SESSION 11: PRINT A PRESENTATION

Presentation is the important part of any material. You can print notes, handouts or outline of the presentation using the presentation software. In this exercise you will learn to print notes, handouts, and outline.

❖ To print, open an existing presentation and select the printoption.
❖ Select the **Notes Page** option under Print what: dropdown list in thisfigure.
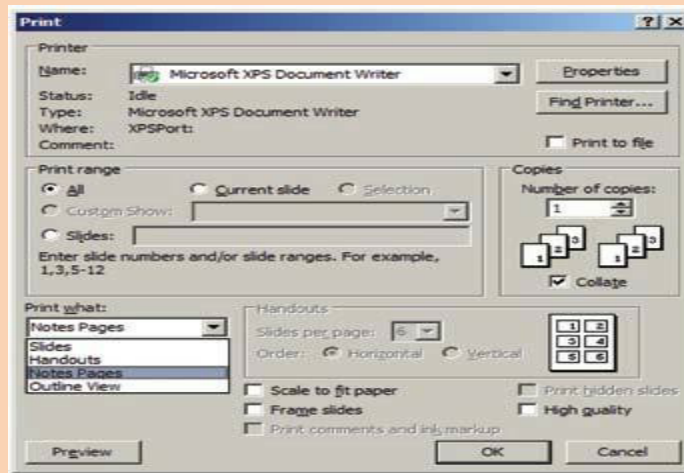
❖ Click **OK** once you are ready to print thenotes.
❖ You can print handouts for audience to selecting the Handouts option under **Printwhat:**
    dropdown list.
❖ To print multiple slides, select the number of slides, you would like to print bychoosing the number displayed under Slides per page dropdown under HandoutsGroup
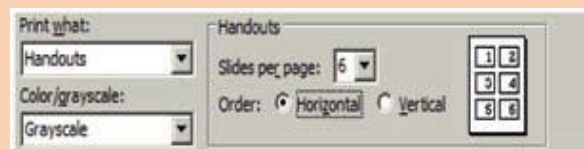
❖ If you would to print only the text part of the presentation, you can use the outline option in the presentationsoftware.
❖ To print the outline, select **Outline View option under Print what : dropdownlist**

Print what:

Outline View ▼

Color/grayscale:

Grayscale ▼

EXERCISE

Perform the following activities on computer at home

S.No.	Activities
1.	*Print a presentation*
2.	*Create a presentation(10-12 slides) on any two of the following topics.* • *School Annual Dayfunction* • *SportsDay.* • *IndependenceDay.* • *Saving Plan (Postoffice).* • *Healthydiet.* *While making the presentations use the following features based on the presentation guideline* • *Use Transition effects forslides.* • *Use Animation effects for text andobjects.* • *Group relatedpictures.* • *Use tables and formats them with different tablestyles.* • *Use charts to represent data in graphicalform.* • *Download and usetemplates.*

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