

## 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.

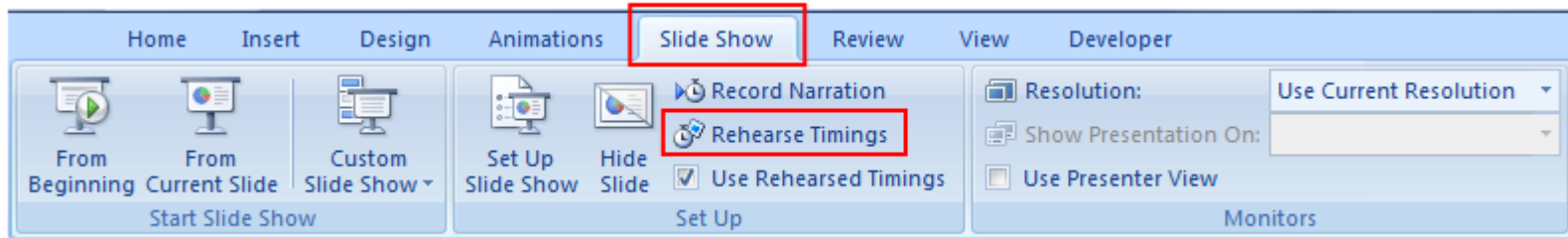
[Click here](#) to know how to rehearse your slide timings



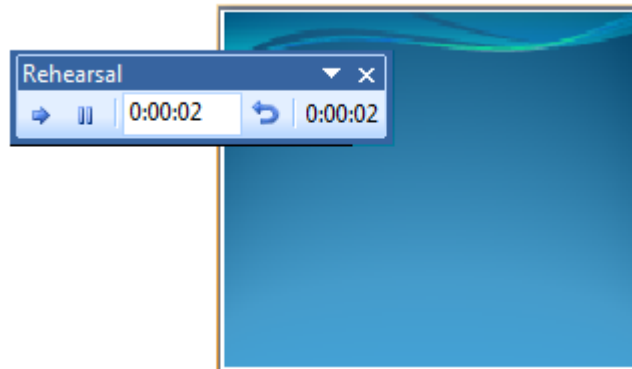
Prepared by Information Security and IT Governance Division of ICT.  
Productivl.T.y showcases tips & tricks on various office and branch applications.

## Rehearse Your Slide Timings

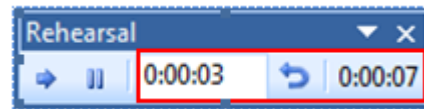
1. On the **Slide Show** tab, in the **Set Up** group, click “Rehearse Timings” button.



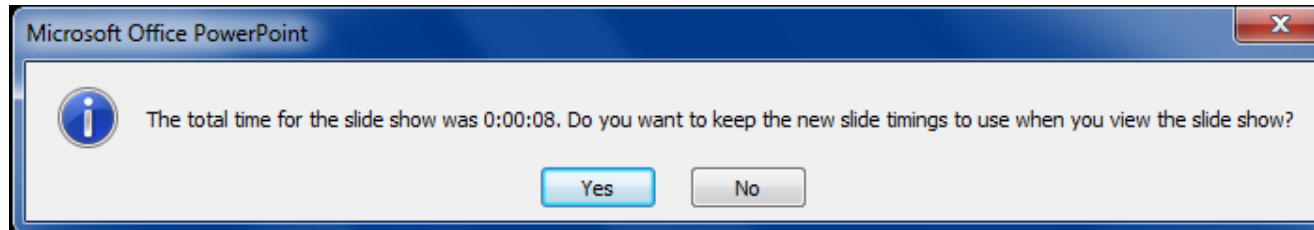
2. This starts the slide show and the **Rehearsal toolbar** will be visible.



3. As you rehearse, the **Rehearsal toolbar** keeps track of how long each slide is displayed and the total length of your presentation. You may click or press “Enter key, Right Arrow key, or Down Arrow key” in the keyboard to advance to the other slides.



4. After reaching the last slide, a message box will display the total time for the presentation.



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 ["Serbisyon Bida"](#) online survey form. You may also email your comments and suggestions to [ict-process@pjlhuillier.com](mailto:ict-process@pjlhuillier.com). [Click here](#) for back issues of ProductivI.T.y in MyLink.