Microsoft PowerPoint provides Presenter View as an excellent way to show your presentation to an audience while being able to view your speaker notes. Present View also allows you to preview upcoming slides, access presentation tools, zoom into the presentation, and other functions. Presenter View helps you to stay organized, focused on the presentation, and keep your audience engaged. Just connect the monitors and PowerPoint automatically sets it up.

**Example Presentation with Presenter View**

- **Presenter View (on computer monitor)**
- **Slide Show (on projector or monitor two)**

**Setting up Extended Desktop**

Press the Windows Key + P

Select **Extend** from the options

**Reversing Displays**

If screens are showing reversed, switch displays in the “Display Settings” drop-down at the top of the screen

**Additional Options**

1. Activate a laser point, highlighter, or pen tool
2. Show thumbnails of all slides and/or jump to any point in the presentation instantly
3. Zoom in on a section of the presentation
4. Black out the presentation screen
5. Additional options