

Tech Tip

Laser Point and Draw in a PowerPoint Live Presentation

MODERN OFFICE

What is new?

Microsoft Teams now supports laser pointing and annotations in PowerPoint Live presentations.

Use the virtual laser pointer and ink pen to engage your audience by drawing attention to specific content and emphasising key points.

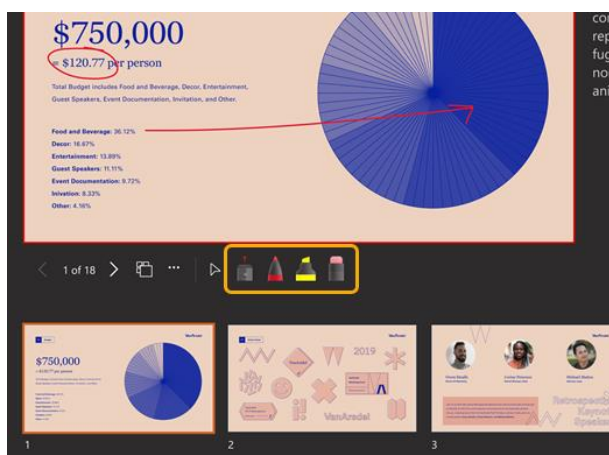
This feature simulates the laser pointer you would use in a physical room and allows the audience to easily follow along with the highlighted slide content.

It is important to note that only the presenter can point and draw on the slides.

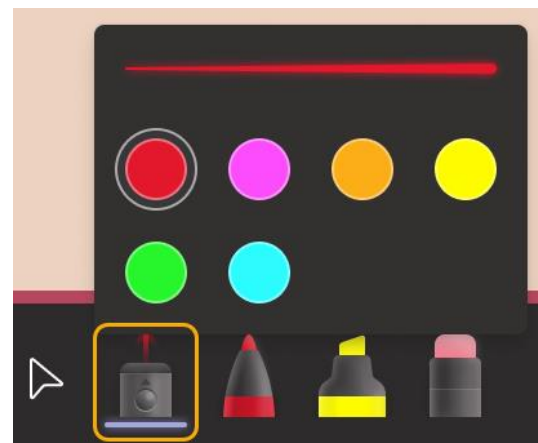
Learn how to Present in Microsoft Teams from PowerPoint [here](#).

Using the laser pointer

Once you are presenting your PowerPoint slides in a meeting, you will see the laser pointer and drawing tools beneath your current slide.



To focus the audience's attention, select the **laser pointer** and select a colour to emphasise content on your slides.

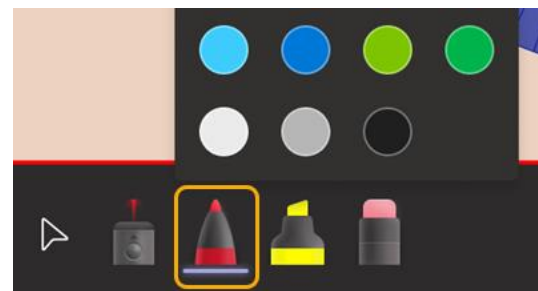


To create a short line, move the mouse around. To create a longer line, press and hold the mouse button as you draw.

Using the drawing tools

Highlight and connect ideas in your presentation using the drawing tools. Any marks made on content will last for the duration of the meeting unless you erase them. To start drawing, select one of the drawing tools and then select a line thickness and colour.

Select the **pen** to draw an opaque line.



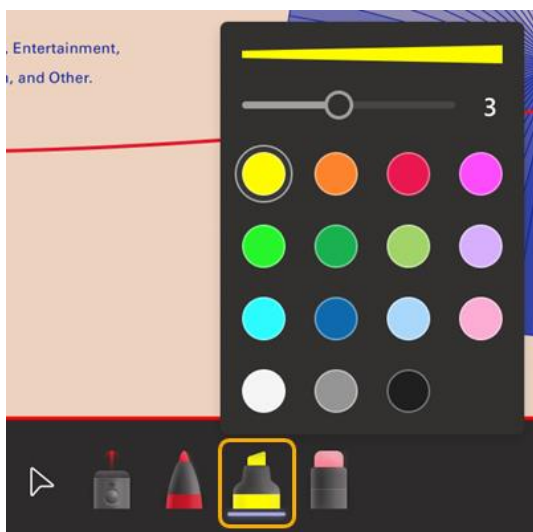
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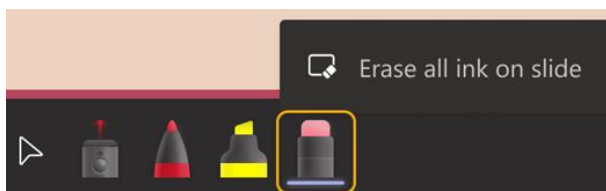
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Select the **highlighter** to draw a transparent line. Press and hold the mouse button as you draw to draw a continuous line.



Erase ink marks

To erase a single mark, select the **eraser** and then select an ink mark. To erase all the marks, select **Erase all ink on slide**. To stop drawing, select the **curser** or press the Esc on the keyboard.



What is Microsoft Teams?

Microsoft Teams is the digital teamwork hub for modern businesses, facilitating collaboration with workspace chat, audio and video conferencing, shared file storage and application integration.

Teams is part of the Microsoft 365 family and is accessible via desktop, mobile and web devices.

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