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Preparing to deliver your presentation

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Reading: Exercise: Printing your presentation

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Exercise: Printing your presentation

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#)

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

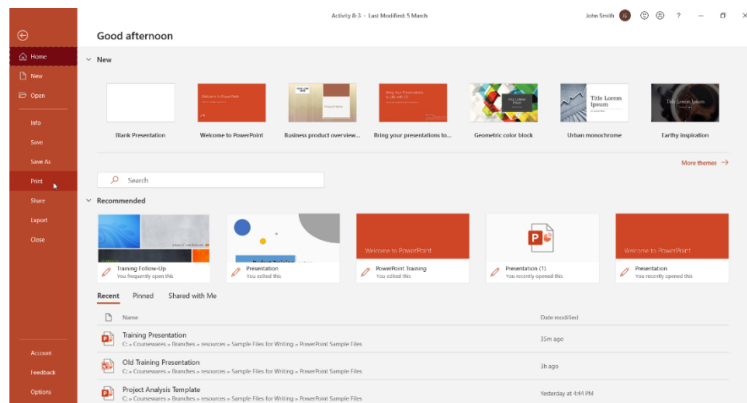
Let's get started!

In this activity, you will prepare for the delivery of your training presentation by printing it in a few different ways. A printer is required for this exercise.

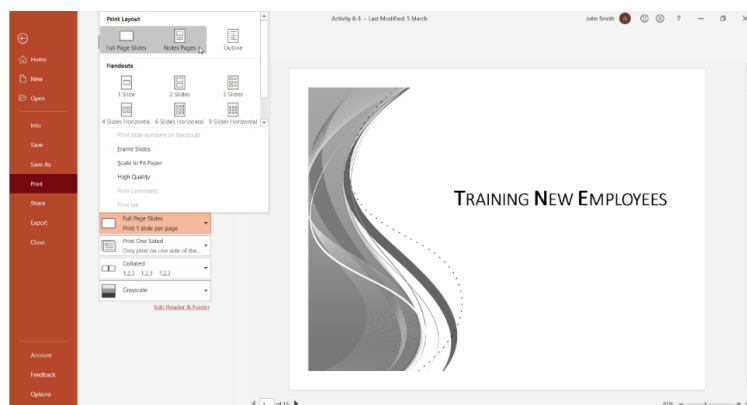
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Printing your presentation](#)

2. First, we will print out a set of the slides with our notes. Click **File** → **Print**:

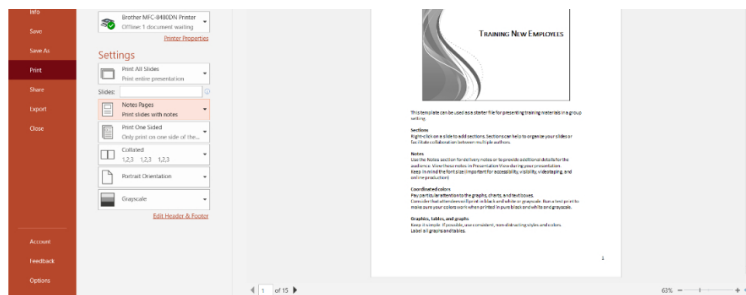


3. Click the menu that says **Full Page Slides** and click **Notes Pages**:

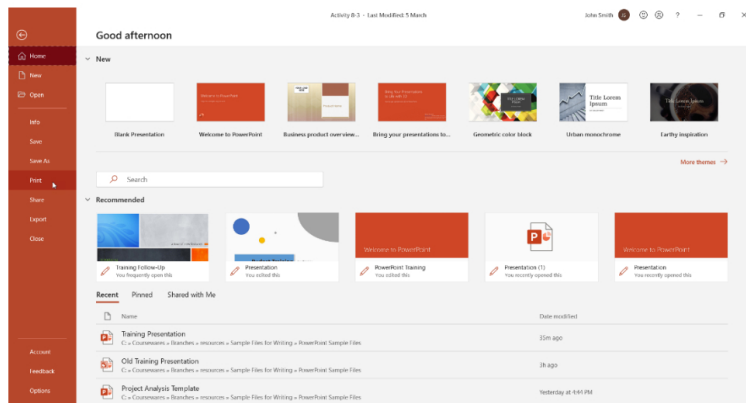


4. Click **Print**:

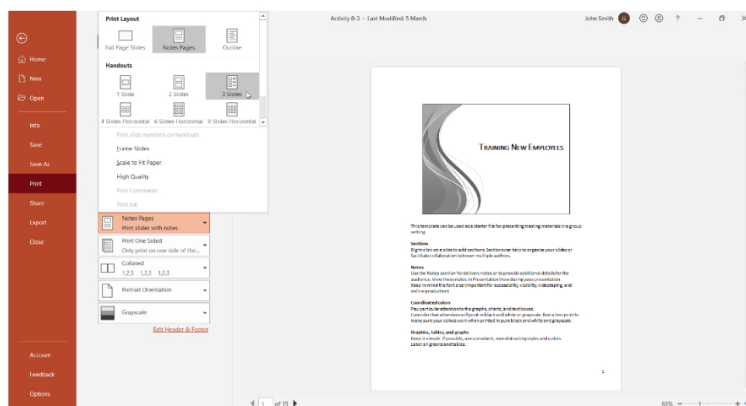




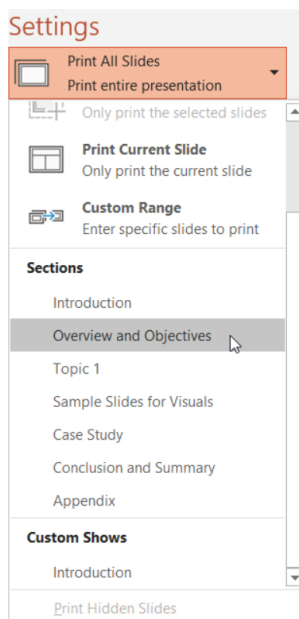
5. Now we need to print handouts for our students. Click **File** → **Print** again:



6. Click the menu that says **Notes Pages** and click 3 Slides:

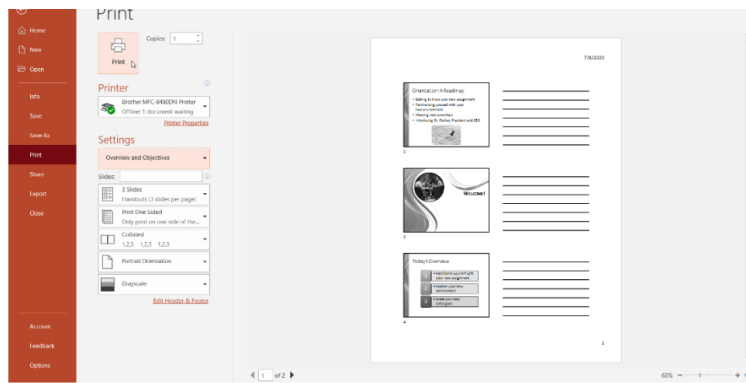


7. Now, click the **Print All Slides** menu and click **Overview and Objectives**:



8. This will print only that section of slides. Click **Print**:





9. This activity is now complete. Close Microsoft 365 PowerPoint.

Mark as completed

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