

PowerPoint

Lesson 7-A

Printing and Saving

This Lesson uses the **ELEPHANT** Presentation

OR

any presentation you have made!

You have already used **SAVE** and **SAVE AS** presentations you have made!

PowerPoint 7-A : Printing and Saving - Standards

15. Save a presentation as a .ppt, .pdf, .png, etc.
16. Create handouts.
17. Print a presentation.

[File] {Export} a File

PowerPoint 7-A : Vocabulary

- Handout (Slides with Note spaces),
 - Printed or Exported to Word
- Print (Slides, Handouts, PDF)
- Hard Copy (Physical Printed)
- Soft Copy (Electronic File)
- Export: Create as a different FILE TYPE
- Save (Current Place and Name / Replace)
- Save As (Place and Name, Export: JPG, PDF)

PRINT a Presentation - [File] {Print} or (Ctrl P)

The screenshot shows the 'Print' dialog box in Microsoft PowerPoint. At the top left is a 'Print' button with a printer icon. To its right is a 'Copies' spinner set to 1. Below this is the 'Printer' section, showing 'HP DeskJet 3700 series [8F13...]' as the selected printer. The 'Settings' section includes a dropdown for 'Print All Slides', a 'Slides' input field, 'Full Page Slides' (Print 1 slide per page), 'Collated' (1,2,3 1,2,3 1,2,3), and 'Color'. A link for 'Edit Header & Footer' is at the bottom.

How many copies do you want? Be careful when changing this!

Select the Printer or to a PDF

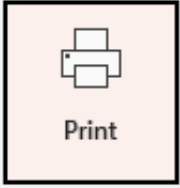
The Default is **ALL Slides**. You can select specific slides.

- If you added **SECTIONS** in your presentation, you can select the specific section in the NORMAL View prior to selecting Print.
- If you have *Hidden Slides*, you can also print those:
 - **The Default is to print the hidden slides!**
- You can select a Range of Slides (in any order):
 - Use Commas (,) and Hyphens (-):
Example: [3 ,5, 7-11, 18, 22-28, 2]

The screenshot shows the 'Settings' pane for printing. The top dropdown is 'Print All Slides' (Print entire presentation). Below are sections for 'Slides' and 'Sections'. The 'Slides' section includes 'Print All Slides', 'Print Selection' (Only print the selected slides), 'Print Current Slide' (Only print the current slide), and 'Custom Range' (Enter specific slides to print). The 'Sections' section includes 'Default Section', 'Printing', and a checked 'Print Hidden Slides' option.


PRINT a Presentation - [File] {Print} or (Ctrl P)

Print

 **Print**


Copies:

Printer


 HP DeskJet 3700 series [8F13...]
Ready


[Printer Properties](#)


Settings

 **Print All Slides**
Print entire presentation

Slides:


 **Full Page Slides**
Print 1 slide per page


 **Collated**
1,2,3 1,2,3 1,2,3


 **Color**

[Edit Header & Footer](#)


Print Layout


 **Full Page Slides**


 **Notes Pages**


 **Outline**


Handouts


 **1 Slide**


 **2 Slides**


 **3 Slides**


 **4 Slides Horizontal**

 **6 Slides Horizontal**

 **9 Slides Horizontal**

 **4 Slides Vertical**

 **6 Slides Vertical**

 **9 Slides Vertical**

Print slide numbers on handouts

Frame Slides

Scale to Fit Paper

High Quality

Print Comments

Print Ink

Save a Presentation - [File] {Save} or (Ctrl S)

