



Skills

- Complete the presentation cycle
- Choose a design theme
- Add a new slide to a presentation
- Navigate in a presentation
- Insert a slide in a presentation
- Change the presentation view
- Change the slide layout


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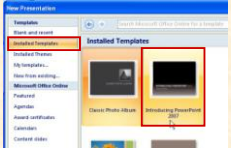
Skills

- Use the Help feature
- Check spelling in a presentation
- Use Thesaurus to display synonyms for words
- Run a presentation and use the pen and highlighter during a presentation
- Add transition and sound to a presentation
- Print and preview a presentation

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ACTIVITY 1.1 Completing the Presentation Cycle

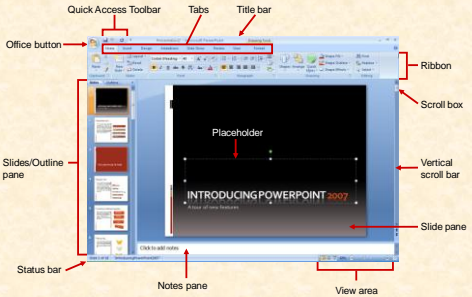
- To open PowerPoint click Start on Windows Taskbar, point to *All Programs*, point to *Microsoft Office*, then click *Microsoft Office PowerPoint 2007*.
- At PowerPoint window, click Office  then click *New*.
- At New Presentation dialog box, click *Installed Templates* in left panel then double-click *Introducing PowerPoint 2007* template.



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ACTIVITY 1.1 Completing the Presentation Cycle

- PowerPoint Window



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ACTIVITY 1.1 PowerPoint Window Elements

- **Office button** displays as a Microsoft Office logo and, when clicked, displays a list of options and most recently opened presentations.
- **Quick Access toolbar** contains buttons for commonly used commands.
- **Title bar** displays file name followed by program name.
- **tabs** contain commands and features organized into groups.
- **ribbon** area containing the tabs and commands divided into groups.

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ACTIVITY 1.1

PowerPoint Window Elements

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9

- **Slides/Outline pane** displays at the left side of the window with two tabs—Slides and Outline. With the Slides tab selected, slide miniatures display in the pane; with the Outline tab selected, presentation contents display in the pane.
- **Slide pane** displays the slide and slide contents.
- **Notes pane** adds notes to a presentation in this pane.
- **vertical scroll bar** displays specific slides using this scroll bar.
- **horizontal scroll bar** shifts text left or right in the Slide pane.



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ACTIVITY 1.1

PowerPoint Window Elements

Links to Activities

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- **I-beam pointer** used to move the insertion point or to select text.
- **insertion point** indicates location of next character entered at the keyboard.
- **View area** located toward right side of Status bar and contains button for changing presentation view.
- **Status bar** displays number of pages and words, View buttons, and Zoom slider bar.



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ACTIVITY 1.1

Completing the Presentation Cycle

Links to Activities

- 1.1
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- 1.8
- 1.9

- To run presentation click Slide Show tab then click From Beginning button.
- When first slide fills screen, read then click left mouse button. Continue reading each slide and clicking left mouse button. When a black screen displays, click left mouse button to end slide show.
- Save presentation by clicking Save.
- At Save As box, make PowerPointS1 folder on your storage medium active, type **MPPowerPoint2007** in File name box, then press Enter.



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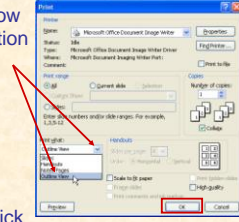
ACTIVITY 1.1

Completing the Presentation Cycle

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9

- Print presentation information in outline view by clicking Office then clicking **Print**.
- Click down-pointing arrow to right of **Print what option** then click **Outline View**.
- Click OK to close.
- Close presentation by clicking Office then clicking **Close**.
- To Close PowerPoint click Office then click Exit PowerPoint in lower right corner.



