

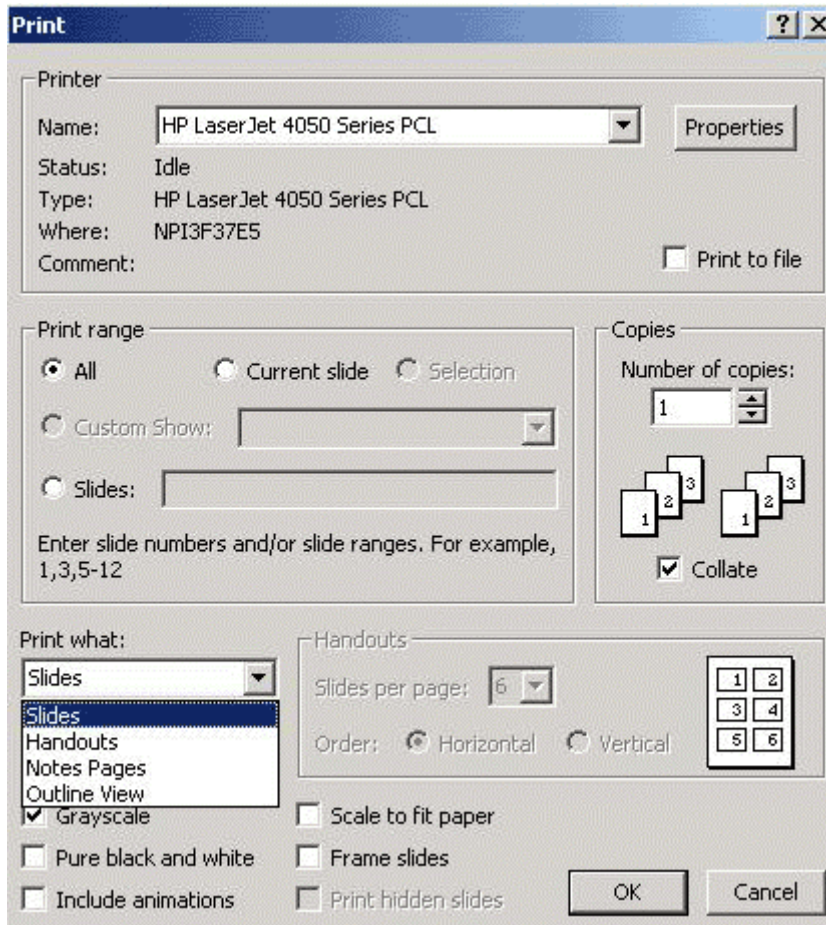
# Power Point - Part III

## Printing in PowerPoint

In PowerPoint you have the option to print your presentation several different ways. One way is to print handouts for the audience of the presentation. Another is to print the speaker's notes, as covered in the intermediate class. You can of course print the slides, but you can also print the presentation in outline view.

To print the presentation:

1. In the presentation, go to the File Menu
2. Click Print
3. The print dialog box will appear



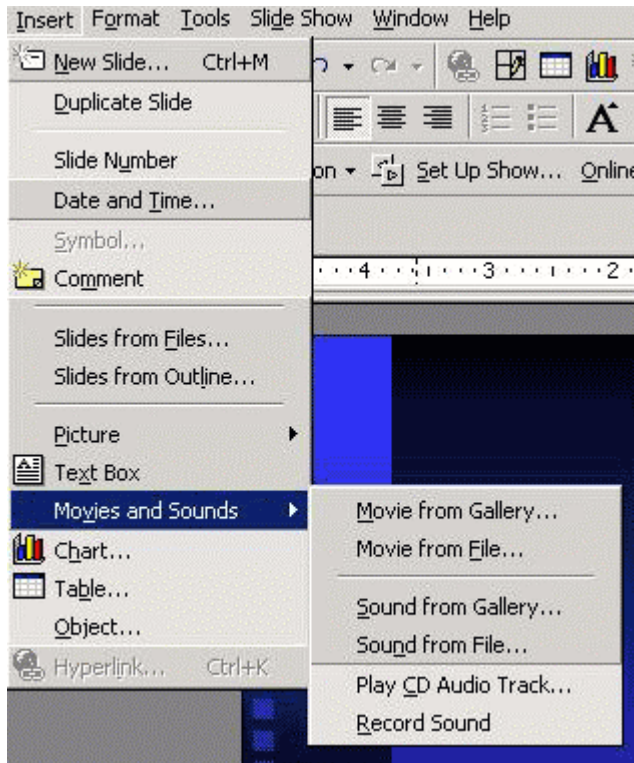
4. At the Print What field, click the down arrow and choose desired print option.
5. When Handouts in chosen, there are several other options required:



