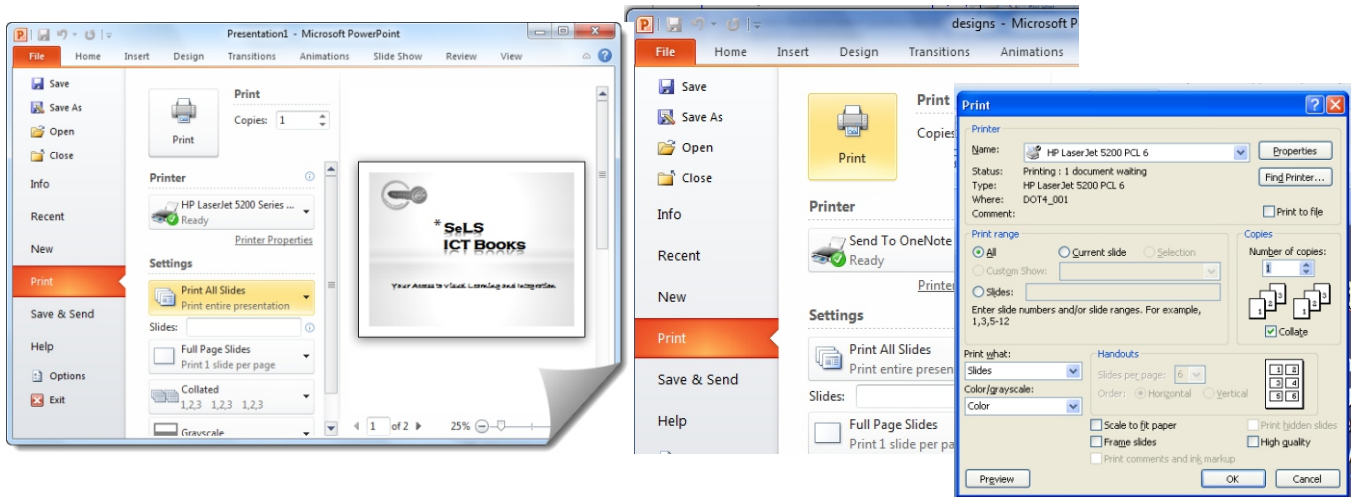


Lesson 5

Word Watch

- Print Preview
- Annotations



Running and Printing Slide Show

Learning Objectives

After completing this lesson, you should be able to:

- run a slide show;
- preview slides; and
- print slides.

Running a Slide Show

You have typed a lot of text, inserted graphics and animations, and worked with design settings. By doing all this, you have built a slide show is only a click away only. But, how exactly does it all come together?

Display Your Presentation

To input your material into PowerPoint and display your slide show, all you have to do is click the **Slide Show** icon (🖥️). Then, slide show playback starts from the currently displayed slide in Normal view or the selected slide in Slide Sorter view. All the toolbars and menus and panes go away, and you are left with only your slide contents — which was the whole point of all this work, after all!



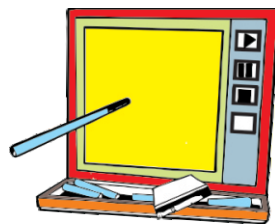
Navigate the Presentation

Essentially, presenting a slide show involves moving from one slide to another. You can do this either in sequence, or by jumping to slides using action buttons or the **Navigation menu** in Slide Show view. You can control how you move through the show manually or use timings you have saved with each slide, based on the Slide Show Setup choices discussed in this chapter.



Interact with the Presentation

You can pause, stop, hide, or add annotations to a slide show. The annotation feature uses a technology called ink, which enables you to draw arrows, words, or about anything on your screen and save those annotations with the presentation. This is useful if, for example, you want to add some bright ideas that come up during the presentation and keep a record of them.



End the Show

You can end the show at any time and save any annotations you have made for future reference. Now, all you have to do is sit back and accept the congratulations coming your way for a great presentation.



Using Print Preview

It is a good practice to see what your slides look like onscreen, before you use resources printing. Slides with colorful or dark backgrounds can use up a lot of printer ink! To see what your printout will look like before printing, use the Print Preview feature.

