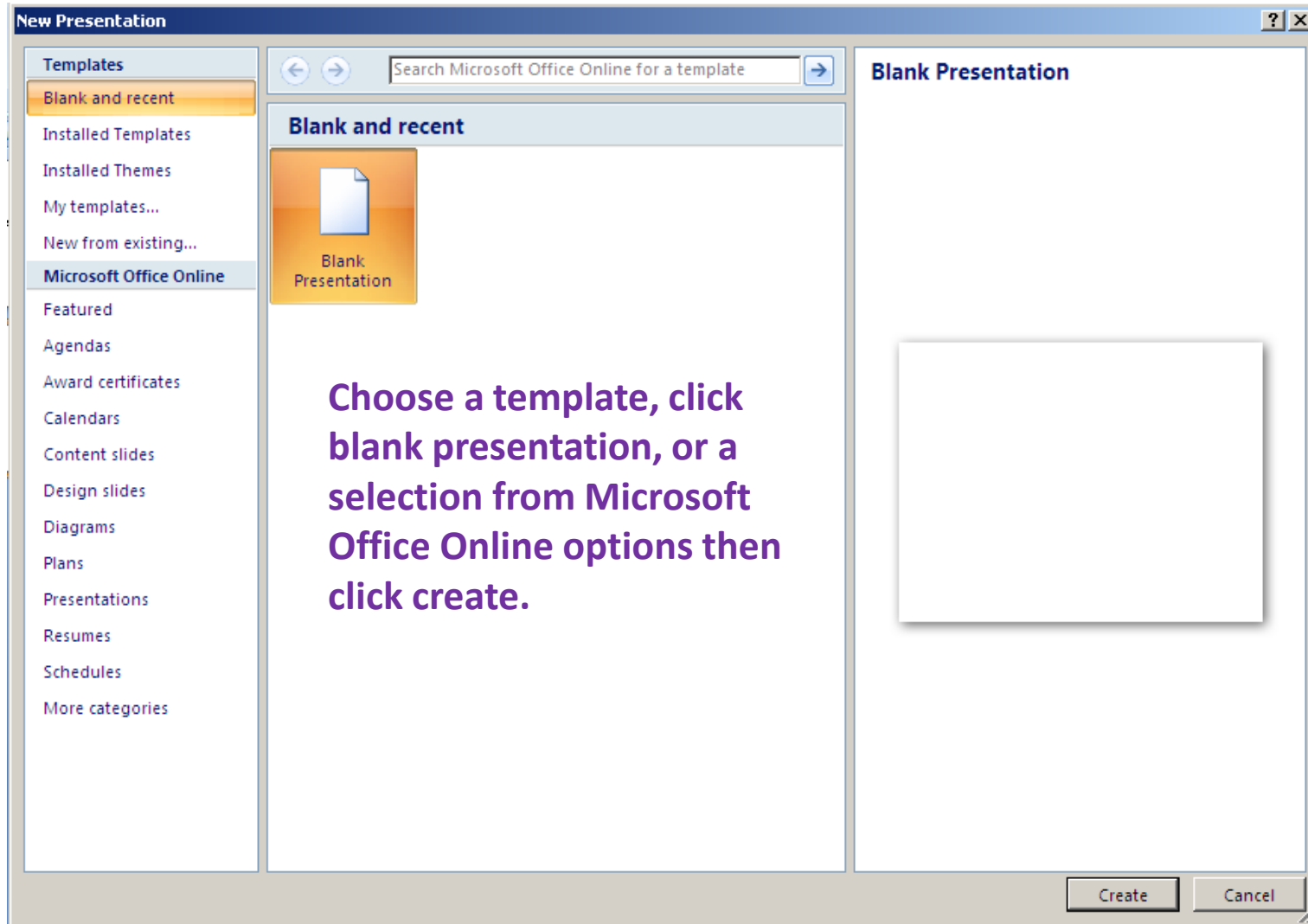


PowerPoint Basics

Mrs. Saeli

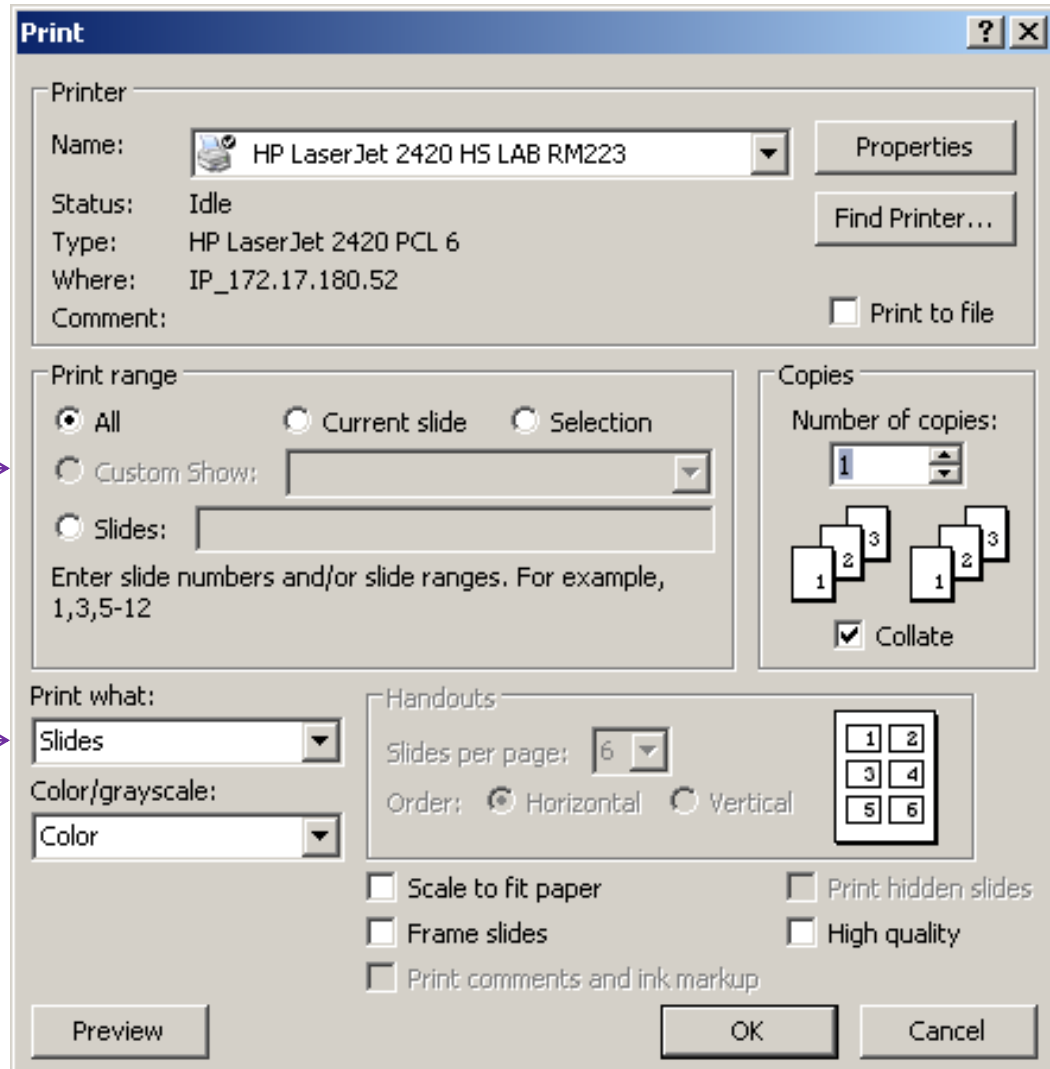
To Create a New Presentation – Open PPT – Click Office Button, select New