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ACTIVITY 1.2

Choosing a Design Theme; Creating Slides; Closing a Presentation

Links to Activities

- 1.1
- 1.2
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- 1.5
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- 1.9

- Open PowerPoint.
- Click Design tab.
- Click More button at right side of Themes icons.
- Click **Verve** at drop-down gallery.



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ACTIVITY 1.2

Choosing a Design Theme; Creating Slides; Closing a Presentation

Links to Activities

- 1.1
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- 1.7
- 1.8
- 1.9

- Click anywhere in text **Click to add title** that displays in slide in Slide pane then type **Marquee Productions**.
- Click anywhere in text **Click to add subtitle** that displays in slide then type **Movie Production Meeting**.



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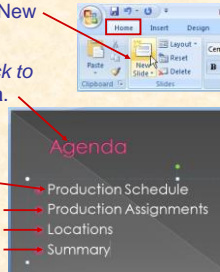
ACTIVITY 1.2

Choosing a Design Theme; Creating Slides; Closing a Presentation

Links to Activities

- 1.1
- 1.2
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- 1.4
- 1.5
- 1.6
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- 1.8
- 1.9
- 1.10

- Click Home tab then click New Slide button.
- Click anywhere in text *Click to add title* then type **Agenda**.
- Click anywhere in text *Click to add text* then type **Production Schedule**.
- Press Enter then type text shown, pressing Enter after each item except the last: **Production Assignments, Locations, and Summary**.



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ACTIVITY 1.2

Insertion Point Movement Commands

Links to Activities

- 1.1
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- 1.10

- Press **Left Arrow** to move one character left
- Press **Right Arrow** to move one character right
- Press **Up Arrow** to move one line up
- Press **Down Arrow** to move one line down
- Press **Ctrl + Left Arrow** to move one word to left
- Press **Ctrl + Right Arrow** to move one word to right
- Press **End** to move to end of a line of text
- Press **Home** to move to beginning of a line of text



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ACTIVITY 1.2

Insertion Point Movement Commands

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- Press **Ctrl + Up Arrow** to move to beginning of current paragraph in placeholder
- Press **Ctrl + Up Arrow** twice to move to beginning of previous paragraph in placeholder
- Press **Ctrl + Down Arrow** to move to beginning of next paragraph in placeholder
- Press **Ctrl + Home** to move to beginning of text in placeholder
- Press **Ctrl + End** to move to end of text in placeholder



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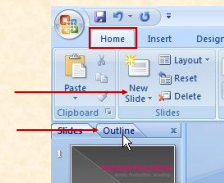
ACTIVITY 1.2

Choosing a Design Theme; Creating Slides; Closing a Presentation

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
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- 1.8
- 1.9
- 1.10

- Click New Slide in Home tab.



- Click Outline tab toward top of Slides/Outline pane.



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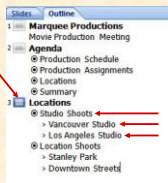
ACTIVITY 1.2

Choosing a Design Theme; Creating Slides; Closing a Presentation

Links to Activities

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- 1.2
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- 1.4
- 1.5
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- 1.9
- 1.10

- Click in Slides/Outline pane immediately right of slide icon after number 3, type **Locations**, then press Enter.
- Press Tab, type **Studio Shoots**, then press Enter.
- Press Tab, type **Vancouver Studio**, then press Enter.
- Type **Los Angeles Studio** then press Enter.



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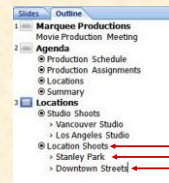
ACTIVITY 1.2

Choosing a Design Theme; Creating Slides; Closing a Presentation

Links to Activities

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- 1.2
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- 1.5
- 1.6
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- Press Shift + Tab, type **Location Shoots**, then press Enter.
- Press Tab, type **Stanley Park**, then press Enter.
- Type **Downtown Streets**.



