8

SELF-LEARNING PACKAGE IN

ICT 8

Quarter 2| Week 3

Printing Slides

Learning Competency:

Demonstrate in printing slides.

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WRITERS

Ready to Launch!

Even though PowerPoint presentations are designed to be viewed on a computer, there may be times when you want to **print** them. You can even print custom versions of a presentation, which can be especially helpful when presenting your slide show. The **Print pane** makes it easy to preview and print your presentation.

In this lesson, you will learn how to set the Print pane before printing your slides. The settings can be the size of paper you want to use, how you want to view your slides by setting the print lay out, what printer you want to use, and other settings.

Aim at the Target!

At the end of this module you are expected to:

1. Identify the different print layouts.

Try This!

Gear Up! Let's see if you have ideas regarding this topic.

Direction. Unscramble the following words with the help of the given clue.

WORD	CLUE
DANTOSUH	This layout is especially useful if you want to give your audience a physical copy of the presentation
AEGP NNEITOIATRO	This is where you can choose whether the printing will be in portrait or landscape orientation.
ROOCL	This is where you can choose whether to print in color or grayscale
TENIOLU	You could use this to review the organization of your slide show and prepare to deliver your presentation.
RRPNIET	This option allows you to select the printer that you want to use.

Before printing the slides, it is necessary to determine its print settings. Some of the print settings are print lay out, paper size, number of copies you want to print, margins and the like. The screenshot picture below depicts the Print Pane of PowerPoint where you can change the print settings.

Activity 1. What's in a Print Pane?
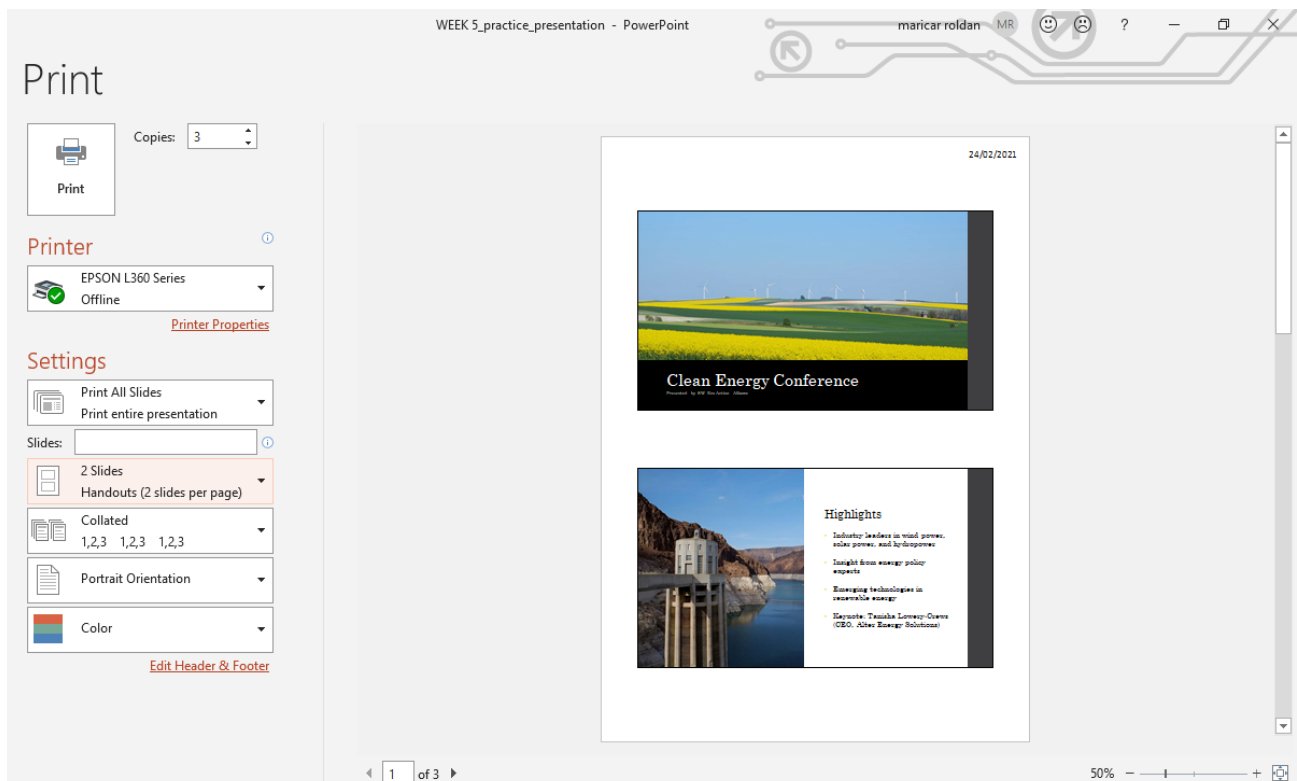
Analysis.

