

POWERPOINT USER GUIDE

Opening a PowerPoint presentation

1. Insert the CD into the CD drive.
2. Double-click on "My Computer."
3. Double-click on the CD disk drive (usually D: or E:).
4. Double-click on the PowerPoint presentation you want to open.

Note: PowerPoint files are usually labeled with this icon: 

Printing handouts from a PowerPoint presentation

Sometimes it is helpful to print handouts of a PowerPoint presentation to allow audience members to have a hard copy of the presentation for taking notes.

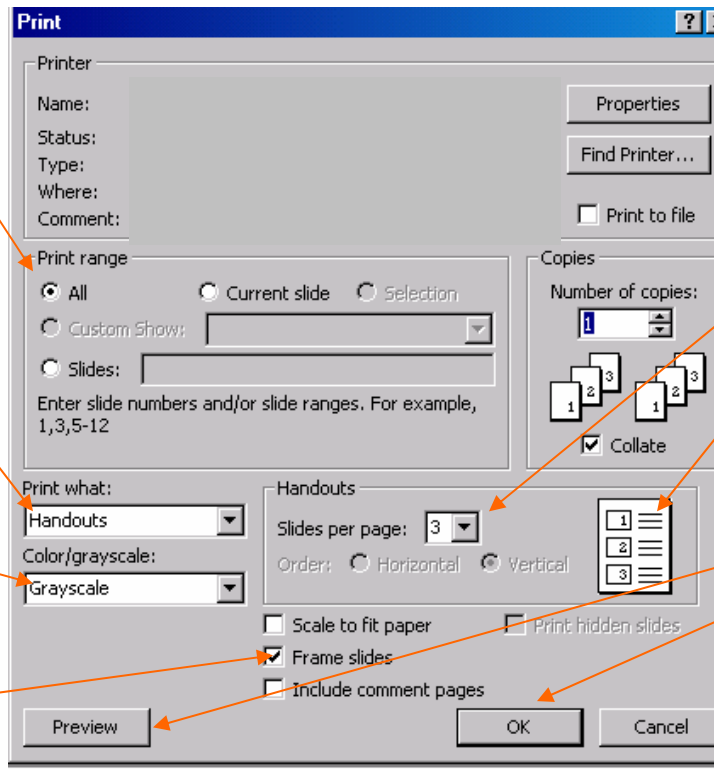
1. Open the PowerPoint presentation you want to make into handouts. Click the File button and select "Print." The following screen will appear:

2. Make sure "All" is selected here to print all the slides.

3. For handouts, select "Handouts" from the drop down menu here.

Other notes:

- Use this drop down menu to select whether you want slides in color, grayscale, or black and white.
- "Frame slides" is usually checked to place boxes around each slide.



4. You can select 1, 2, 3, 4, 6, or 9 slides per page. The layout is previewed here. If you select 3 slides per page, the handouts will have lines for people to take notes on.

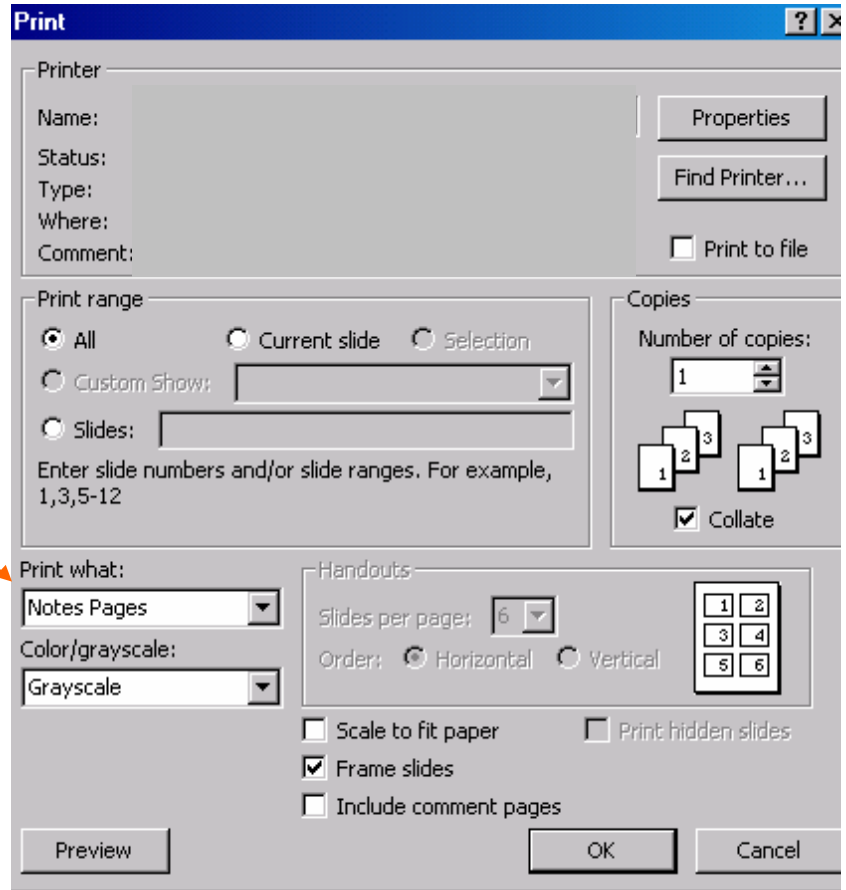
5. You can also preview your handouts by clicking "Preview," or press OK to print.

Printing notes pages from a PowerPoint presentation

To view notes that correspond to each slide, you can print notes pages. These notes can help when giving a presentation.

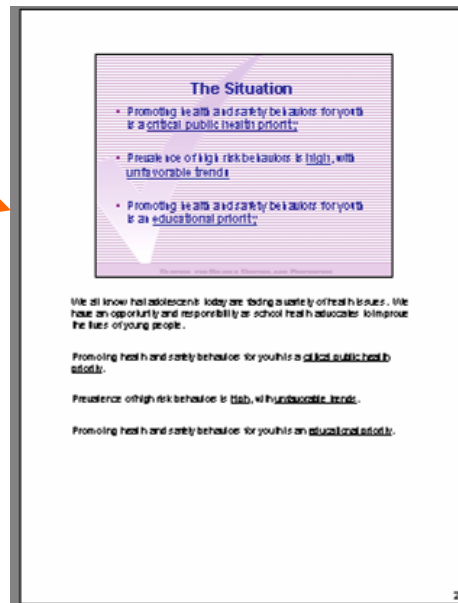
1. Open the PowerPoint presentation you want to make into notes pages. Click the File button and select "Print." This screen will appear.

2. Select "Notes Pages" from the drop down menu here, then press OK.



3. The finished product will look like this.

Each slide will be on its own page. Printed underneath each slide will be its corresponding notes.



Converting PowerPoint presentation slides into overheads

1. Open the PowerPoint presentation you want to make into overheads. Click the File button and select "Print." The following screen will appear:
2. To print every slide, select "All." If you want to print selected slides, list them here, separated with a comma.
3. Select "Slides" from the drop down menu. Choose whether you want to frame each slide or not. Again, you can preview it before pressing "OK" to print.
4. The result is one slide printed per page.
5. Make copies of each slide onto blank transparencies.