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ACTIVITY 1.2

Choosing a Design Theme; Creating Slides; Closing a Presentation

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
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- 1.8
- 1.9
- 1.10

- Click anywhere in text *Click to add notes* in Notes pane then type **Camille Matsui will report on the park location.**



- Click Slides tab toward top of Slides/Outline pane.
- Click Save.
- At Save As box, make PowerPointS1 folder on your storage medium active, type **PPS1-01** in *File name* box, then press Enter.
- Close presentation by clicking Office button then clicking *Close*.



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ACTIVITY 1.3

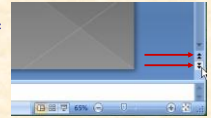
Opening, Navigating, and Inserting Slides in a Presentation

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- Click Open on Quick Access toolbar.
- At Open box, make PowerPointS1 folder active then double-click **PPS1-01.pptx**.

- Open **PPS1-01.pptx** then click Next Slide at bottom of vertical scroll bar.
- Click Previous Slide near bottom of vertical scroll bar to display Slide 1.



- To display Slide 2 in Slide pane click Next Slide at bottom of vertical scroll bar.



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ACTIVITY 1.3

Opening, Navigating, and Inserting Slides in a Presentation

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- To insert a new slide between Slides 2 and 3 click New Slide in Home tab.

- Click anywhere in *Click to add title* in Slide pane then type **Production Schedule**.



- Click anywhere in *Click to add text* then type bulleted text as shown. Press Enter after each item *except* last item.



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ACTIVITY 1.3

Opening, Navigating, and Inserting Slides in a Presentation

Links to Activities

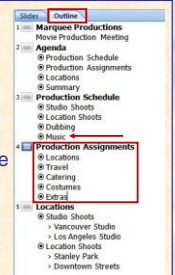
- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- Click Outline tab.

- Click immediately right of text *Music*, press Enter, then press Shift + Tab.

- Type **Production Assignments**, press Enter, then press Tab. Type remaining text for Slide 4 as shown. Do not press Enter after typing *Extras*.

- Click Save on Quick Access toolbar to save **PPS1-01.pptx**.



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ACTIVITY 1.4

Changing Views; Choosing a Slide Layout

Links to Activities

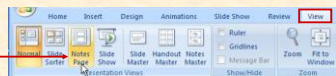
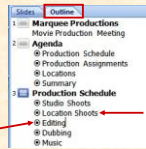
- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- Open **PPS1-01.pptx**, select Outline tab.

- Click immediately right of *Location Shoots* in third slide.

- Press Enter then type **Editing**.

- To display slides in Notes Page view click View tab then click Notes Page.



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ACTIVITY 1.4

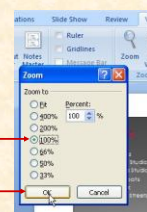
Changing Views; Choosing a Slide Layout

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- Click Next Slide on vertical scroll bar until Slide 5 (the last slide) displays.

- To increase zoom click Zoom in View tab, click 100% at Zoom dialog box, then click OK.



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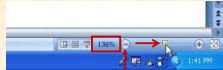
ACTIVITY 1.4

Changing Views; Choosing a Slide Layout

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9

- Change zoom by positioning mouse pointer on Zoom slider bar at right side of Status bar. Hold down left mouse button, drag right until zoom percentage displays as approximately 136%, then release.



- Click minus symbol inside a circle at left side of Zoom slider bar until 70% displays.





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ACTIVITY 1.4

Changing Views; Choosing a Slide Layout

Links to Activities

- 1.1
- 1.2
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- 1.7
- 1.8
- 1.9

- To view all slides in presentation in slide miniature click Slide Sorter .
- Click Normal  in Presentation Views group.
- Click Slides tab in Slides/Outline pane.
- Click below Slide 5 miniature in Slides/Outline pane.



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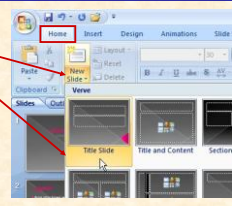
ACTIVITY 1.4

Changing Views; Choosing a Slide Layout

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9

- Click Home tab, click New Slide arrow, then click Title Slide layout.



