Chapter 6

Word Watch

- Print Preview
- Annotations

RUNNING AND PRINTING SLIDE SHOW

Learning Objectives

After completing this chapter, 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.
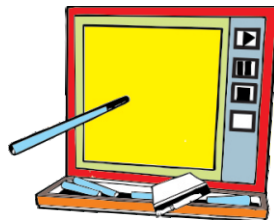
End the Show

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

1. Click the File Tab (**File**).

2. 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.

3. Click the Print button and select another type of print output to view, if needed.
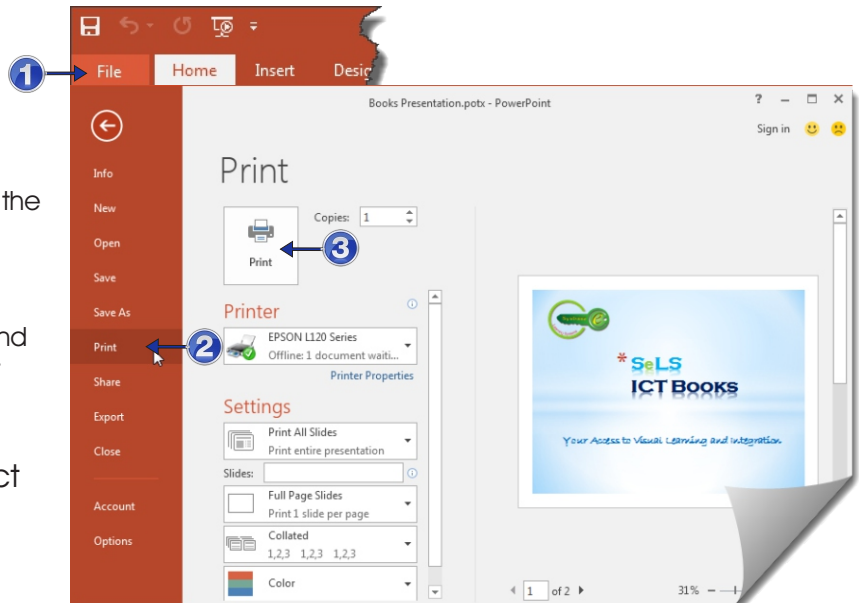
Printing Slides

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.
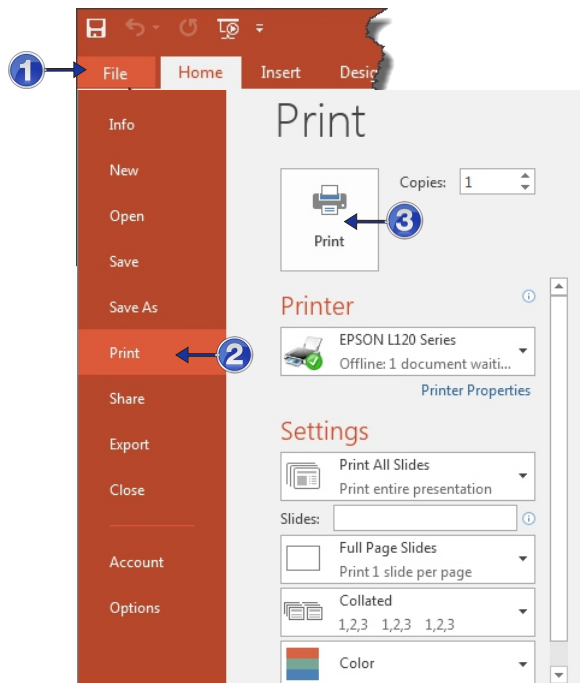
Print Slides

1. Click the File Tab (**File**).

2. Click Print.

3. 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.

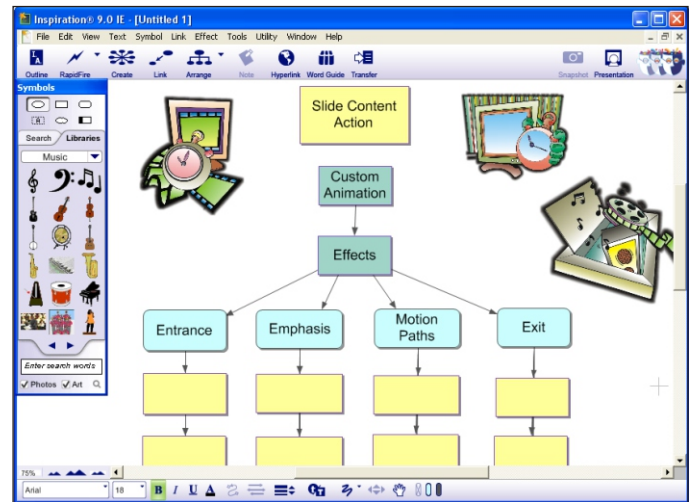**6** Click OK.