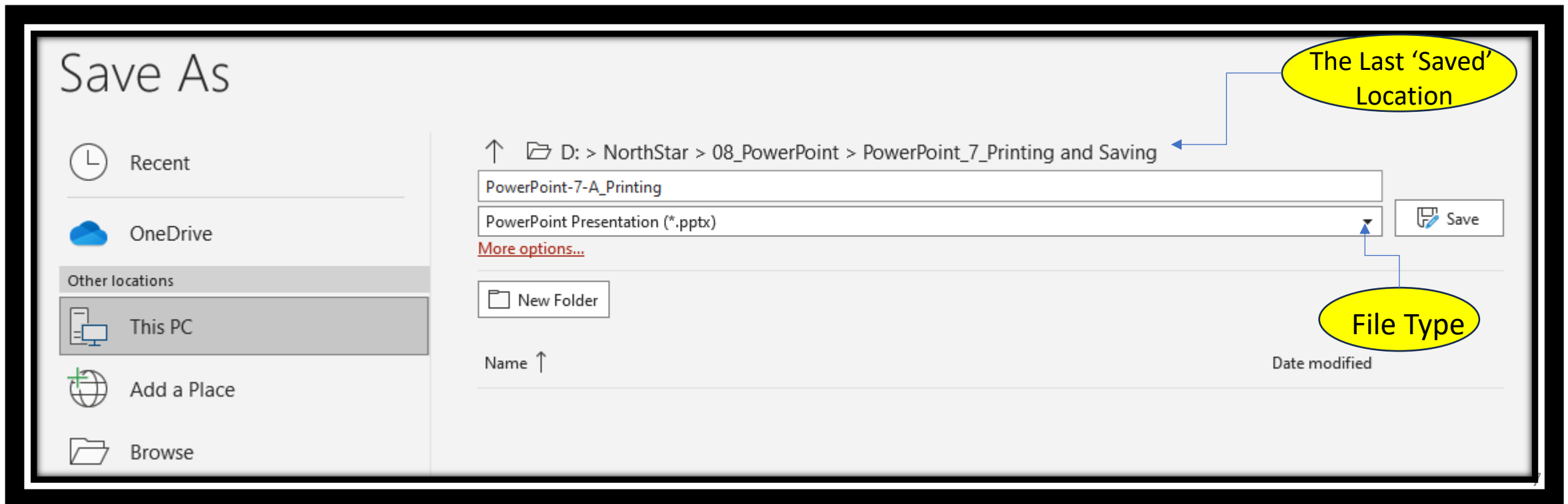
If you EXIT (X Close) PowerPoint, you will get a warning if you have a presentation that you have not saved after making changes!



Quick Access Toolbar

SAVE will replace (update) a current file location.

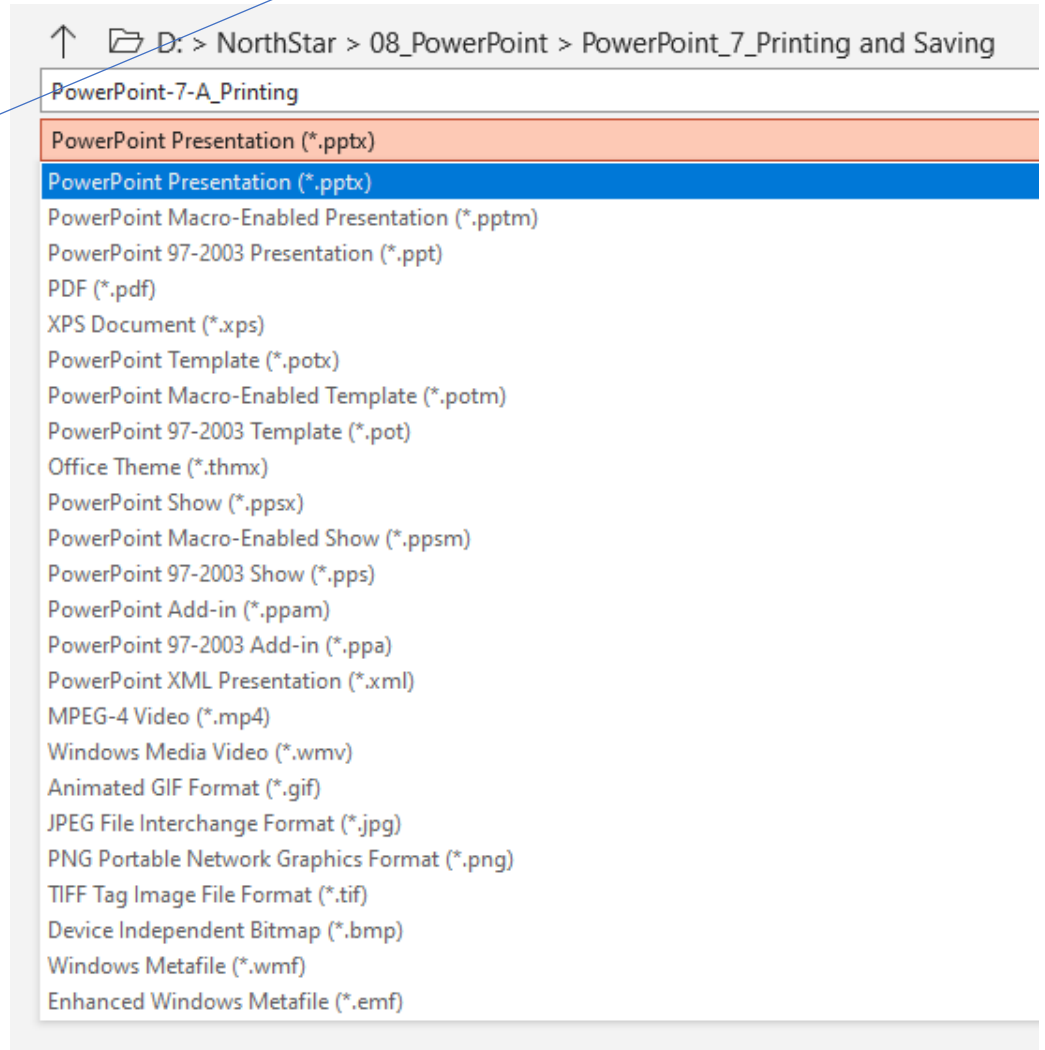
SAVE AS allows you to change where you want to save it, the Name, and Type.