- Click *Click to add title* then type **Production Leader**.

- Click *Click to add subtitle* then type **Chris Greenbaum**.
- Save PPS1-01.pptx.



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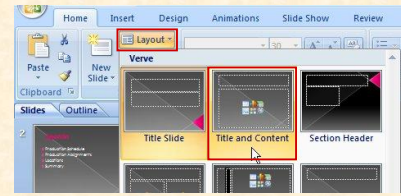
ACTIVITY 1.5

Changing the Slide Layout: Selecting and Moving a Placeholder

Links to Activities

- 1.1
- 1.2
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- Open PPS1-01.pptx, make Slide 6 display in Slide pane.
- Click Layout in Home tab then click *Title and Content*.



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ACTIVITY 1.5

Changing the Slide Layout: Selecting and Moving a Placeholder

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
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- 1.7
- 1.8
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- Click immediately right of *r* in *Leader*, press Backspace key until *Leader* is deleted, then type **Team**.

- Click immediately right of *m* in *Greenbaum*.

- Type a comma (,), press spacebar, then type **Production Manager**.

- Press Enter then type remaining names and titles shown.



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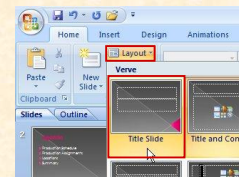
ACTIVITY 1.5

Changing the Slide Layout: Selecting and Moving a Placeholder

Links to Activities

- 1.1
- 1.2
- 1.3
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- Click Previous Slide on vertical scroll bar until Slide 4 displays.
- To change slide layout click Layout then click *Title Slide* layout.



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ACTIVITY 1.5

Changing the Slide Layout: Selecting and Moving a Placeholder

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9

- Click anywhere in *Production Assignments*.
- To decrease size of placeholder, position mouse pointer on middle sizing handle at left side until pointer turns into double-headed arrow. Hold down left mouse button, drag right until placeholder border is positioned left of *n* in *Production*, then release.
- Click anywhere in *Locations* then drag left side of placeholder border until positioned one-half inch left of beginning of text.



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ACTIVITY 1.5

Changing the Slide Layout: Selecting and Moving a Placeholder

Links to Activities

- 1.1
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- 1.7
- 1.8
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- To move title placeholder so it positions title as shown, position mouse pointer on border of placeholder until mouse pointer displays as four-headed arrow, hold down left mouse button, drag to location shown, then release.
- Move content placeholder so it positions text as shown.
- Click outside placeholder to deselect.
- Save **PPS1-01.pptx**.



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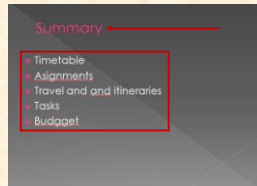
ACTIVITY 1.6

Using Help; Checking Spelling; Using the Thesaurus

Links to Activities

- 1.1
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- Open **PPS1-01.pptx**, position mouse pointer on scroll box on vertical scroll bar, hold down left mouse button, drag scroll box to bottom, then release mouse button.
- Click New Slide in Home tab.
- Click *Click to add title* then type **Summary**.
- Click *Click to add text* then type text shown.



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ACTIVITY 1.6

Using Help; Checking Spelling; Using the Thesaurus

Links to Activities

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- To learn how to complete a spelling check click Microsoft Office PowerPoint Help in upper right corner of screen.
- At PowerPoint Help window, type **spell checking** then press Enter.
- Click *Check spelling and grammar in PowerPoint Help window*.
- Read information about spell checking then click Close.



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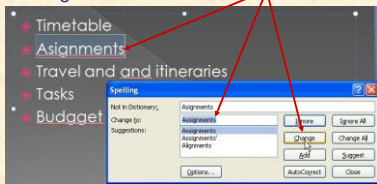
ACTIVITY 1.6

Using Help; Checking Spelling; Using the Thesaurus

Links to Activities

- 1.1
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- To complete a spelling check, move insertion point to beginning of *Timetable*, click Review tab, then click Spelling button
- When spelling checker selects *Assignments* in Slide 7 and displays *Assignments in Change to box*, click Change.



