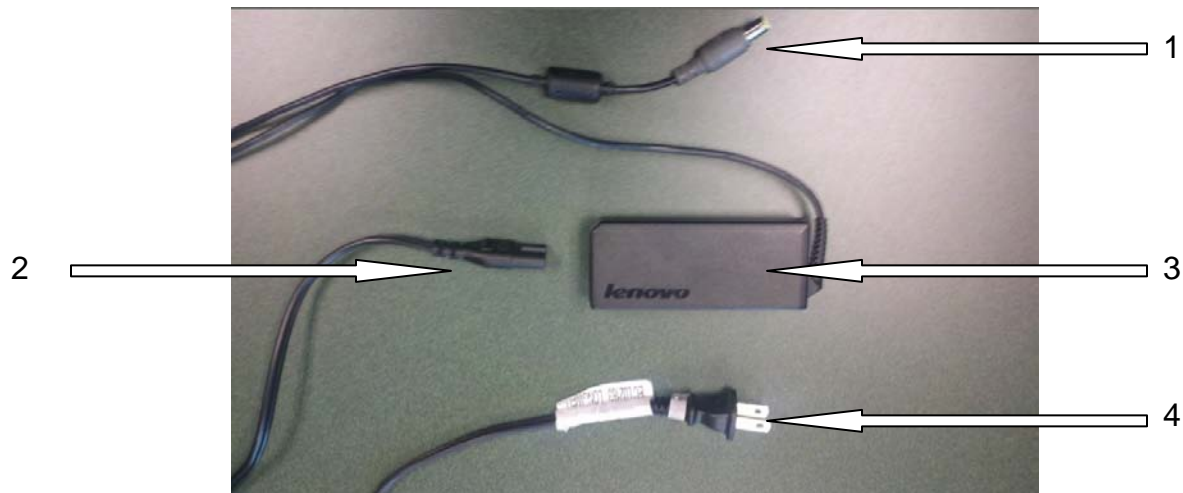

   - Are the power cords plugged into the machines? (Both of these items may have power cords that can be removed from the equipment itself.)

     - The slot on the LCD projector should look similar to the picture below.

     - You will also note a power switch beside the slot. Make sure that this is turned on.

The Pennsylvania Child Welfare Resource Center   704: Oh No, Now What Do I Do?

Handout #3, Page 1 of 9

PowerPoint Presentation Equipment Setup (cont'd)

- The power cord for the laptop will likely be made up of the components shown below.
  - Part 1 connects to the back or side of the laptop.
  - Part 2 and 3 connect to each other. This will not apply to every power cord, as parts 2 and 3 may be permanently connected.
  - Part 4 should be plugged into a power outlet or power strip.

- Part 1 in the picture above connects to a slot on the back of side of the laptop that will look similar to the one shown in the picture below.
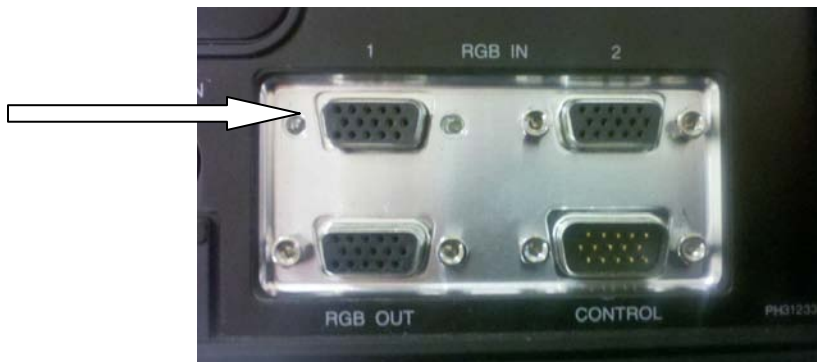
PowerPoint Presentation Equipment Setup (cont'd)

2. Connecting the Laptop to the LCD Projector

- There is usually only one cable involved, which should look like one of the two pictures shown below.

- There are two ends to the cable. Both ends are identical to one another and will be connected to slots that look identical on both the laptop and the LCD projector. The first picture below represents the back of a LCD projector. One end of the cable should be connected to slot 1 in the "RGB IN" row, in this case the top row. Slot 2 will also work, but will require you to select Input 2 by pressing the Input button located on the top of the LCD projector. There are screws built into the cable connector that should be screwed into the projector to secure the cable.