Direction. Answer the following questions based on the print settings as shown in the screenshot picture above.

1. What is the print layout?
2. What is the page orientation?
3. How many copies will be printed?
4. What is the name of the printer?
5. What is the color setting?

Abstraction and Generalization

Print layouts

PowerPoint offers several **layouts** to choose from when printing a presentation. The layout you choose will mostly depend on **why** you're printing the slide show.

There are four types of print layouts:

- **Full Page Slides**: This prints a full page for **each slide** in your presentation. This layout is most useful if you need to **review** or **edit** a printed copy of your presentation.
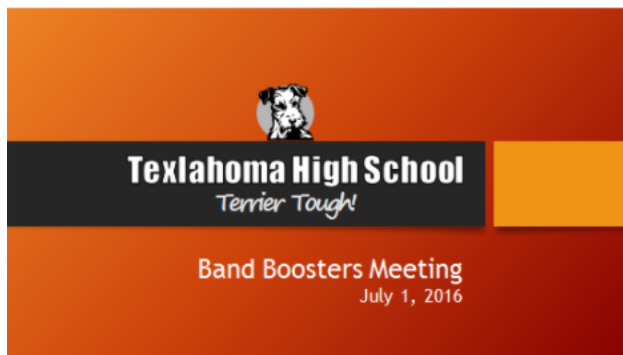
- **Outline**: This prints an overall **outline** of the slide show. You could use this to review the organization of your slide show and prepare to deliver your presentation.
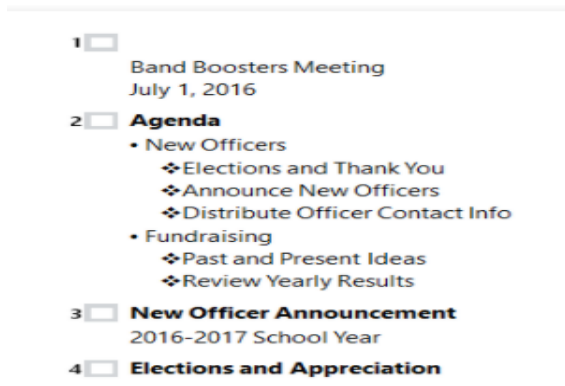
- **Notes Pages**: This prints each slide, along with any **speaker notes** for the slide. If you've included a lot of notes for each slide, you could keep a printed copy of the notes with you while presenting.
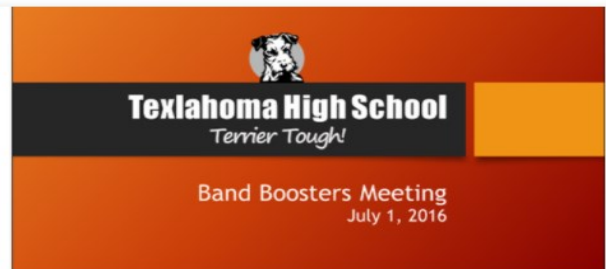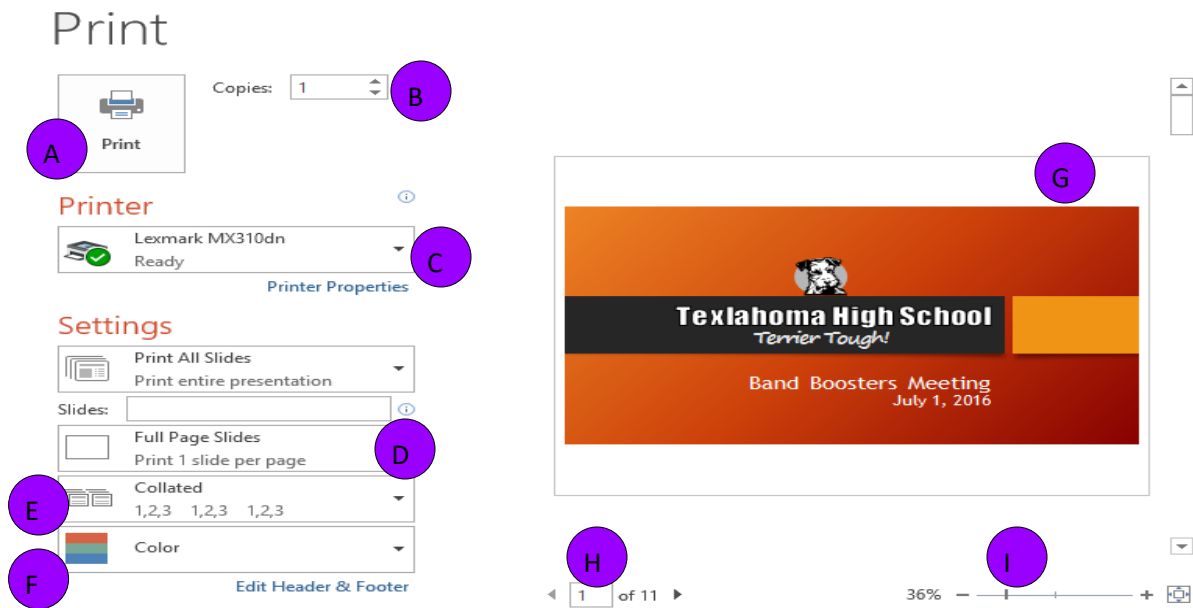