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ACTIVITY 1.6

Spelling Dialog Box Options

Links to Activities

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- 1.8
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- **Ignore** skips that occurrence of word and leaves currently selected text as written
- **Ignore All** skips that occurrence of word and all other occurrences of word in presentation
- **Delete** deletes currently selected word(s)
- **Change** replaces selected word in sentence with selected word in *Suggestions* list box
- **Change All** replaces selected word with selected word in *Suggestions* list box and all other occurrences of word in presentation



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ACTIVITY 1.6

Spelling Dialog Box Options

Links to Activities

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- 1.2
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- **Add** adds selected word to main spelling check dictionary
- **Suggest** moves insertion point to *Suggestions* list box where you can scroll through list of suggested spellings
- **AutoCorrect** inserts selected word and correct spelling of word in AutoCorrect dialog box
- **Options** displays a dialog box with options for customizing a spelling check



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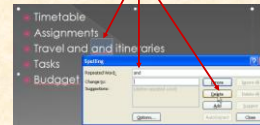
ACTIVITY 1.6

Using Help; Checking Spelling; Using the Thesaurus

Links to Activities

- 1.1
- 1.2
- 1.3
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- When spelling checker selects second *and* in slide, click Delete.



- When spelling checker selects *Budget* in Slide 7 and displays *Budget* in *Change to* box, click Change button.



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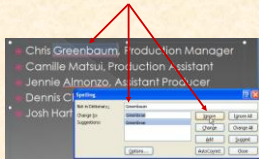
ACTIVITY 1.6

Using Help; Checking Spelling; Using the Thesaurus

Links to Activities

- 1.1
- 1.2
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- 1.10

- When spelling checker selects *Greenbaum* and *Almonzo* in Slide 6, click Ignore.



- At message that spelling check is complete, click OK.



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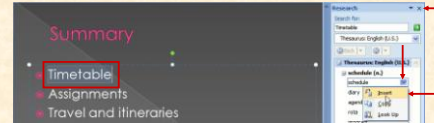
ACTIVITY 1.6


Using Help; Checking Spelling; Using the Thesaurus

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- 1.1
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- Display Slide 7 in Slide pane then click *Timetable*.



- To look up synonyms for *Timetable* click Thesaurus  in Proofing group.

- Position mouse pointer on *schedule* in Research task pane, click down-pointing arrow, then click *Insert*.

- To close Research task pane click Close.



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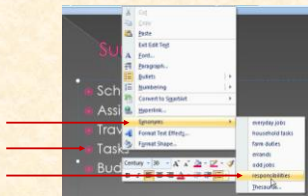
ACTIVITY 1.6

Using Help; Checking Spelling; Using the Thesaurus

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- 1.1
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- Right-click on *Tasks*, point to *Synonyms*, then click *responsibilities*.



- Capitalize *r* in *responsibilities*.

- Save *PPS1-01.pptx*.



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ACTIVITY 1.7

Running a Presentation

Links to Activities

- 1.1
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- Open *PPS1-01.pptx*, click Slide Show tab then click From Beginning.



- After viewing Slide 1, click left mouse button to advance to next slide, then repeat for Slide 2.



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ACTIVITY 1.7

Running a Presentation

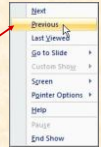
Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- At Slide 3, move mouse pointer until Slide Show displays then click left arrow button to display previous slide.



- Click right arrow button on Slide Show toolbar to display next slide.
- To display previous slide click *right* mouse button then click *Previous* at shortcut menu.



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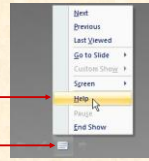
ACTIVITY 1.7

Running a Presentation

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- Click on slide icon then click Help to display Slide Show Help Window and click Close after viewing window.



