



FastCourse Series

Chapter 4: Readyng a Presentation for Final Delivery



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LEARNING™

Learning Objectives

- After studying this chapter, you will be able to:
 - ▲ Edit document properties
 - ▲ Create speaker notes
 - ▲ Use Find and Replace
 - ▲ Create agenda and hyperlinked summary slides

Creating Speaker Notes

- Printable comments added to slides
- Not visible to audience
- At View → Presentation Views → Notes Page

Tip! Connect your presentation computer to an external display and PowerPoint will show the slide show to the audience and your speaker notes on the smaller display.

Editing Document Properties

- Information about the author, title, subject and other presentation details
- Do not show in the presentation
- Visible on Backstage view

Using Find and Replace

- Replace words and phrases in a presentation
- Useful editing tool!
- Home → Editing → Find (or Replace)
- Options include:
 - ▲ Match Case
 - ◆ Find only the upper- or lowercase instances of the word
 - ▲ Find Whole Words Only
 - ▲ Replace All

Using Hyperlinks in Presentations

- Link to other resources
- Slide navigation
- Tools for repairing and removing hyperlinks