- **Handouts:** This prints **thumbnail versions** of each slide, with optional space for **notes**. This layout is especially useful if you want to give your audience a **physical copy** of the presentation. The optional space allows them to **take notes** on each slide.

To access the Print pane:

1. Select the **File** tab. **Backstage view** will appear.

2. Select **Print**. The **Print** pane will appear.

 A. **Print button**. When you are ready to print the presentation, click the **Print** button.

 B. **Copies.** Here, you can choose how many **copies** of the presentation you want to print.

 If you're planning to print multiple copies, it's a good idea to print a **test copy** first.

C. Printer. You may need to select the printer you want to use if your computer is connected to **multiple printers**.

D. Print Layout. Here, you can choose from one of four **print layouts**: Full Page Slides, Notes Pages, Outline, and Handouts.

E. Collation settings. If you are printing multiple copies, you can choose whether you want thecopies **collated** or **uncollated**.

 Collate means that when printing more than one copy of a multi-page document, the copies will print all pages of each copy before printing the second copy.

 Example:
 Collated setting: 1,2,3   1,2,3   1,2,3
 Uncollated setting: 1,1,1   2,2,2   3,3,3

F. Color settings. Here, you can choose whether to print in **color** or **grayscale**. We recommend printing in grayscale most of the time to save on color ink.

G. Preview pane. Here, you can see a **preview** of how your presentation will look when printed.

H. Slide Selection. You can click the **arrows** to view a different slide in the Preview pane.

I. Zoom control. You can click the **zoom to page** button on the right to zoom in and out of the   Preview pane.

 Click and drag the slider to use the **zoom control**. The number to the left of the slider bar reflects the zoom percentage.

To print a presentation:

1. Select the **File** tab. **Backstage view** will appear. You can also access the Print pane by pressing **Ctrl+P** on your keyboard.
2. Select **Print**. The **Print pane** will appear.
3. Choose the desired **printer** and **print range**.
4. Chose the desired **print layout** and **color** settings.
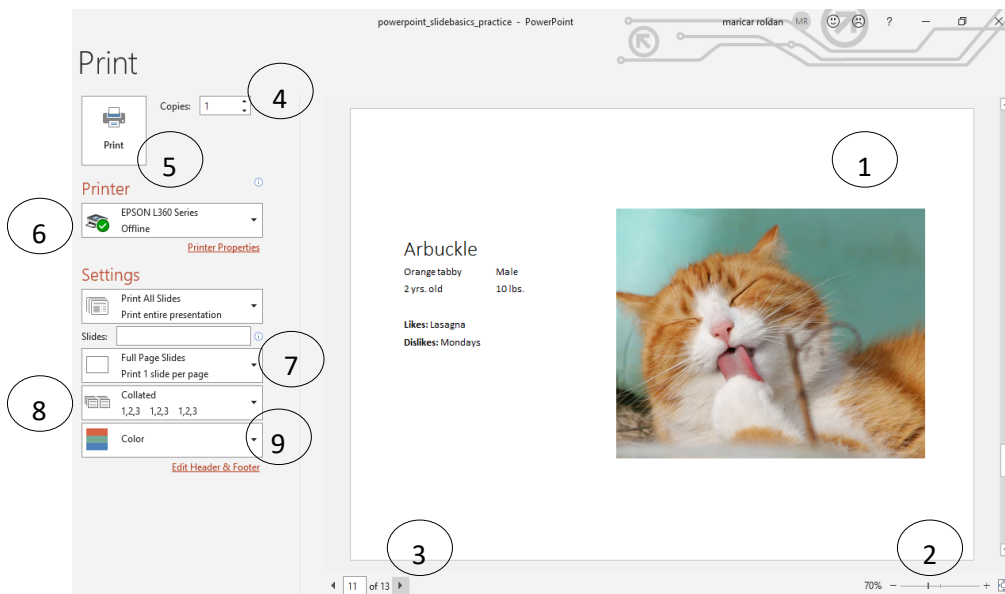5. When you're done modifying the settings,   click **Print**.
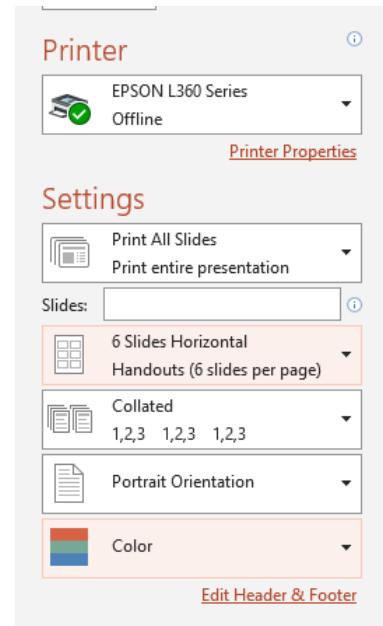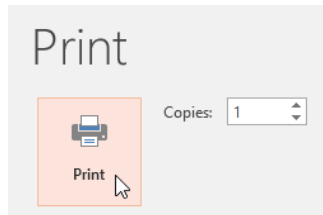
Note: PowerPoint   provides plenty of options for printing your presentation . Go to **Printer Properties** to see other options.

Application.

Direction. Label each numbered print setting.

Activity 2. Labelling the Print Pane settings

Reflect

Complete the statements below.

I understand _____

I don't understand _____

I need more information about _____

Direction. Demonstrate the practice task given below.

Activity 3. Preparing print settings of slides

1. Open our practice presentation.
2. Select the File Tab, and click Print.
3. Change the Print layout to Handouts (Six slide horizontal).
4. Change the page orientation to Landscape.
5. Change the color setting to Gray scale.
6. When you're finished, your print pane should look like this:
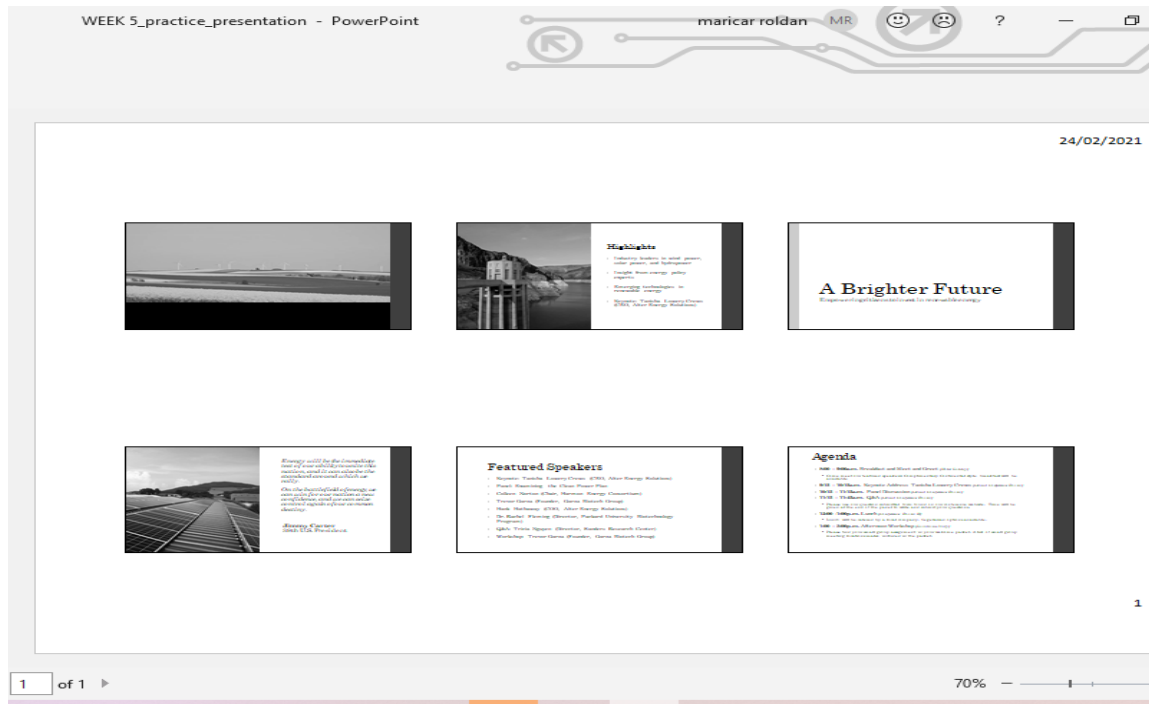
7. Click Print
8. Save the presentation as PT8_***(where *** is your family name).

