

Clevertouch & interactive screens | Easy | 2 min read

Opening Google Slides or Microsoft Office on an interactive screen

Please note: independent guidance. Vision Tech is not affiliated with the maker. Menus differ between models and software versions, so check the manual or on-screen help.

You can often use Google Slides, Word, PowerPoint and similar tools directly on the screen, or you can use them on your laptop and show them on the screen. Which route works best depends on your model and on what your school or office allows.

Option 1: use a web browser on the screen

1. Open the built-in web browser from the home screen.
2. Go to the Google Slides or Microsoft 365 website your school uses.
3. Sign in with your school or work account.
4. Open your file and present it.

Online versions work well for viewing and light editing. Typing is easier with a keyboard, so consider keeping one nearby.

Option 2: use an Office app on a connected computer

If your screen has a built-in Windows computer module, or you connect a laptop, you can use the full Office programs there. Choose the right source from the source menu and use the touch screen as you would use a touch screen laptop.

Option 3: use your own laptop

Connect with HDMI and the USB touch cable, or cast the screen wirelessly if your school has set that up, and present from your own files.

Signing in safely

- Use only your own account.
- Never save your password in a shared browser on the screen.
- Always **Sign out** when you finish.
- Close the browser tab and clear any downloads if you opened files with private information.

Tips for presenting

1. Open your slides before pupils arrive and check they display properly.
2. Use presenter view on your laptop if you want speaker notes.
3. Use the annotation tool to write over your slides if needed.
4. Save changes in the cloud so they are available at home.

When to get more help

Ask IT if you cannot sign in, the browser blocks the site, Office programs are missing, or a file will not open. Tell them which account type you use, such as school Google or Microsoft 365, and what message appears.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.