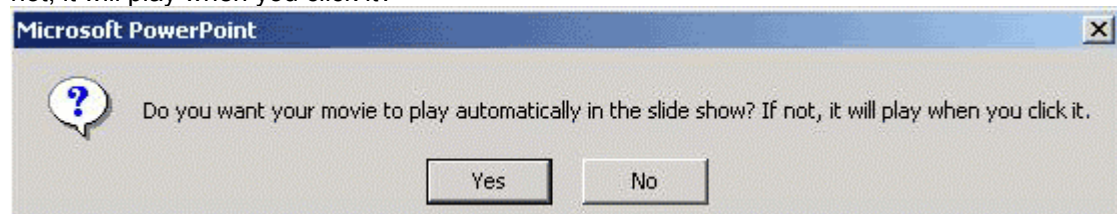
2. Choose the numbers of slides per page, and the order of the slides i.e. Horizontal or Vertical.
6. Click OK

## Inserting a Movie

1. Go to the slide where the movie is to go
2. Click the Insert Menu
3. Go to Movies and Sounds
4. Choose Insert Movie from File



5. Navigate to the folder where the movie is located, highlight and click OK
6. A window will appear asking "Do you want the movie to play automatically in the slide show? If not, it will play when you click it?"



- 7.
8. Click Yes or No
9. To view the movie in the presentation, View the Slide Show

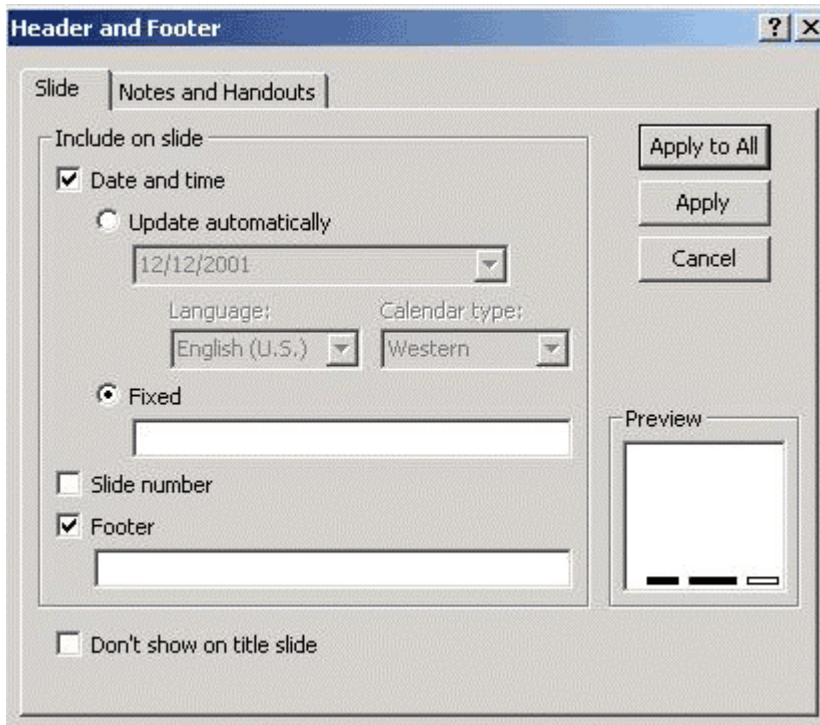
## Inserting Sound

1. Go to the slide where the movie is to go
2. Click the Insert Menu

3. Go to Movies and Sounds
4. Go to Insert Sound from File
5. Find the Sound file on your computer
6. There is a library of files found on your computer at C:Windows/Media or C:WINNT/Media
7. Choose the desired sound
8. Click OK
9. To listen to the sound file, View the slide Show

