

PowerPoint Presenter Coach

A presentation rehearsal tool

Presenter coach is a cloud-based tool which helps you to prepare more effectively for presentations.

Receive feedback on presentation length, pace, use of fillers, use of insensitive language and how frequently you read directly from the slides.

Step 1 - Access Presenter Coach

Presenter Coach is compatible with Microsoft Edge, Chrome and Firefox. To use Presenter Coach, you will need to use the online version of PowerPoint, and you will need a Microsoft account, e.g. an Office 365 or college account, hotmail.com, outlook.com or live.com.

Open 'PowerPoint for the web' at <https://office.live.com/start/PowerPoint.aspx>

Sign in with your Microsoft account

Create your presentation

Step 2 - Launch Presenter Coach

1

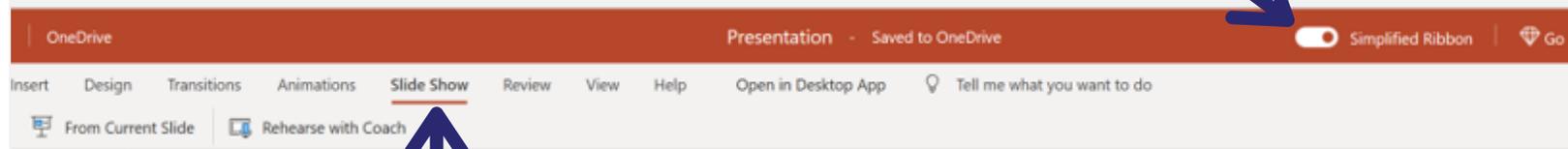
Ensure you have turned on the 'Simplified Ribbon' by clicking here

2

Select the Slide Show tab and click 'Rehears with Coach'

3

Select 'Start Rehearsing' at the bottom right of the screen. Presenter Coach will give you feedback during and after your delivery.



Step 3 - Reflect on Feedback

While speaking, monitor the box in the bottom right of the screen to get feedback on pace, language and use of filler words. You can pause the recording at any time by pressing the microphone recording symbol at the bottom right of the screen.

Move through the slides, and once you have reached the end of your presentation, you will receive a rehearsal report like the one below.

Timing feedback - helpful to ensure the presentation does not overrun

Originality report - encourages the presenter to not read directly from the slides

Your Rehearsal Report (Preview)

Summary

Good job rehearsing! Keep up the hard work.

1:12
total time spent

1
slides rehearsed

Originality

✓ You avoided reading slide text aloud. That's good for keeping the audience engaged with your message.

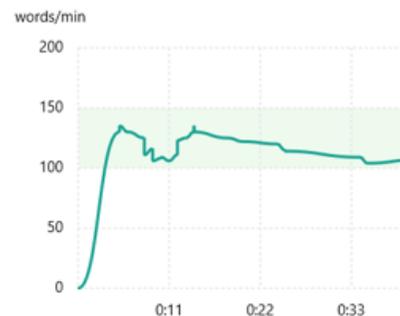
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Pace



Your pace is just right! Keep it up!

Your average pace over time



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Feedback

Rehearse Again

Sensitive Phrases

✓ No sensitive phrases found. Great job using inclusive speech.

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Fillers

To sound more polished and confident, try to avoid using filler words. Pause or take a breath to relax. Some filler words to avoid are:

umm

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Words per minute - feedback on pace informs presenters if they need to slow down their delivery

Fillers and sensitive phrases - avoid offensive language and overuse of fillers, e.g. umm and erm

Select '**Learn More**' to view recommendations on how to develop and improve in each area