Apply Artistic Effects

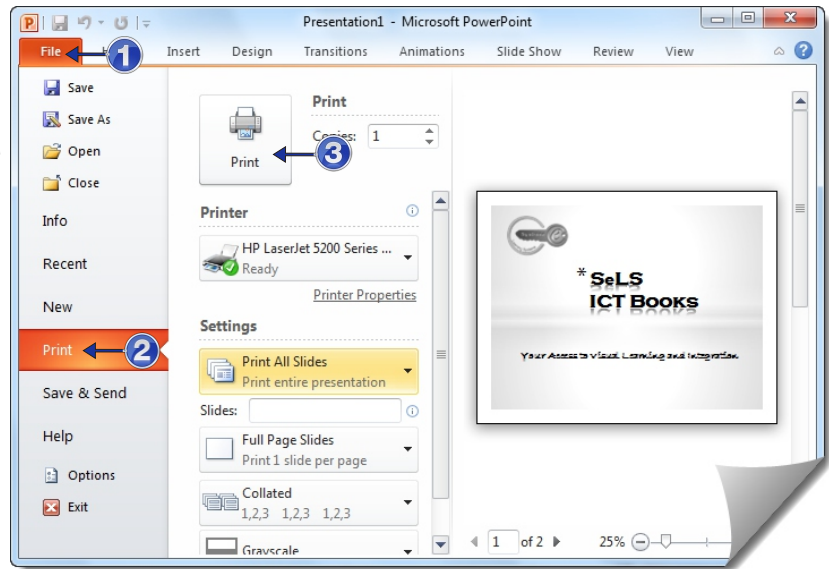
❶ Click the File Tab (File).

❷ Click Print.

PowerPoint displays the slide show in the Print Preview view.

The Preview appears differently depending on whether the currently selected printer is a color or black and white printer. You can select another printer to use in the Print dialog box, which you see in later sections.

❸ Click the Print What and select another type of print output to view, if needed.



Printing Slides

You can print a single slide, your entire presentation, or selected slides. Slides print one per page. If you have a color printer available, you can print slides in color. Slides will print with the orientation specified on the Design tab.

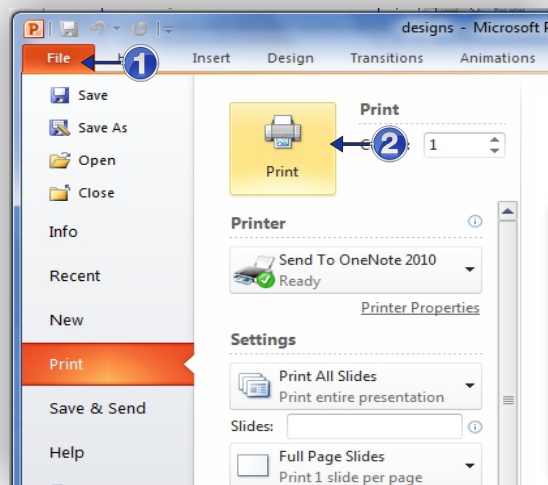
Print Slides

❶ Click the File Tab (File).

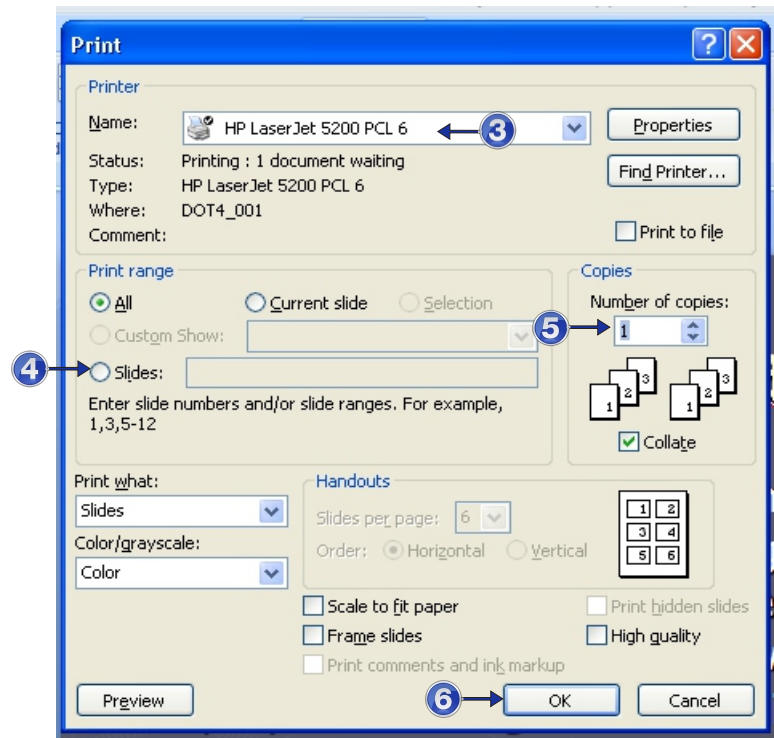
❷ Click Print.

The Print dialog box appears.

The Quick Print choice, which is on the Quick Access toolbar and the Print submenu, sends the presentation to the current printer without opening the Print dialog box.