Save a Presentation - [File] {Save As}



Other File Types



EXPORT [File] {Export}

Export



Create PDF/XPS Document



Create a Video



Create an Animated GIF



Package Presentation for CD



Create Handouts



Change File Type

Create a PDF file of the Presentation.

Good for using the PRINT Features of a PDF for Size and Pages.

Create an MP4 Video of the Presentation.

Takes a little time to create. There is a STATUS Bar at the bottom of the screen

Creates a GIF (small Video) of the Presentation.

(Need to have a delay transition between slides)

“Bundles files needed for the presentation”

Makes a WORD Document of the Presentation

As Individual Pictures (JPG) or other FILE TYPES

PowerPoint 7 Reference - A

Directions: Complete the following.

1. Open PowerPoint. Copy the following slides:

Computer Lab Hours

- Monday: 9 AM – 5 PM
- Tuesday: 9AM – 5 PM
- Wednesday: 9 AM – 3 PM
- Thursday: 12 AM – 5 PM
- Friday: 10 AM – 2 PM

Computer Lab Rules

- No food or drinks
- Shut down computers when finished
- No loud talking
- Always ask for help!

2. Click File. Click Print.
3. Find the Print button. Don't click on it. Leave the print menu.
4. Use **Save As** to save the document on the desktop as "Computer lab info".
5. Close PowerPoint.
6. Find the file on the desktop. Open it again.
7. Change the hours for Friday from "10 AM - 2 PM " to "Closed".
8. Click Save.
9. Close PowerPoint.

PowerPoint 7 Reference - B

Learning Center Fliers

Directions: Complete the following individually:

1. Open PowerPoint.
2. Make two slides with Title and Content layout. Use the information you wrote on **Handout A**.
3. Click File. Click Print.
4. Click "Full Page Slides".
5. Select "2 slides". Leave the print menu.
6. Click Save As. Save the document on the desktop as "Learning center info".
7. Close PowerPoint.
8. Find the file on the desktop.

PowerPoint 7 Handout - A

Learning Center Handout

Make a Presentation with the following information

Information about _____
(learning center name)

- Available classes: _____

- Address: _____

- Phone number: _____

_____ Hours
(learning center name)

- Monday:
- Tuesday:
- Wednesday:
- Thursday:
- Friday

PowerPoint 7 : Handout – B : QUIZ

| | | | |
|------|---------|-------|---------|
| save | save as | print | handout |
|------|---------|-------|---------|

1. Lara wants to write information about her school's graduation party on a piece of paper and give it to her friends. She can use PowerPoint to make a _____.
2. Lara just finished her handout. Now, she can _____ it with two slides on each page.
3. Now that she's finished, she can use _____ and save the slideshow as "Graduation party" on her desktop.
4. Lara forgot to write something on her handout, so she opened it again and changed something. Before she closes PowerPoint, she should _____ her slideshow.