1. To draw in PowerPoint, you must be in **Slide Show** mode. Click on **Slide Show**. Then on **View Show**.

2. To change the cursor into a pen tool, you can either press “Ctrl-P” or click on the pen icon on the bottom left corner. Then you can select either **Ballpoint Pen** or **Felt Tip Pen**. You can also select the **Ink Color**.

3. To erase, you can hit the “e” key on the keyboard. Also, you can click on the pen icon on the bottom left corner. Then you select the **Eraser**.

4. To turn the pen back to a pointer, you can hit “Ctrl-A”. Alternatively, you can click on the pen icon and select **Arrow**.

![Diagram of pen tools options]

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*Drawing in PowerPoint*

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