Slide Show Help

During the slide show:

↑ Left arrow, space, right or down arrow, Write, or page down	Advance to the next slide
← Backspace, left or up arrow, or page up	Return to the previous slide
Number followed by Enter	Go to that slide
W or "	Black/White the screen
W or "	White/Black the screen
Spacebar	Show/Hide the arrow pointer
S or H	Stop/Restart automatic show
End	End slide show
Esc, Ctrl+Break, or "	End slide show
Enter	Exit drawing on screen
W	Go to next slide if hidden
T	Rehearse - Use new time
U	Rehearse - Use original time
Y	Rehearse - Advance on mouse click
Y	Return to first slide
Hold both the Right and Left Mouse buttons down for 2 seconds	Change pointer to pen
Ctrl+K	Change pointer to arrow
Ctrl+D	Change pointer to eraser
Ctrl+H	Hide pointer and button
Ctrl+O	Automatically show/Hide arrow
Right mouse click	Pop-up menu/previous slide
Ctrl+S	All Slides dialog
Ctrl+T	View task bar
Ctrl+V	Show/Hide ink markup



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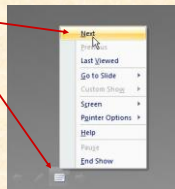
ACTIVITY 1.7

Running a Presentation

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- To display next slide click slide icon on Slide Show toolbar then click *Next*.
- To display Slide 5 type 5 then press Enter.
- Change to a black screen by typing B.
- Return to Slide 5 by typing B.
- Click left mouse button to display Slide 6. Continue clicking left mouse button until a black screen displays, then click left mouse button again.



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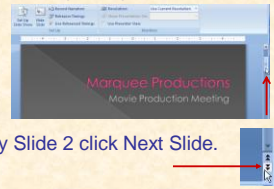
ACTIVITY 1.7

Running a Presentation

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- Drag scroll box up to top of vertical scrollbar then release.



- To display Slide 2 click Next Slide.
- Click From Current Slide in Slide Show tab.
- To run presentation, click left mouse button at each slide. At black screen, click left mouse button again.



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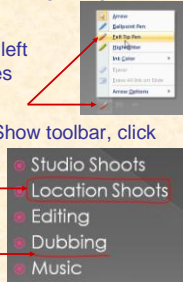
ACTIVITY 1.8

Using the Pen and Highlighter during a Presentation

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- Open PPS1-01.pptx, click From Beginning in Slide Show tab.
- With first slide displayed, click left mouse button to advance slides until Slide 3 displays.
- Move mouse to display Slide Show toolbar, click pen button, then click *Felt Tip Pen*.
- Using mouse, draw a circle around text *Location Shoots*, then draw a line below *Dubbing*.



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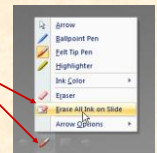
ACTIVITY 1.8

Using the Pen and Highlighter during a Presentation

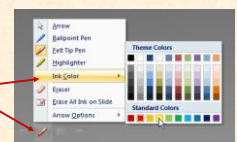
Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- To erase pen markings click pen button on Slide Show toolbar then click *Erase All Ink on Slide*.



- To change color of ink, click pen button, point to *Ink Color*, then click bright yellow color.



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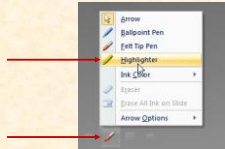
ACTIVITY 1.8

Using the Pen and Highlighter during a Presentation

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- Draw a yellow line below *Music*.
- To return mouse pointer to an arrow click pen button then click *Arrow* at pop-up list.
- Click left mouse button to advance to Slide 4.
- Click pen button then click *Highlighter* at pop-up list.



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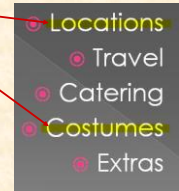
ACTIVITY 1.8

Using the Pen and Highlighter during a Presentation

Links to Activities

- 1.1
- 1.2
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- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- Drag through *Locations* to highlight it.
- Drag through *Costumes* to highlight it.
- To return mouse pointer to an arrow click pen button then click *Arrow*.
- Press Esc key on keyboard to end presentation without running remaining slides. At message asking if you want to keep annotations, click *Discard*.



