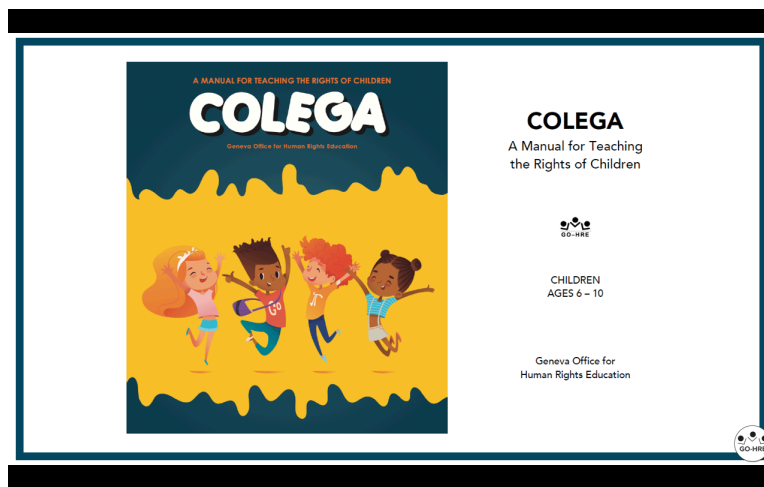


# Geneva Office for Human Rights Education

## Colega PowerPoint Instructions

1. Download the link for the chosen COLEGA lesson.
2. Open the PowerPoint. On the bottom of the slide, you will see “Notes, comments, normal, slide sorter and slide show.”

3. Click on the “slideshow” icon.



4. Once the slideshow is open, near the bottom, left side, you will see arrows, a pencil and a rectangle with lines.
  - The arrows advance the slides.
  - The pencil provides slide pointer options.
  - The rectangle opens a way to advance the slides, sort by title, change the slide background open the “Presenter View” or end the slideshow.
5. Open “Presenter View” and you will be able to show the slides on a full screen for students, and view your “Presenter View” notes at the same time.

These notes provide enough information from the COLEGA teacher manual to teach the lesson.

6. Press the esc (escape) button on the left, top corner of your computer keys to return to the regular computer screen.