# **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

		<u>? ×</u>
Printer		
Name: HP La	serJet 4050 Series PCL	Properties
Status: Idle Type: HP Las Where: NPI3F3 Comment:	serJet 4050 Series PCL 37E5	Print to file
Print range		Copies
● All (	C Current slide C Selection	Number of copies:
C Custom Show:	<b>*</b>	1. 🜩
Cascolin Show.		
C Slides:		
Enter slide number 1,3,5-12	s and/or slide ranges. For example,	Collate
rint what:	- Handouts	
		12
Slides Slides Handouts Notes Pages	Slides per page: 6 💽 Order: @ Horizontal	34
Slides Slides Handouts Notes Pages Outline View	Slides per page: 6	34
Print what: Slides Slides Handouts Notes Pages Outline View Grayscale Pure black and w	Slides per page: 6 Order: C Horizontal	34

- 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:

Print what:	Handouts	-
Handouts	Slides per page: 6	12
	Order: 🖲 Horizontal 🔿 Vertical	56

- 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?"

						×
movie to play aut	omatically in I	he slide sha	ow? If not	;, it will p	lay wher	n you click it.
				-		
	movie to play aut	movie to play automatically in I	movie to play automatically in the slide sho	movie to play automatically in the slide show? If not	movie to play automatically in the slide show? If not, it will p	movie to play automatically in the slide show? If not, it will play when

- 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

nclude on slide				Apply to All
Date and ti	me			Apply
C Update	automatically			
12/12	/2001		-	Cancel
Lar	nguage;	Calendar t	:ype;	
Er	iglish (U.S.) 🔄	Western	-	
• Fixed				
				Preview
Slide numbe	er			
Footer				
			1	
1				

- 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

Paste Special		<u>?×</u>
	soft Excel Worksheet t1!R1C1:R6C1	ОК
C Paste	As: Microsoft Excel Worksheet Object	Cancel
Paste link		Display as icon
Result		
<b>⊡</b> →	Inserts a picture of the clipboard contents into your presentation. Paste Link creates a shortcut to the source file so that changes to the source file will be reflected in your presentation.	

- Under the As: field choose the type of item to paste
  Click OK