How to use the prepared lectures

There are prepared lectures included in the faculty support package as resource for faculty; these lectures can be used “as is” or modified/adapted as needed. All lectures have additional notes viewable when in “Presenter View”. These notes are meant as helpful additional information for preparation.

Top tips for a successful lecture

- Demonstrate enthusiasm and passion for the topic, and motivate participants by building rapport
- Know the content well and have the appropriate level of clinical expertise
- Structure content logically and close the lecture with a summary
- Engage participants and use appropriate body language
- Liaise with faculty doing topic-related lectures, discussions, and practical exercises during the precourse and during the course
- Define learning outcomes and communicate them to participants
- Offer individual learning support if required
- Make optimal use of the available time
- Analyze needs and knowledge level of participants and evaluation results from previous courses if available
- Keep lecture short, simple, clear, and on time

How to use “Presenter View” within PowerPoint

( applies to Microsoft Office PowerPoint® 2003 and Microsoft PowerPoint® 2002)

“Presenter View” requires two monitors: a primary monitor (laptop) for the lecturer to display the presentation with notes, and a secondary monitor for the participants displaying only the content of the slides.

- Check if your laptop can display with multiple monitors
- Check to see if your laptop is connected to the secondary monitor
- Check your laptop display property settings by right clicking on your desktop and selecting “Properties”, and then select the “Settings” tab.
- Choose multiple monitors from the drop-down menu and designate your laptop as the primary display, and the data projector as the secondary display.
- In PowerPoint, select the “Slide Show” menu and then click “Set Up Show”. Then, in the same menu window in the “Display slide show” drop-down menu, click the monitor you want the slide show presentation (the one without notes) to appear on.
- Select the “Show Presenter View” by checking the box, and then click “Ok”.

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**Getting help for “Presenter View” within PowerPoint**

If you experience problems turning on presenter view, simply select the “Help (F1)” key in PowerPoint and then type in “Presenter view: tools for running a PowerPoint presentation”. This gives details of how to set up a presentation using presenter view.

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**Printing your lecture notes**

If you are not able to use two monitors follow these steps to print your lecture with the notes:

1. Go to “File” at the top menu and select “Print”.
2. In the printing window at the lower left go to the “Print what” drop-down menu, and select “Notes Pages”.
3. Then select “Ok”.

This is a quick way to have your notes viewable to you without showing them to the participants. Finally, always check the equipment beforehand and ensure that you have the correct connector cable.

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**Important usage notice**

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