Multiple Choice. Chose the best answer. Select the letter of your choice.

1. What is the keyboard shortcut key for printing?
    A. Ctrl+ C   C. Ctrl + P
    B. Ctrl + G   D. Ctrl+ X

2. Which one of the following collated printing setting is CORRECT?
    A.   4,5,6   4,5,6   4,5,6   C.   4,5,6
    B.   4-5-6   D.   4,4,4   5,5,5 6,6,6

    3.   Nadine wants to print   the slide into gray-   scale, which one of the setting

    A   B.   C.

A
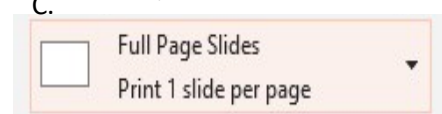
4. This is where you set whether the slide will be printed horizontally or vertically.

A.

| Color ▼ |

B.

| 📄 Portrait Orientation ▼ |

C.

| ☐ Full Page Slides ▼
Print 1 slide per page |

5. Jose wants to print all even number pages of his presentation. Which one of the settings below will he choose?

A.

| Print All Slides ▼
Print entire presentation |
| Slides: _____ ⓘ |

B.

| 🖨️ EPSON L360 Series ▼
Offline |

C.

| ☐ Full Page Slides ▼
Print 1 slide per page |

6. Which one of the following option is CORRECT if you want to directly print a slide without changing any settings?

A. 📕   B. 🖨️✅   C. 🖨️ Print
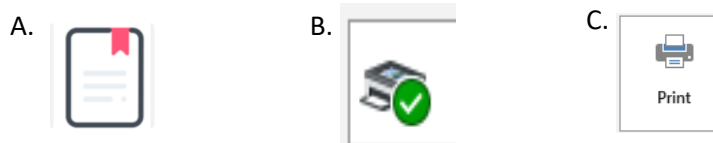
7. Which one of the following uncollated printing setting is CORRECT?
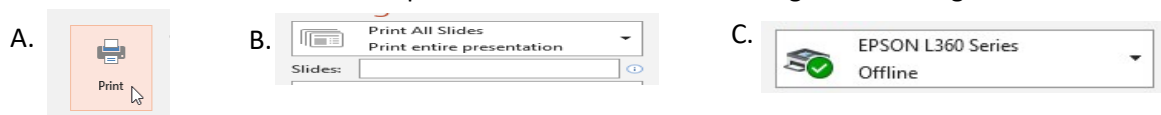
    A. 4,5,6   C.   4,5,6 4,5,6 4,5,6

    B. 4-5-6   D.   4,4,4 5,5,5 6,6,6

8. Which one of the following choices below allows you to view different pages in the Preview pane.

A.

| ◄ 1 of 6 ► |

B.

| 70% − ——┼—— + ⬚ |

C.

| 📄 Portrait Orientation ▼ |

9. From the choices in number 7, which one of the following reflects the zoom percentage of the print pre-view.

10. Annie wants to connect to another printer. Which one of the setting will he change?

A.

| 🖨️ Print |

B.

| Print All Slides ▼
Print entire presentation |
| Slides: _____ ⓘ |

C.

| 🖨️ EPSON L360 Series ▼
Offline |

11. Choose the WRONG print layout option.

    A. Outline   B. Full page   c. Frame   d. Handout

References & Photo Credits

https://edu.gcfglobal.org/en/powerpoint/getting-started-with-powerpoint/1/

https://www.tonergiant.co.uk/blog/2017/10/collate-mean-printing/#:~:text=Collate%20means%20that%20when%20printing,before%20printing%20the%20second%20copy.

https://www.proprofs.com/quiz-school/story.php?title=microsoft-powerpoint-exam

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