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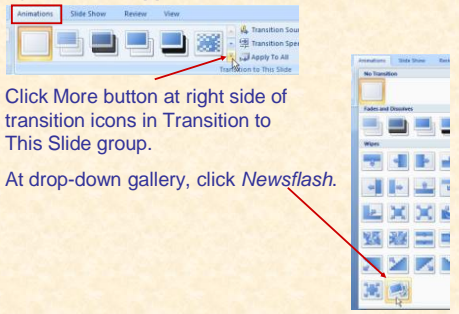
ACTIVITY 1.9

Adding Transition and Sound

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- Open **PPS1-01.pptx**, click Animations tab.



- Click More button at right side of transition icons in Transition to This Slide group.
- At drop-down gallery, click *Newsflash*.



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ACTIVITY 1.9

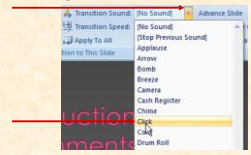
Adding Transition and Sound

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

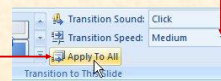
- Click down-pointing arrow at right side of Transition Sound.

- At drop-down gallery, click *Click*.



- Click down-pointing arrow at right of Transition Speed button then click *Medium*.

- Click Apply To All.



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ACTIVITY 1.9

Adding Transition and Sound

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- Click Slide 1 miniature in Slides/Outline pane.
- To run presentation click Slide Show in View area on Status bar.



- Click left mouse button to advance each slide.
- At black screen after last slide, click left mouse button again to return to Normal view.



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ACTIVITY 1.9

Adding Transition and Sound

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- Click More button at right of transition icons.
- Scroll down drop-down gallery then click *Random Transition*.

- Click down-pointing arrow at right of Transition Speed then click *Fast*.



- Click Apply To All.

- Run presentation.

- Save **PPS1-01.pptx**.



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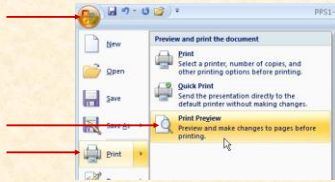
ACTIVITY 1.10

Printing and Previewing a Presentation; Changing Page Setup

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- Open **PPS1-01.pptx**, display Slide 1 in Slide pane, click Office, point to Print, then click *Print Preview*.



- Click Next Page in Print Preview tab.

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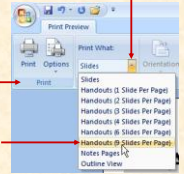
ACTIVITY 1.10

Printing and Previewing a Presentation; Changing Page Setup

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- To print all slides on one page and preview how they will appear, click down-pointing arrow below *Print What* box, then click *Handouts (9 Slides Per Page)*.



- Click Print in Print Preview tab.
- At Print box, click OK.
- Click Close Print Preview.

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ACTIVITY 1.10

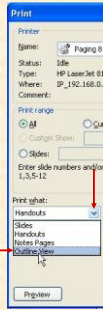
Printing and Previewing a Presentation; Changing Page Setup

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- To print all slide text on one page, click Office then click *Print*.

- At Print box, click down-pointing arrow at right side of *Print what* option then click *Outline View*.
- Click OK.



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ACTIVITY 1.10

Printing and Previewing a Presentation; Changing Page Setup

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- To change slide orientation from landscape to portrait click Design tab, click Slide Orientation, then click *Portrait*.



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ACTIVITY 1.10

Printing and Previewing a Presentation; Changing Page Setup

Links to Activities

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- To print Slide 6, click Office then click *Print*.
- At Print box, click down-pointing arrow at right side of *Print what* option then click *Slides*.

- Click *Slides* option in *Print range* section, type 6 in text box, then click OK.

- To return orientation for slides to landscape click Slide Orientation in Design tab then click *Landscape*.

- Save **PPS1-01.pptx**.

- To close presentation click Office then click *Close*.



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