



FastCourse Series

## PowerPoint Chapter 2: Designing and Printing the Presentation



**LABYRINTH**  
LEARNING™

# Learning Objectives

- After studying this chapter, you will be able to:
  - ▲ Use Outline view to create, move, and delete slides and edit text
  - ▲ Format and align text and adjust character spacing and line spacing
  - ▲ Use Slide Sorter view
  - ▲ Print a presentation

# Working with Slides

- Can work with slides in the following ways:
  - ▲ Change slide layout
  - ▲ Reorder slides
  - ▲ Move and copy text and objects

# Working with Outlines


- The Outline panel is an alternative to working with slides 

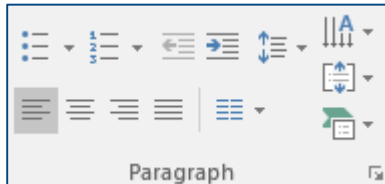
1	<input type="checkbox"/>	<b>Chapter 2: Designing and Printing the Presentation</b>
2	<input type="checkbox"/>	<b>Learning Objectives</b>
	■	Use Outline view to create, move and delete slides and edit text
	■	Create a presentation from a Microsoft Word outline
	■	Format and align text and adjust character spacing and line spacing
	■	Use Slide Sorter view and Sections
	■	Print a presentation
3	<input type="checkbox"/>	<b>Heading</b>
	■	XXX
	■	XXX
4	<input type="checkbox"/>	<b>Working with Slides</b>
	■	Copying Text and Objects
5	<input checked="" type="checkbox"/>	<b>Working with Outlines</b>
	■	The Outline Panel
	■	Collapsing and Expanding Slides
	■	Deleting Slides

*The Outline panel helps you edit and organize slides.*

# Formatting Your Presentation

## ■ Techniques for formatting:

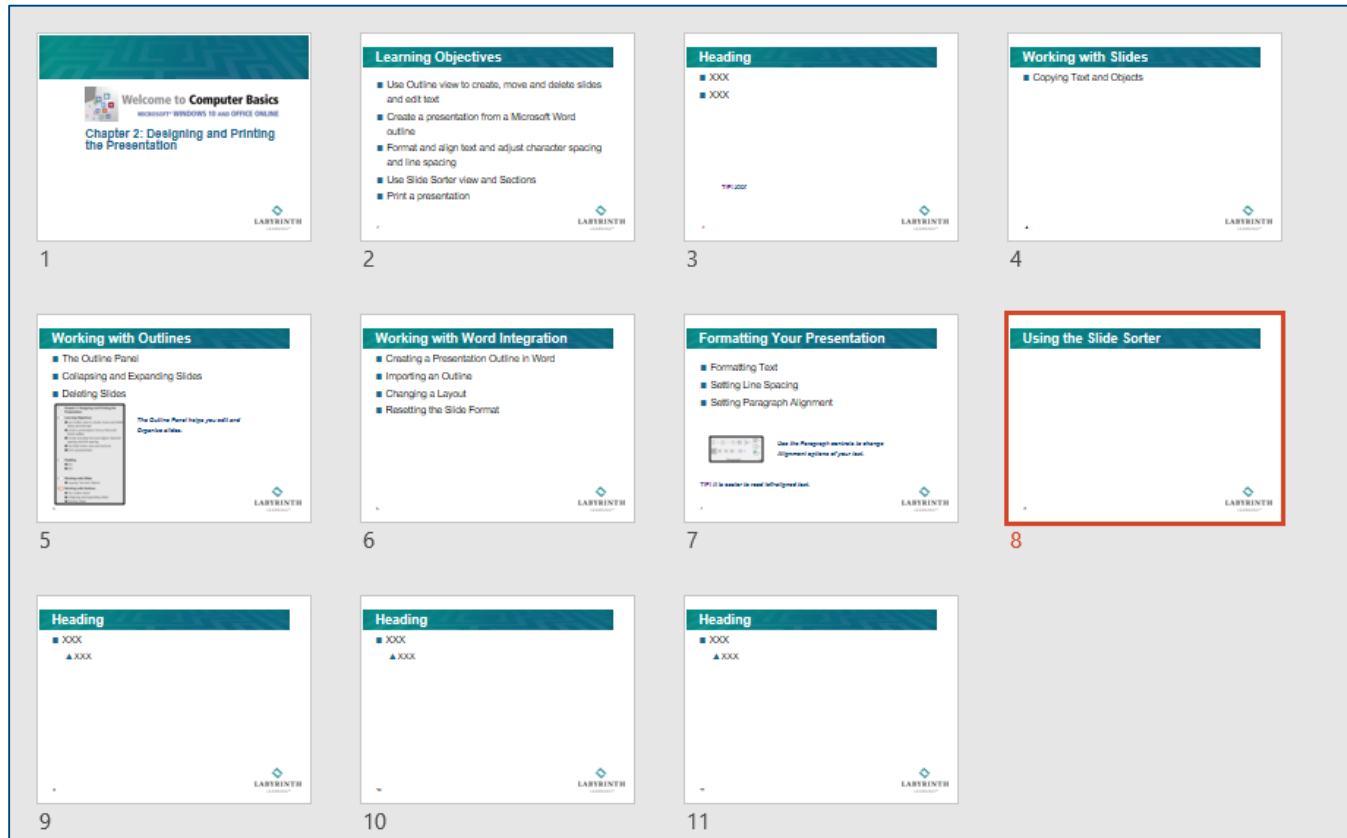
- ▲ Selecting text and using commands from Ribbon or keyboard 
- ▲ Selecting placeholder and using commands from Ribbon or keyboard
- ▲ Format Painter



*Use the Paragraph controls to change  
Alignment options of your text.*

*Tip! It is easier to read left-aligned text.*

# Using the Slide Sorter




*The Slide Sorter is used to rearrange slides.*

# Printing Your Presentation

## ■ Types of printouts:

- ▲ Slides
- ▲ Handouts
- ▲ Speaker Notes
- ▲ Outlines

# Other Printing Options

- Handouts of presentation provide audience with a reference
- The handout master controls the format of the handout sheets 
  - ▲ Make changes to master to apply to all handout pages