## Headers and Footers

1. Click on the View Menu
2. Click Headers and Footers



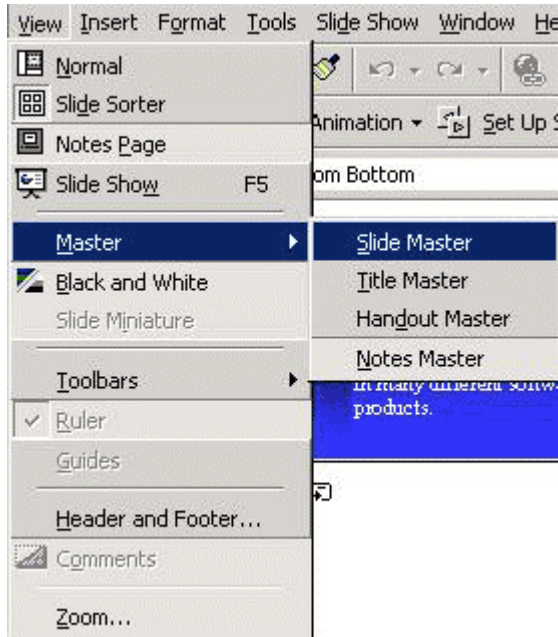
3. The Header and Footer dialog window appears
4. To apply a header or footer to the slides, choose the Slide tab
5. To apply a header or footer to the Notes and Handouts, choose the Notes and Handouts tab.
6. Choose the header and footers options desired
7. If you choose Update Automatically, the date and time will update to the current date. Fixed will leave the date to a specific date.
8. Click apply to all to apply options to all slides, Click Apply to apply just to the active slide

## Master Slide

The master slide determines what will appear on all slides except the Title Layout. The formatting on the master slide applies to slides that have an AutoLayout. There are 4 types: Master, Title, Handout, and Notes.

Master

1. Click View
2. Click Master

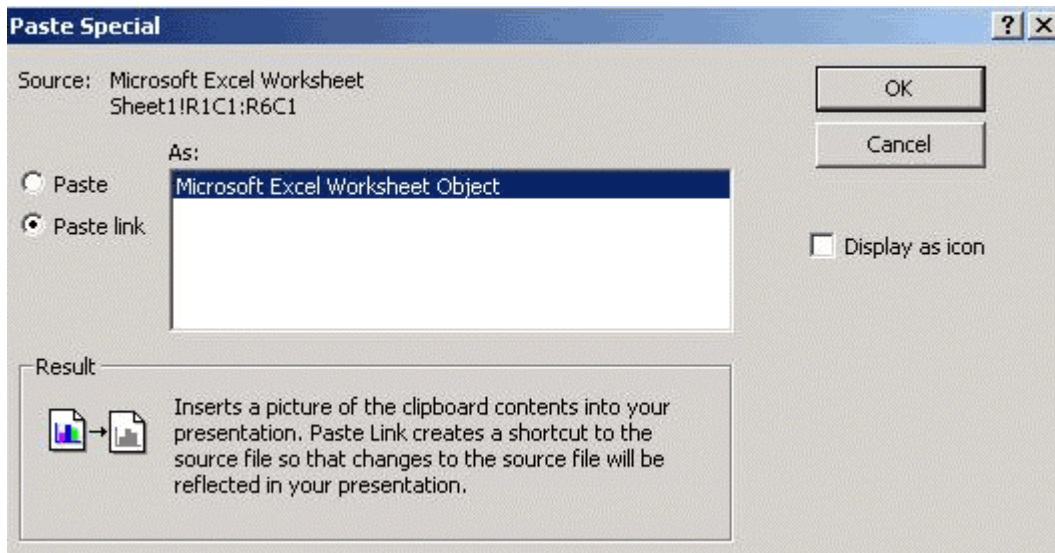


3. Click desired Master Slide. i.e. Slide, Title, Handout, Notes.
4. Change formatting of the Master Slide. (All formatting on Master Slide will apply to each slide in the presentation, which uses an Autolayout).
5. Change any formatting on the Master Slide. All the changes will take appear on other slides of presentation.

## Paste Special

Paste special allows you to link a clipboard item to the current Slide. For example, you can link a selection of cells from Microsoft Excel in to a PowerPoint presentation. When a value changes in Excel it changes in the presentation.

1. Highlight area to paste special
2. Click the Copy button
3. Go to slide in presentation
4. Click Edit, then Paste Special
5. Then Paste Special window appears
6. Choose Paste Link



7. Under the As: field choose the type of item to paste
8. Click OK