- Below is a picture of the slot on the laptop. This may be located on the back or side of the computer. The cable should be connected to the laptop the same way it is connected to the LCD projector. There may or may not be screw holes, as laptops are designed differently.

The Pennsylvania Child Welfare Resource Center　　　　　　　　　704: Oh No, Now What Do I Do?

Handout #3, Page 3 of 9

PowerPoint Presentation Equipment Setup (cont'd)

3. Setting up the PowerPoint Presentation

- Turn on the laptop and LCD projector.
    - The power button on the laptop will likely be located above the keyboard.
        - o You may be prompted to enter a password. First attempt to simply press the "Enter" button. If this does not work, there are a few possible passwords. They include "password", "pwd", "trainer", and "aloha". If none of these work, contact the MIS department.
    - You were previously instructed to turn on the power switch on the LCD projector with the switch located beside the power cord. The power is on; however the projector may be in Standby Mode. If it is, you will need to take the projector out of Standby Mode by pressing the button shown in the picture below, which is located on the top of the projector.
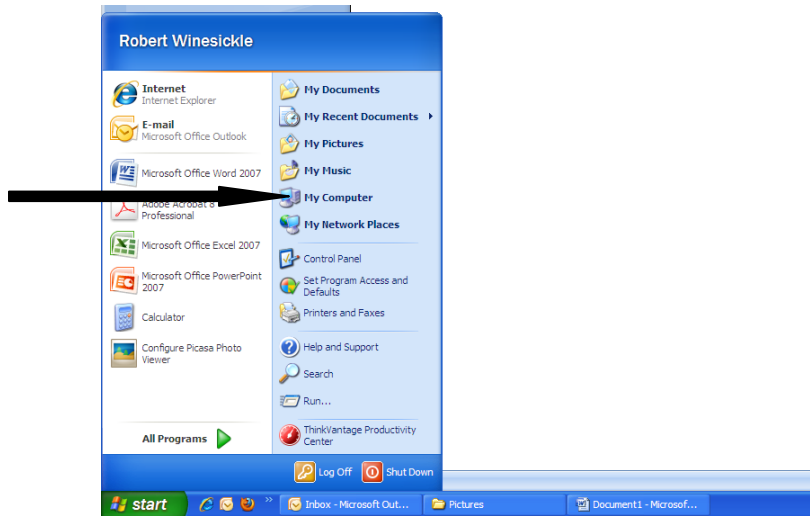

    - If the image on the laptop is not displayed through the projector, it may be necessary to hold down the Fn (Function) key while pressing the F7 key.

- Your PowerPoint Presentation should have been provided to you on a CD or will already be loaded on the laptop (If you are training *Charting the Course*). If you have a CD, insert the disc into the laptop. If a window does not open on the laptop, you can click on the **Start** button, shown in the picture below.
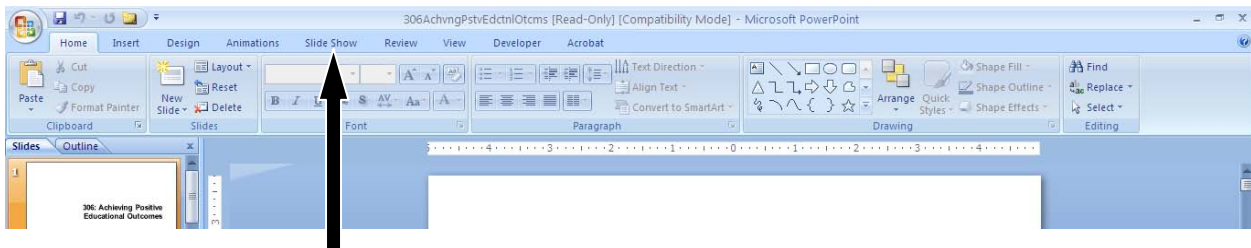
PowerPoint Presentation Equipment Setup (cont'd)