- ③ Make sure the desired printer name is selected.
- ④ To print selected slides, click the Slides option (○ changes to ●) and specify which slides to print.
- ⑤ Click here to change the Number of Copies to print, if needed. Make sure Slides is selected from the Print What drop-down list.
- ⑥ Click OK.
The slides print to the specified printer.



4

Laboratory



PowerPoint Presentation

VISUAL LESSON GUIDE

Manual

LABORATORY MANUAL

Lesson 5 Running and Printing Slide Show

In PowerPoint 2010, the option to print handouts is found in the "View" tab. Once you select "View" you'll see "Handout Master" among the options. Alternately, you can elect to print multiple slides on a single page from the Print menu under "Settings" and the drop-down menu labeled "Full Page Slides".

Objectives

After completing this Laboratory, you should be able to:

- manipulate the PowerPoint Application by running a slide show; and
- demonstrate on how to preview slides and print slides.

Lab 5.1 **Print it!**

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch Microsoft PowerPoint
2. Open the following presentations:
 - a. Famous People in History
 - b. Global Warming
 - c. Health is Wealth
 - d. How to Win Friends and Influence People
 - e. Leaders are Made not Born
 - f. Social Media
3. Choose 2 of the presentations and Preview the slides using Print Preview.
4. Print the presentations by the following details:

First Presentation- 2 thumbnails

Second Presentation- 4 thumbnails
5. Print the presentation and submit it to your instructor

Score



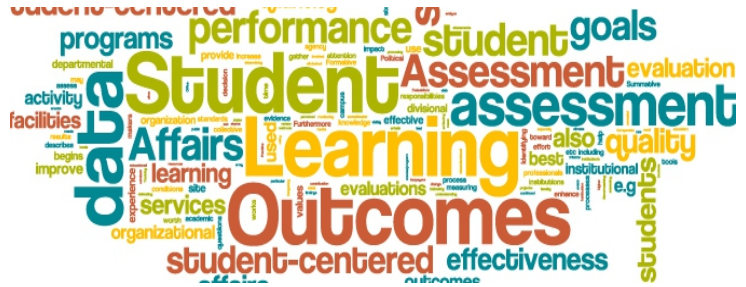
PROJECT MAKING

Part 2 PowerPoint Presentation

Proj. 1 “Learning Outcomes”

Instructions:

This first project is about your learning outcomes about the whole subject from the first topic up to the present. This is a collaboration and association of all your learning from the Basics of Computer Lessons, Microsoft Word, Excel, PowerPoint and Publisher(optional). Indicate all your learning about this subject. Include images or any form of graphics in the Presentation. To make your Presentation more attractive and eye catching, add effects and transitions.



Proj. 2 “Famous Band Documentary”

Instructions:

This second project is a presentation about a famous band documentary. Select a famous band as your subject. The details of the content should be very comprehensive and interesting. The documentary must have at least 10 slides. Include all necessary information such as their song genre, members, origin, gigs schedules. You may include some of their songs by inserting music files and images of the members. Make your band documentary a remarkable one.



PROJECT MAKING

Part 2 PowerPoint Presentation

Rubrics in Making the Projects

Category	4	3	2	1
Accuracy	Content of the presentation is complete, accurate and detailed. All required slides with relevant information.	Content of the presentation is accurate. All required slides with relevant information.	Missing some slides or relevant information.	Many slides missing or less slides OR slides do not contain relevant information.
Presentation/ Graphics	Slides are attractive. Text is legible. Graphics and effects are used throughout to enhance presentation. Information is at the advanced level and consistently supports images.	Slides are attractive. More than half of the slides use graphics and effects to enhance presentation. Information adequately supports images.	Less than half the slides have graphics or effects. All graphics are attractive but a few do not support the topic of the presentation	The amount of text is too great for the space provided. There is little use of graphics or effects. The information does not consistently support images. Several graphics are unattractive and detract from the content of the presentation
Layout/ Organization	Font formats (color, bold, italic) have been carefully planned to enhance readability and content.	Font formats have been carefully planned to enhance content.	Font formatting has been carefully planned to complement the content. It may be a little hard to read.	Font formatting makes it very difficult to read the material.
Grammar and Mechanics	Capitalization and punctuation are correct throughout the presentation. There are no grammatical errors. Handout is exceptional	There is one error in capitalization or punctuation OR there is one grammatical error on the presentation. Handout related to presentation	There are two or more errors in capitalization or punctuation Or there are two or more grammatical errors on the presentation. Handout does not relate to presentation	There are many grammars or mechanical errors on the presentation. Handout is not provided.