



## Chapter 8: Readyng a Presentation for Final Delivery



**LABYRINTH**  
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
  - ▲ Draw on slides during a slide show
  - ▲ Transfer a presentation to a USB flash drive
  - ▲ Use the PowerPoint Viewer

# 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.*

# Document Properties

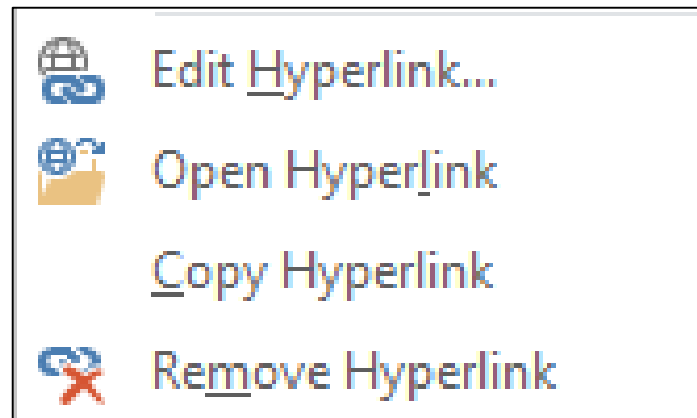
- Information about the author, title, subject and other presentation details
- Do not show in the presentation
- Visible on Backstage view

# 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

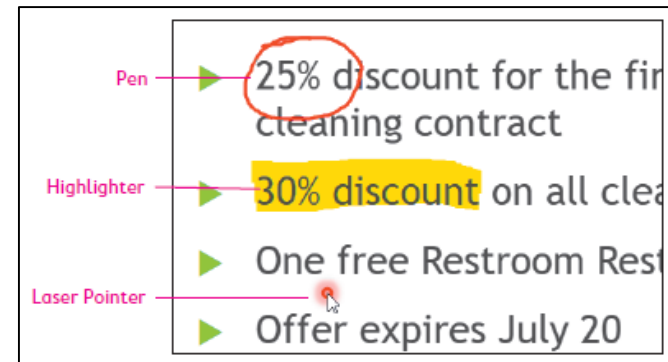
# Hyperlinks

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



# Pen Tools

- Annotate while presenting
- Options:
  - ▲ Laser Pointer  
(does not draw on slides)
  - ▲ Pen
  - ▲ Highlighter
  - ▲ Eraser
  - ▲ Ink Color (Pen and Highlighter)



# Package for CD

- Collects all required presentation elements
- Package is made for CD, DVD or USB flash drive
- Can use PowerPoint Viewer to view presentation
  - ▲ Free download
  - ▲ Make sure to install on presentation machine

# Connect to an External Display

- Computer projection display
- Overhead projection display
- Common video connection ports:

- ▲ HDMI
- ▲ DisplayPort
- ▲ Mini DisplayPort
- ▲ DVI
- ▲ VGA

