



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
 - ▲ 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

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"/> Chapter 2: Designing and Printing the Presentation
2	<input type="checkbox"/> Learning Objectives <ul style="list-style-type: none">■ 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"/> Heading <ul style="list-style-type: none">■ XXX■ XXX
4	<input type="checkbox"/> Working with Slides <ul style="list-style-type: none">■ Copying Text and Objects
5	<input checked="" type="checkbox"/> Working with Outlines <ul style="list-style-type: none">■ The Outline Panel■ Collapsing and Expanding Slides■ Deleting Slides


The Outline panel helps you edit and organize slides.

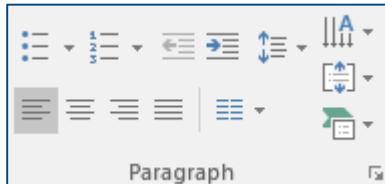
Working with Word Integration

- PowerPoint has the ability to create presentations from imported Word outlines
- Word paragraph styles correspond to PowerPoint titles or bullet levels

Formatting Your Presentation

■ Techniques for formatting:

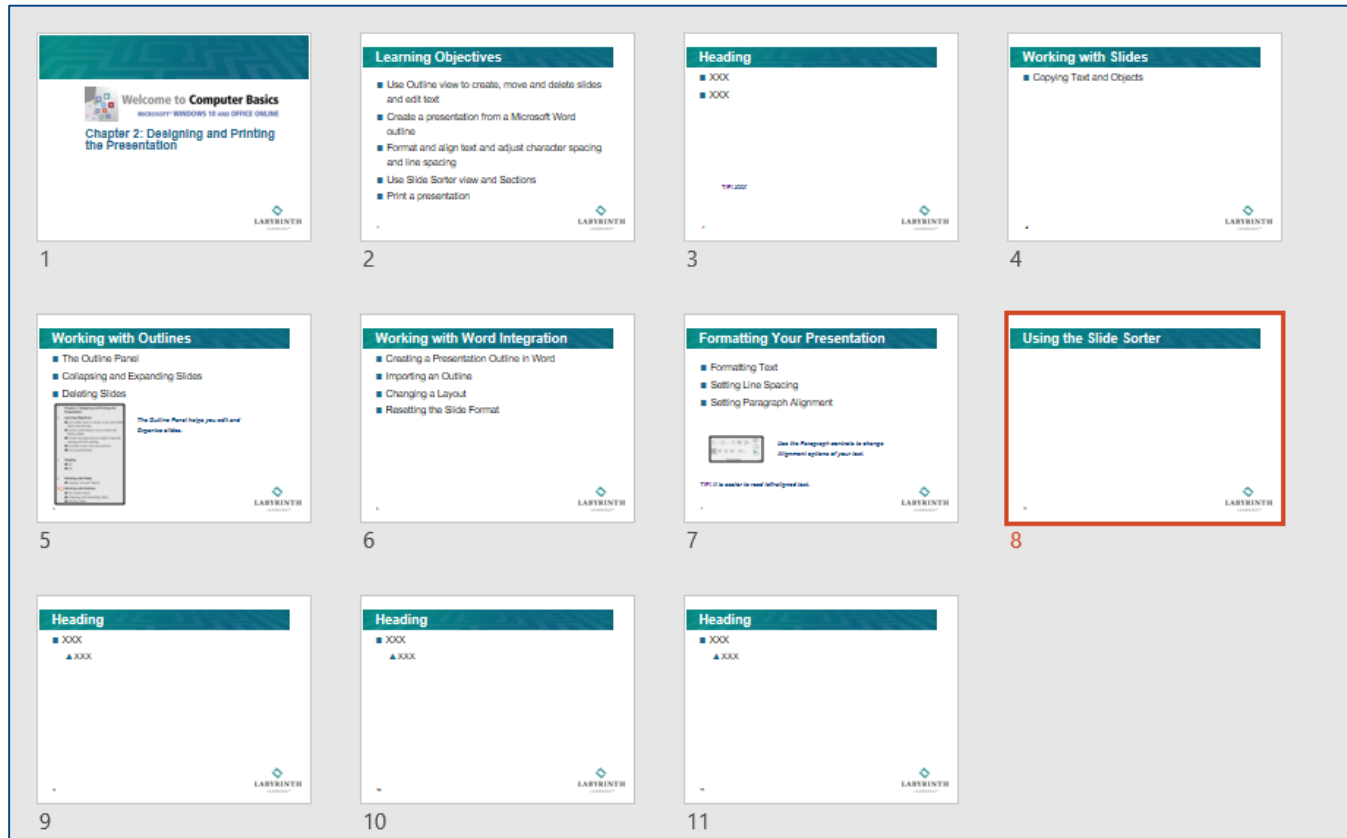
- ▲ Selecting text and using commands from Ribbon or keyboard 
- ▲ Selecting placeholder and using commands from Ribbon or keyboard
- ▲ Format Painter



*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.

Organizing With Sections


- Sections created before selected slide and include all following slides
 - ▲ Home → Slides → Section → Add Section

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
- Apply headers and/or footers
- Print transparencies to use with an overhead projector