# POWERPOINT USER GUIDE

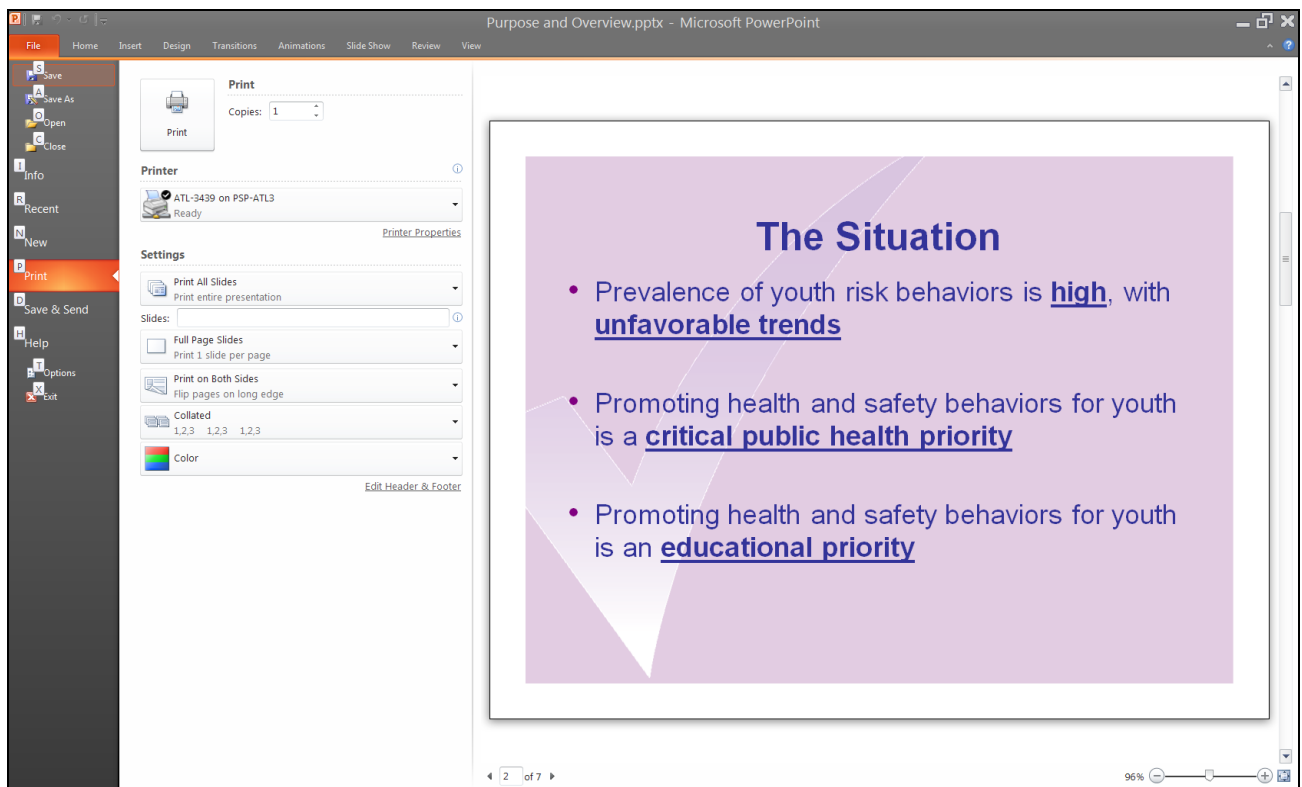## Opening a PowerPoint presentation

1. Insert the CD into the CD drive.
2. Double-click on "My Computer."
3. Double-click on the CD disk drive (usually D: or E:).
4. Double-click on the PowerPoint presentation you want to open.