To Print a Presentation, Click on the Office Button, Choose Print

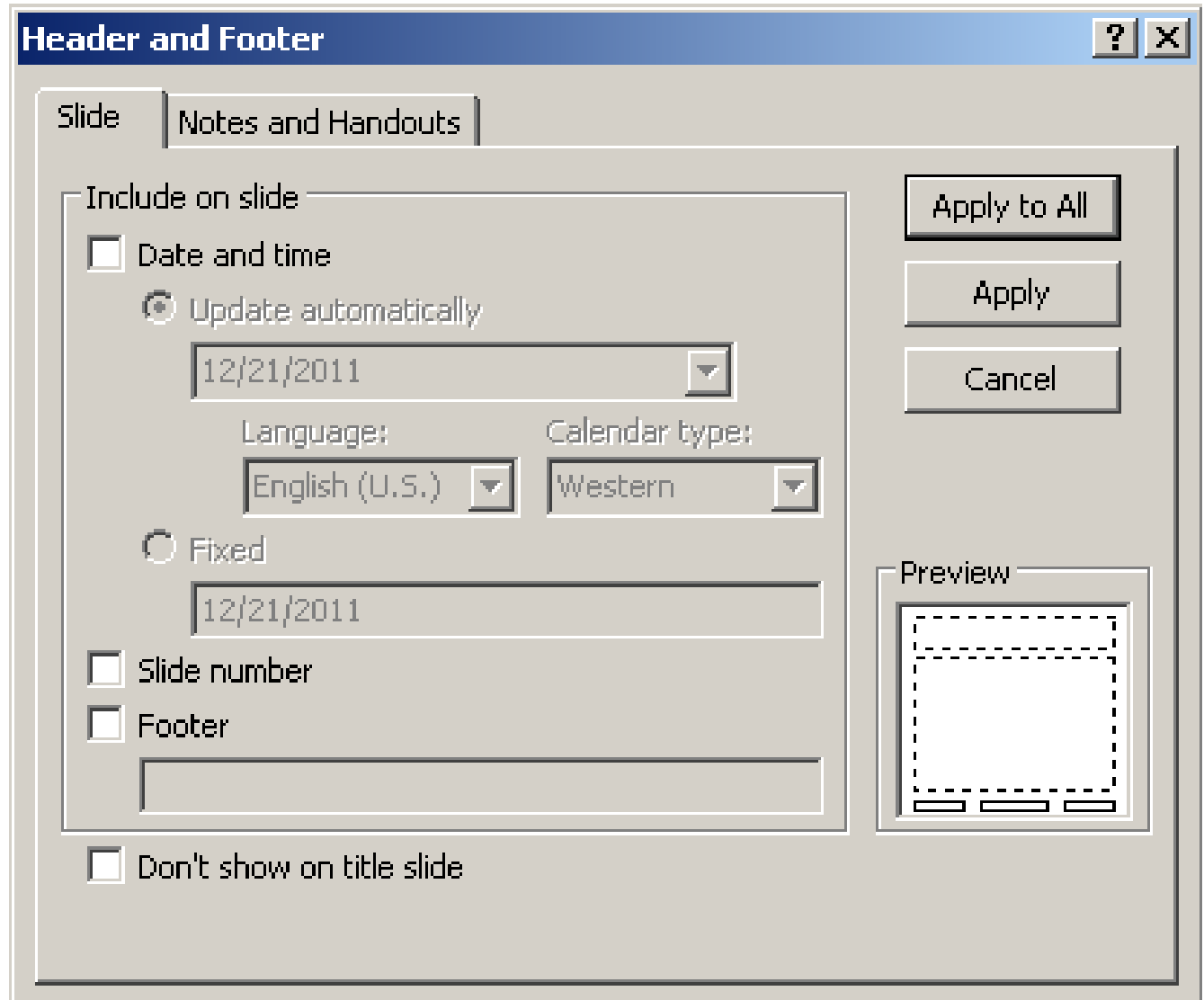
Choose to Print All slides, the current slide, or specific slides

Choose to Print Slides, Handouts, Notes Page, or Outline



To Insert a Header/Footer, Click the Insert Tab, Click on Header/Footer in the Text Group

You can choose to have your header and footers show on the slides or not, to be applied to one or all slides, or to appear on the notes and handouts pages



Power Point Views



To Insert a Header/Footer, Click the Insert Tab, Click on Header/Footer in the Text Group

You can choose to have your header and footers show on the slides or not, to be applied to one or all slides, or to appear on the notes and handouts pages

Click to add notes

Header and Footer

Slide | Notes and Handouts

Include on slide

Date and time

Update automatically

12/21/2011

Language: English (U.S.) | Calendar type: Western

Fixed

12/21/2011

Slide number

Footer

Don't show on title slide

Apply to All | Apply | Cancel

Preview

Normal View

1. PowerPoint Basics

2. To Create a New Presentation – Open PPT – Click Office Button, select New

3. To Print a Presentation, Click on the Office Button, Choose Print

4. To insert a header/footer: Click the insert tab, Click on Header/Footer in the Text Group

5. [Thumbnail of the Header and Footer dialog box]

Slide Sorter View