The slides print to the specified printer.
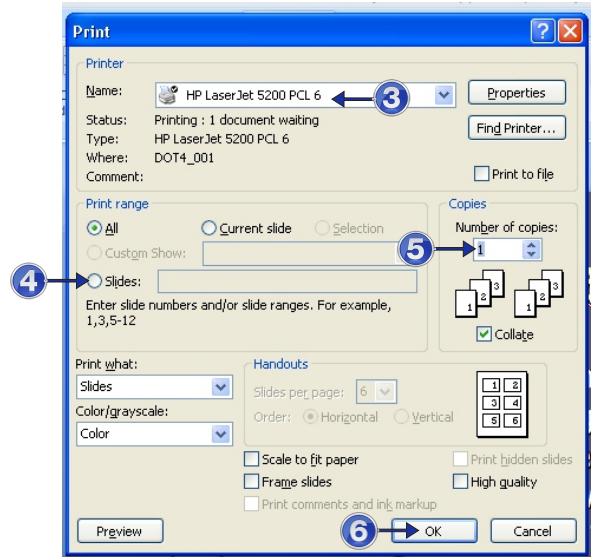
Directions:

1. Launch Inspiration.

2. Open and answer **Slide Content Action**.

3. Give at least five (5) effects on each given add effect custom animation.

4. Save the exercise as its document name and place it to your own folder.
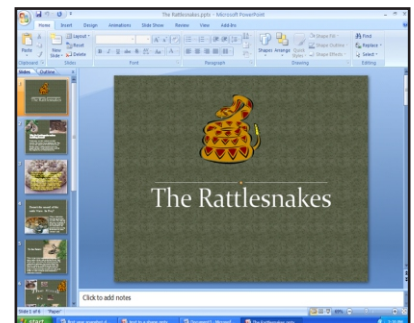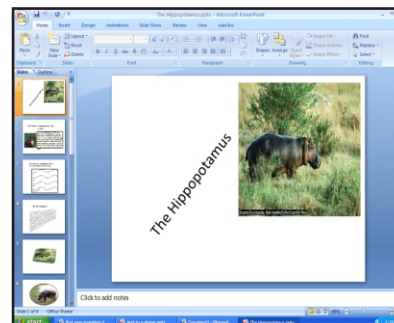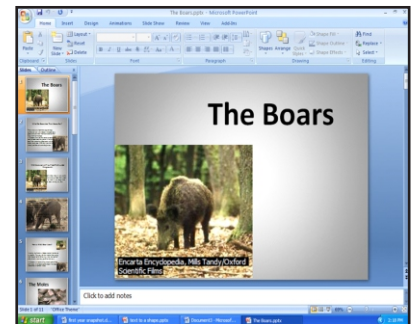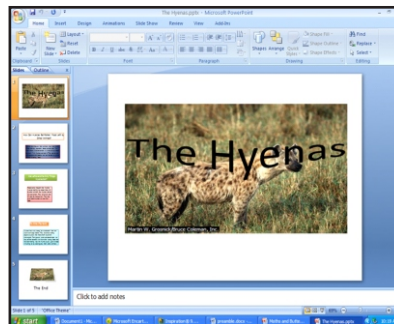
Preview:

Directions:

1. Launch **Microsoft PowerPoint**.

2. Open any of the presentations that you have saved.

3. Preview the slides using Print Preview.

4. Make any changes if necessary.

5. Print the presentation.

Preview:

Directions:

1. Launch **Microsoft PowerPoint**.
2. Open the following presentations that you have been worked out in the previous lessons. Open them with the last file names that you have assigned on them.
   a. Moths and Butterfly
   b. Text to a Shape
   c. Boars
   e. Hyenas
   d. Hippopotamus
   f. Polar Bear
   g. Rattlesnake
3. Do the following:
   a. Display your presentation.
   b. Navigate your presentation.
   c. End the show.
4. Save each presentation as its file name.

Preview:
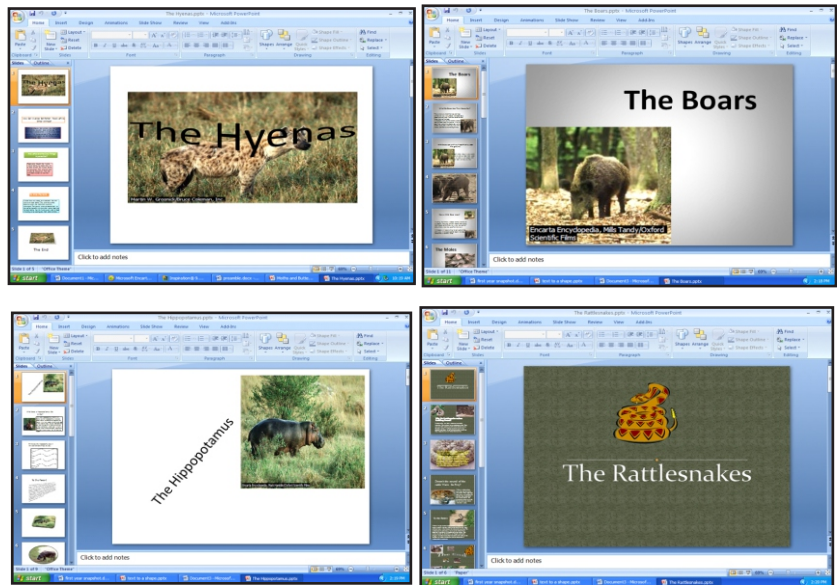
Directions:

1. Launch Inspiration.

2. Open and answer **Running and Printing Slide Show**.

3. Italicize the conjunctions of each sentences given and insert the following pictures in the preview. Get the pictures from the library.

4. Save the exercise to its document name and place it to your own folder.

Preview: