Unit 1 ► [Executive...]

1. Use the **New Window** to open the current presentation in a new window, and use the **Arrange All** tool to see all the open presentations.

Unit 2 ► [Executive...]

1. Change the view to **Slide Sorter** and change the **Zoom** to **200%**.

Unit 3 ► [Executive...]

1. Select **Slide 3**. Change the view of the presentation to **Notes Page**. Below **Slide 3** add the note: **Take reading with you through technology**.

Unit 4 ► [Executive...]

1. Change the view of the slideshow to **Grayscale**, and show **Gridlines**.

Unit 5 ► [Executive...]

1. In the document properties, add the title **Staff Training**.

Unit 6 ► [Executive...]

1. Change the **PowerPoint AutoCorrect Options** to not show the **Auto Correct Options** buttons.

Unit 7 ► [Executive...]

1. Change the view settings of the presentation to be **Grayscale**, and zoom to **60%**.

Microsoft
Powerpoint 2010