

Preview and get ready to present


Get ready to present the show by previewing it, seeing options for how to set it up, previewing and printing handouts and notes, and considering where and how you need to package the presentation.

Before you begin

During the practice, this window will stay on top of the program you are working in. When it covers an area you need to use, move and resize it as follows:

- ↓ To move this window, click the title bar of the window (as shown below) and drag it to a new location:



- ↓ To resize this window, drag the resize handle  in the lower-right corner.

Print these instructions

To make working in Slide Show view easier, print these instructions now so you'll have them in front of you. To do so, right-click them and click **Print**.

Exercise 1: Preview the show on your computer

View your slides as if they were being projected in the slide show. You'll do this by using Slide Show view.

Important When you open this view, you are out of the normal PowerPoint window, and you must either click all the way through the slides or press ESC to return to Normal view.

1. *Before you open Slide Show view*, review the different methods for opening it. Don't open it yet.

- **Use the Ribbon** There are two different tabs you can use:
 - On the **Slide Show** tab, you can click either **From Beginning** or **From Current Slide** to select where the slide show starts.
 - On the **View** tab, in the **Presentation Views** group, you can click **Slide Show** to start the show from the beginning.
- **Use the keyboard** You can press F5 to start the show at the beginning or press SHIFT+F5 to start from the currently selected slide.
- **Use a button** You can click the **Slide Show** button, which is in Normal view in the bottom right of the window.





This starts the slide show on the slide that's currently selected.

2. Have your printed version of these instructions at the ready, and now use the Ribbon to start the slide show on the first slide. (Hint: a quick way is to press F5.)
3. In Slide Show view, move the pointer to the lower-left part of the screen. Look for the buttons on the **Slide Show** toolbar; they appear one at a time as you rest the pointer on them. Look for this right-pointing ("next") arrow:



Note If you don't see the **Slide Show** toolbar, you may need to activate it. To do so, press ESC to return to Normal view.

Click the **Microsoft Office Button** , and click **PowerPoint Options**. In the list of categories on the left, click **Advanced**. In the **Slide Show** section, make sure the **Show popup toolbar** option is selected (has a check mark next to it). If it isn't selected, click it to put the check mark there. Click **OK**. In Normal view, press F5 to go back into Slide Show view.

4. Click the arrow to advance to the next slide. Now find the arrow that points to the left  and click it to return to the preceding slide.
5. Other ways to move from slide to slide:
 - Click the mouse to advance to the next slide.
 - Press PAGE DOWN or the DOWN ARROW key to advance to the next slide.
 - Press PAGE UP or BACKSPACE to return to the preceding slide.
6. Point at the **Slide Show** toolbar again. Click this button:



Notice the **Next** and **Previous** commands on this menu — another way to navigate. Also, if you point to **Go to Slide**, you get a list of all the slide titles, and can click the one you want to go to.

7. Click the button that looks like this:



You can use this to activate the pen. This changes your pointer so you can draw on the slide if you want to highlight something.

8. Now click through all the slides. When you get to the black screen, click it to return to Normal view. (At that point, you'll be able to see the online instructions again.)

Exercise 2: Run a spelling check

1. On the **Review** tab, in the **Proofing** group, click **Spelling**.

PowerPoint checks the spelling on your slides and notes.


2. The **Spelling** dialog box will stop at misspelled or unrecognized words. (Look in the notes pane to find one of the misspelled words, "agre.") Be sure that the suggested change is correct, and then click **Change**. When PowerPoint has finished checking spelling, you'll see the message "The spelling check is complete." Click **OK**.

Exercise 3: Send for comments

See how to make comments in the presentation and mail it to others for their comments.

1. On the **Slides** tab on the left, click the slide 3 thumbnail.
2. On the Ribbon, if the **Review** tab isn't selected, click it, and click **New Comment** in the **Comments** group.

The comment box opens on the slide. Your name appears at the top of the box, along with the current date.

3. In the box, type **Did I miss any inventory here?**
4. To send the presentation immediately for review by a teammate, you'd click the **Microsoft Office Button** , point to **Send**, and click **E-mail**.

A blank e-mail message would open in Microsoft Office Outlook, with the presentation attached. Don't send mail now, but at that point you'd address the mail and press **Send**.

Click the **Close** box in the upper-right corner of the e-mail message to close Outlook.

5. Now imagine you've gotten the presentation back from review. To go through comments, you'd click the **Review** tab on the Ribbon, and use **Previous** and **Next** (in the **Comments** group) to move from comment to comment.



Click **Next**. If you're prompted to start searching from the beginning of the file, click **Continue**.

PowerPoint finds and displays the comment you made in this file. On the Ribbon, still in the **Comments** group, click **Delete**. The comment is deleted, and since it was the only comment in the presentation, everything in the **Comments** group is disabled except for **New Comment**.

Exercise 4: Prepare to print handouts

Note These steps assume that your computer is connected to a printer.

1. Click the **Microsoft Office Button** , point to **Print**, and click **Print Preview**.




The default is to print slides; you'll see slide 1 in the window. If your computer is connected to a color printer, the slide is in color; otherwise, it's in black and white.

2. To select a handout type, click the arrow in the **Print What** box, and select from the list. For this presentation, you want to give the audience handouts that have several slides per page. Click **Handouts (3 Slides Per Page)**.

The preview shows what this will look like when it's printed. Notice that in addition to the slides, there are lines that the audience can use to take notes. The **Handouts (3 Slides per Page)** option is the only one that includes lines for notes.

3. You can change the handout orientation from vertical to horizontal. In the **Page Setup** group, click **Orientation**, and click **Landscape**.

This will also change the orientation for your notes pages, so if you don't want landscape orientation for notes, be sure to change back to **Portrait** before you print your notes.

4. Other handy buttons on the **Print Preview** tab include the **Next Page** button  and the **Previous Page** button  in the **Preview** group. You can also click the double arrows, up or down, in the lower-right corner of the window to see the preceding or next pages.
5. Note that when you click the handout preview itself, it zooms in. Click it again to zoom out. To make the preview fit comfortably within the window again after you've zoomed, click the **Fit slide to current window** button , to the right of the **Zoom** slider on the lower right.
6. If you want to add footer text to your handouts and notes, you can do it here: In the **Print** group, click **Options**, and click **Header and Footer**.

At the bottom of the dialog box, click **Footer**, and type **Confidential**. Click **Apply to All**.

7. You see the new footer on the handout preview.

Exercise 5: Choose a color setting and print handouts

1. To select a color setting, click **Options** and point to **Color/Grayscale**.
2. On the submenu, click **Color**. (**Note:** If you're not connected to a color printer, the **Color** item on the menu reads **Color (On Black and White Printer)**.) If you're printing in color, you'll see the slides on the handout rendered in full color. If you're printing in black and white, all the colors are represented in grays, black, and white.
3. Now click **Grayscale** on the **Color/Grayscale** menu. On the slides in the handout, the background becomes white; but the color fills that are in shapes and placeholders on the slides show in gray on the handout.

4. Click **Pure Black and White** on the **Color/Grayscale** menu. This pretty much reduces everything to black and white. If readability is your first concern, and you don't want to waste printer ink, this is your best option.
5. To print your handouts, click **Print**.

In the **Print** dialog box, you'll see the settings you've chosen: Under **Print what**, the selection is **Handouts**. Under **Color/grayscale**, the selection is **Pure Black and White**. Under **Handouts**, next to **Slides per page**, the selection is **3**.

6. One other thing: At the bottom of the dialog box, there's a check box for **Print comments and ink markup**. If there were any comments or ink markups in the presentation, this option would be selected, and you'd want to clear it before printing.
7. Click **Print** to print your handouts.

Exercise 6: Check your notes in Notes Page view

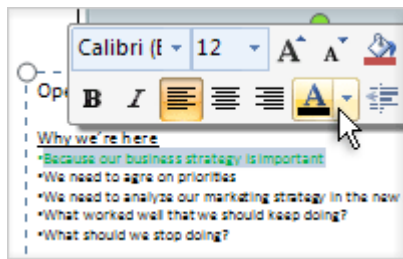
To prepare and print your notes, you follow the same process as above, with an added step before you preview: Look at your notes pages to make sure that all the formatting is right and that the notes all fit on the page.

1. In Normal view, click the **View** tab, and click **Notes Page** in the **Presentation Views** group.
2. You'll see that on the very first notes page, there's some unexpected formatting; some of the notes text is green.

One cause of unwanted or inconsistent formatting is that font styles or colors get carried over from a source when you've copied and pasted text. The formatting won't show up in the notes pane in Normal view; you can see it only in Notes Page view.

Likewise, if your notes text is too long, you won't see that except in Notes Page view or in print preview. The text will just get cut off.


3. Select the line of text that's in green, and point to the Mini toolbar to make it solid:



Click the **Font Color** button (the cursor points to this button in the art above), and choose black to fix the formatting.

If your text was too long, you'd have to shorten it to fit into the notes placeholder.

You need to make the fixes to these types of things in Notes Page view; you can't do it in Print Preview.


Use the **Next Slide** and **Previous Slide** arrows  in the lower-right corner to move from one notes page to another.

4. When you're done, click the **Normal** button  in the lower-right corner of the window.

Exercise 7: Package the presentation

Your show is ready for presenting. Now package it — that is, copy it to a CD, network, or local disk drive that you'll be able to access from the presenting computer.

This exercise gives you a look at the process for packaging. See the Quick Reference Card, and the **See Also** links there, to get more information.

1. First, save the presentation. Click the **Microsoft Office Button**  and then click **Save As**. Save the file to a convenient location.
2. Click the **Microsoft Office Button**, point to **Publish**, and click **Package for CD**.

If you get an Alert message about updating file formats for compatibility in the PowerPoint Viewer, click **OK**. (This will make more sense a little further into the exercise.)

The **Package for CD** dialog box opens.

3. In the **Name the CD** box, type a name for the folder, such as **Sales Proposal**.
4. In the dialog box, note the text that says: **Linked files and the PowerPoint Viewer are included by default. To change this, click Options**.

"Linked files" refers to files you might be using that are too big to be part of the presentation. Video files and large sound files are examples (there are none in this practice presentation); when you include these in a presentation, they are linked to PowerPoint rather than becoming part of the PowerPoint file itself. When you package, PowerPoint automatically moves these files into the folder with your presentation and updates the links to them from within PowerPoint — all to ensure that the files will play as you expect.

PowerPoint also automatically includes the Microsoft Office PowerPoint 2007 Viewer with your presentation when you package it, and it adapts the file formats of the presentation files you're copying so they'll play automatically within the viewer. The viewer enables you to run the presentation on a computer that does not have PowerPoint 2007.

5. If you don't want PowerPoint to package your presentation files to run in the viewer, you need to click **Options** and change some settings. Do that now.

Let's assume you only want to copy your presentation file or files, and you don't need them to be run in the viewer. In that case you'd click **Archive package (do not update file formats)**. This simply copies your files and does no updating to the file formats, since these do not need to run in the viewer. (For more about this, see the Quick Reference Card.)

6. An item you'd typically want to select is the **Embedded TrueType fonts** check box. By selecting this, you guarantee that all the fonts you've used in the presentation will be available on the presenting computer. Click it to select it. Then click **OK**.
7. In the **Package for CD** dialog box, click **Copy to Folder**.

The **Folder name** box will show the name you typed in step 1.

For **Location**, click **Browse**, and then browse to the location from which you want to be able to open this presentation. Click **Select**.

The path to the location you specified will appear in the **Location** box in the **Copy to Folder** dialog box.

Click **OK**.

Click **Yes** when you get the message about linked files.

Wait a few seconds while your file gets packaged.

8. In the **Package for CD** dialog box, click **Close**.
9. Go to the location to which you saved the Sales Proposal folder; double-click the folder to open it.

You should see the practice file you packaged there, with a filename that's something like Create your first presentation(4).pptx.