Something similar to the following screen should appear and you should select **My Computer.**
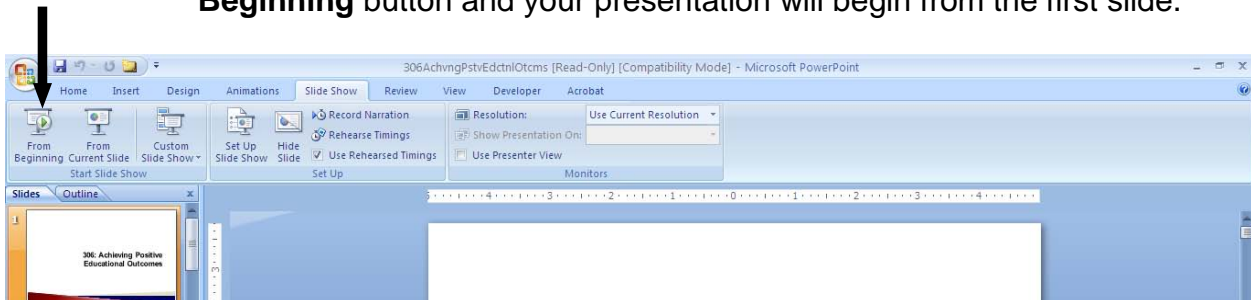

When the next screen appears, select the disc that you inserted and locate the PowerPoint Presentation, which will be an icon like the one below. Your presentation will then appear.

When your PowerPoint Presentation appears you should select the **Slide Show** button which is identified in the picture below.

The following screen should appear and you should select the **From Beginning** button and your presentation will begin from the first slide.

PowerPoint Presentation Equipment Setup (cont'd)

4. Making Adjustments

- To adjust the location of the picture on the screen, there is a kickstand located on the bottom of the LCD projector and a button on the side that allows you to adjust the kickstand to the correct height. Both are identified in the picture below.

Kickstand

Button to adjust kickstand

- To focus the picture, rotate the lens.

5. How to Operate the PowerPoint Presentation

Key	Action
'N', left click, space, right or down arrow, enter, or page down	Advance to the next slide
'P', backspace, left or up arrow, or page up	Return to the previous slide
Number followed by Enter	Go to that slide
'B' or '.'	Blacks/Unblacks the screen
'W' or ','	Whites/Unwhites the screen
'A' or '='	Show/Hide the arrow pointer
'S' or '+'	Stop/Restart automatic show
Esc, Ctrl+Break, or '-'	End slide show
'E'	Erase drawing on screen
'H'	Go to next slide if hidden
'T'	Rehearse - Use new time
'O'	Rehearse - Use original time
'M'	Rehearse - Advance on mouse click
Hold both the Right and Left Mouse buttons down for 2 seconds	Return to first slide
Ctrl+P	Change pointer to pen
Ctrl+A	Change pointer to arrow
Ctrl+E	Change pointer to eraser
Ctrl+H	Hide pointer and button
Ctrl+U	Automatically show/hide arrow
Right mouse click	Popup menu/Previous slide
Ctrl+S	All Slides dialog
Ctrl+T	View task bar
Ctrl+M	Show/Hide ink markup

This screen above can be located by pushing the F1 button.

The Pennsylvania Child Welfare Resource Center   704: Oh No, Now What Do I Do?

Handout #3, Page 6 of 9

PowerPoint Presentation Equipment Setup (cont'd)

6. Speaker Setup (This is only necessary if you are showing a video or playing sound clips through the laptop.)

    There are two types of speakers that may be in the training room. They will look similar to one of the pictures below.
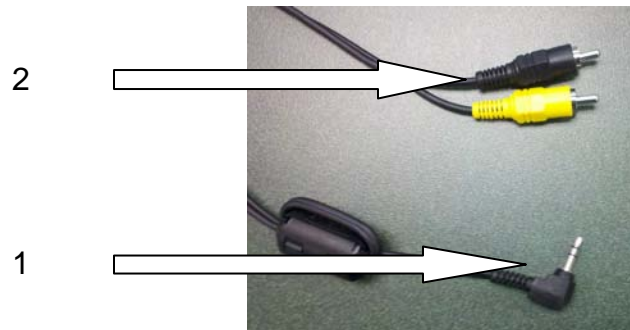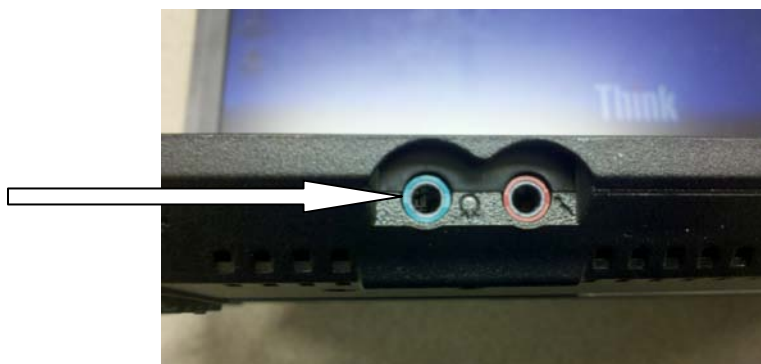
    Type I   **Type II**

- If the training room has a speaker similar to Type I above, it will be necessary to use a cable which should look similar to the cable below.