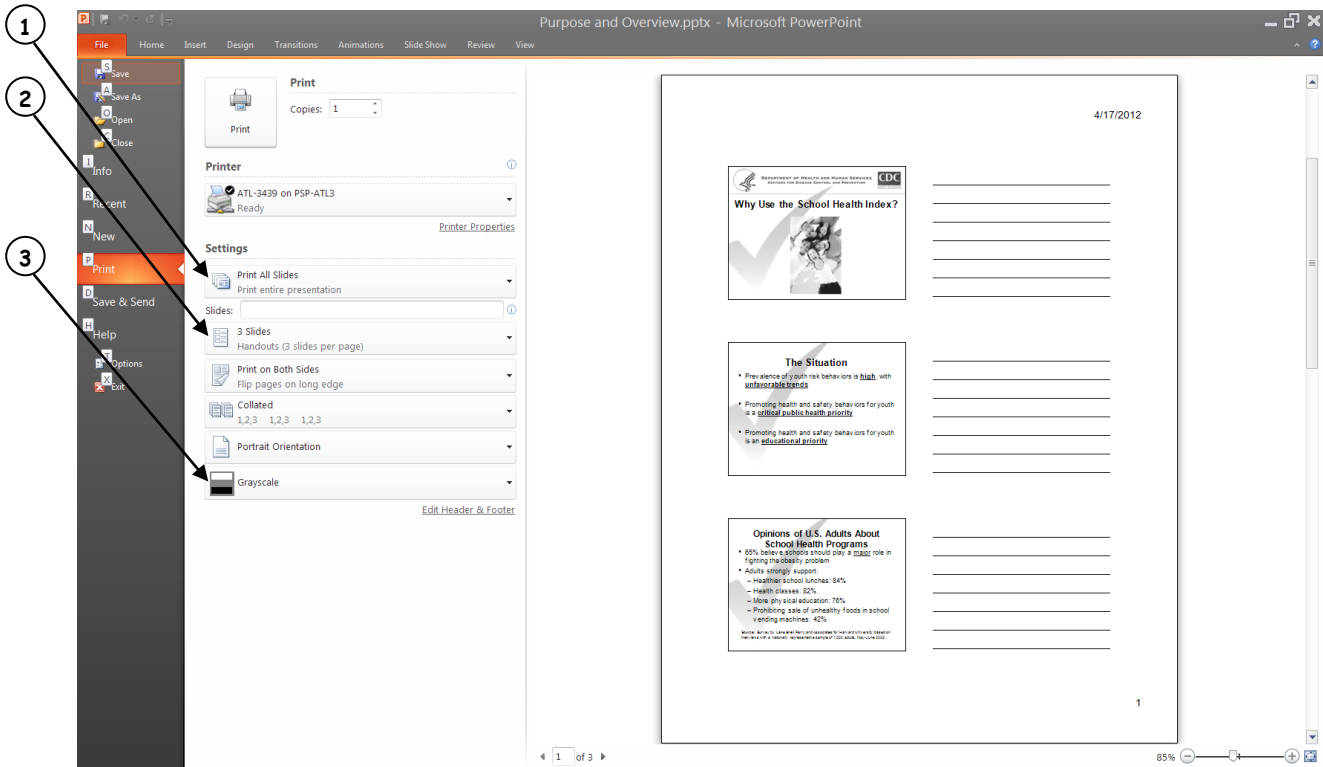Note: PowerPoint files are usually labeled with this icon:

## Printing handouts from a PowerPoint presentation

Sometimes it is helpful to print handouts of a PowerPoint presentation to allow audience members to have a hard copy of the presentation for taking notes.
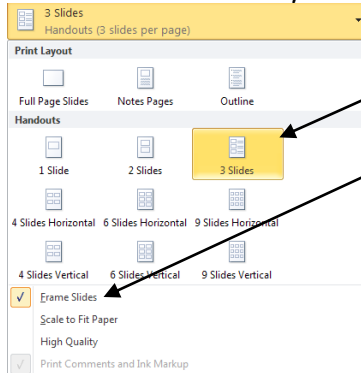
Open the PowerPoint presentation you want to make into handouts. Click the File button and select "Print." The following screen will appear*:



*Images are of Microsoft Office PowerPoint 2010. Your interface may be different.
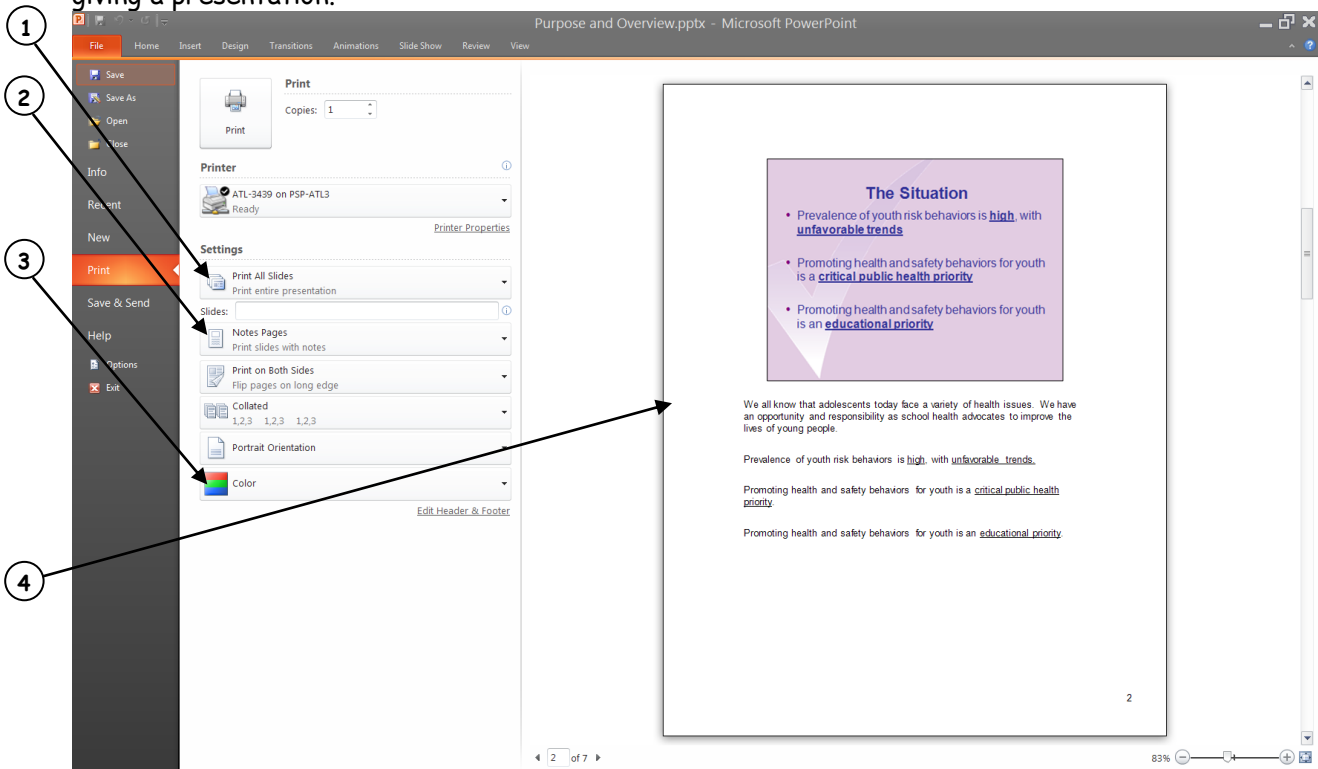
1. Make sure "All" is selected here to print all the slides.
2. For Handouts , select "Handouts" the drop menu here
   a. You can select 1, 2, 3, 4, 6, or 9 slides per page. If you select 3 slides per page, the handouts will have lines for people to take notes on.
   b. "Frame slides" is usually checked to place boxes around each slide.



3. Use this drop menu to select whether you want slides in color, grayscale, or black and white

## Printing notes pages from a PowerPoint presentation

To view notes that correspond to each slide, you can print notes pages. These notes can help when giving a presentation.



1. Make sure "All" is selected here to print all the slides.
2. For Notes, select "Notes Pages" the drop menu here
3. Use this drop menu to select whether you want slides in color, grayscale, or black and white
4. The finished product will look like this. Each slide will be on its own page. Printed underneath each slide will be its corresponding notes.