



Drawing in PowerPoint

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**.