    - Part 1 in the picture above should be inserted into the headphone jack on the laptop, as shown in the picture below. There should be a small picture of headphones beside the correct slot, which will typically be green.

    - Part 2 consists of 2 connectors which should be plugged into the speaker in the location indicated on the next page. They will typically be identified as "Line In" and are normally red and white, however colors may vary. It will be necessary to plug this speaker into a power source and turn the power on.
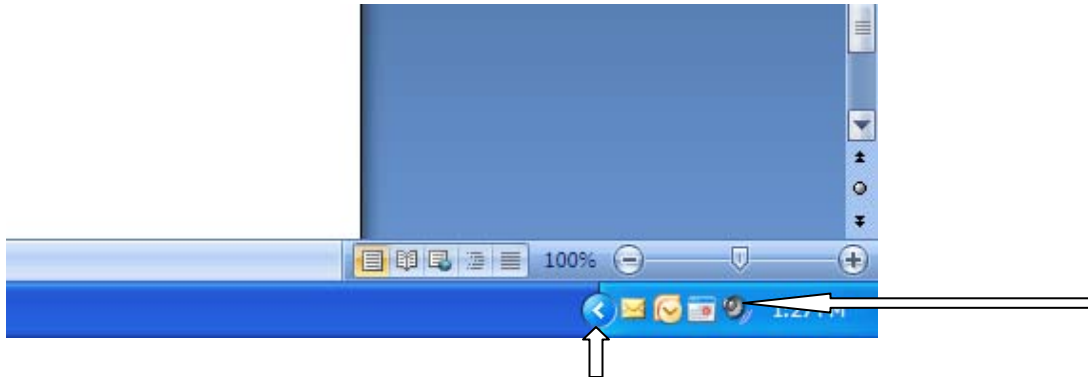
- If the training room has a speaker similar to Type II above, several possibilities exist for speaker setup.
    - There are three potential cables involved, but sometimes only one.
        - If there is only one cable, plug it into the headphone jack on the laptop.
        - If there are two cables, one will be the power cord and the other will connect the speakers to the laptop. (These may or may not be permanently connected to the back of the speakers. If they are not, it will be necessary to plug them into the back of the speakers.)
            a. Plug the power cord into the power outlet. (If this is not plugged into the back of the speaker, the corresponding slot may be labeled "DC IN".)
            b. Plug the other cable into the headphone jack on the laptop. (If this is not plugged into the back of the speaker, the corresponding slot will likely be labeled "INPUT".)
        - If there are three cables, one will be the power cord, one will connect the speakers to the laptop, and the third will connect the speakers to one another.
            a. Plug the power cord into the power outlet. (If this is not plugged into the back of the speaker, the corresponding slot may be labeled "DC IN".)
            b. Plug one end of another cable into the headphone jack on the laptop and the other end into the slot on the back of one of the speakers, which will likely be labeled "INPUT".
            c. The final cable is likely attached permanently to the back of one of the speakers. The other end of the cable should be plugged into the remaining slot on the back of the other speaker, which will likely be labeled "SPEAKER OUT".

The Pennsylvania Child Welfare Resource Center   704: Oh No, Now What Do I Do?

Handout #3, Page 8 of 9

PowerPoint Presentation Equipment Setup (cont'd)

Speaker Trouble Shooting

- If you are unable to hear any sound, make sure that the volume is turned up on the application, the laptop, and the speaker. To turn the speaker volume up on the laptop, there should be a small speaker icon in right portion of the toolbar, at the bottom of the screen, as shown below. Simply left click on the icon and a slider will appear that will allow you to adjust the volume.

- If the icon is not present, left click on the arrow attached to the toolbar and additional icons should appear, one of which should be the speaker icon.

If you have any problems that you are unable to resolve, contact the MIS department.

The Pennsylvania Child Welfare Resource Center   704: Oh No, Now What Do I Do?

Handout #3, Page 9 of 9