# Lecture 14

Microsoft Office PowerPoint (MS PowerPoint)

1. Slide Show

Once you are finished adding text, graphics, and formatting to a presentation, then you can run the Slide Show. PowerPoint allows you to preview, rehearse, or show your presentation electronically to an audience. Display the presentation on-screen by selecting the **Slide Show** ribbon.

A. Launch Slide Show

1. Select the **Slide Show** ribbon and then click on the **From Beginning** button. The Slide Show will begin with the first slide.
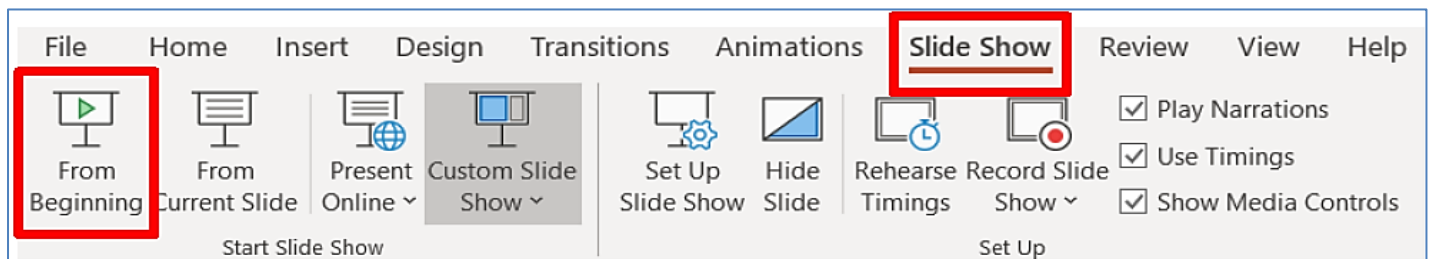

Note: The **Slide Show button** 🖵 on the **Option Views** bar will start the slide show beginning with the current slide.

B. Navigation Slide Show

When running your slide show, advance to the next slide by clicking with your mouse, pressing the right arrow on the keyboard, or pressing the **Enter** key. To return to the previous slide, press the left arrow on the keyboard. To end the presentation, press the **Esc** key on the keyboard.

1. Navigate through the Slide Show by using some of the keyboard and mouse controls.

2. Right-click with your mouse during the Slide Show and the menu below will appear; you can also use this to navigate through your slide show.
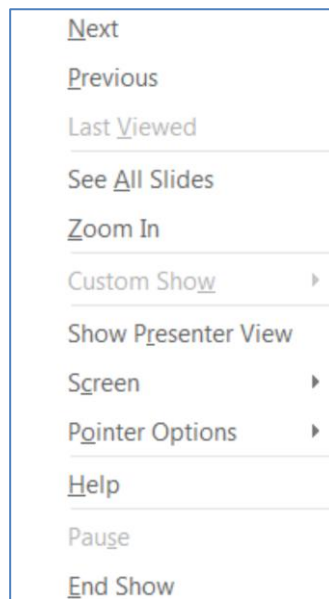

2. Print Presentation

Use the File tab and Print option to print your presentation in slides, outlines, speaker's notes, and audience handouts. Slides will be printed in full color (on a color printer) or in grayscale (on a black and white printer). A PowerPoint presentation can also be printed on transparencies (Important: Make sure the appropriate transparencies are used for your printer model. The wrong type of transparencies can melt inside your printer.).

A. Print

1. Click on the **File** tab and then select the **Print** option.
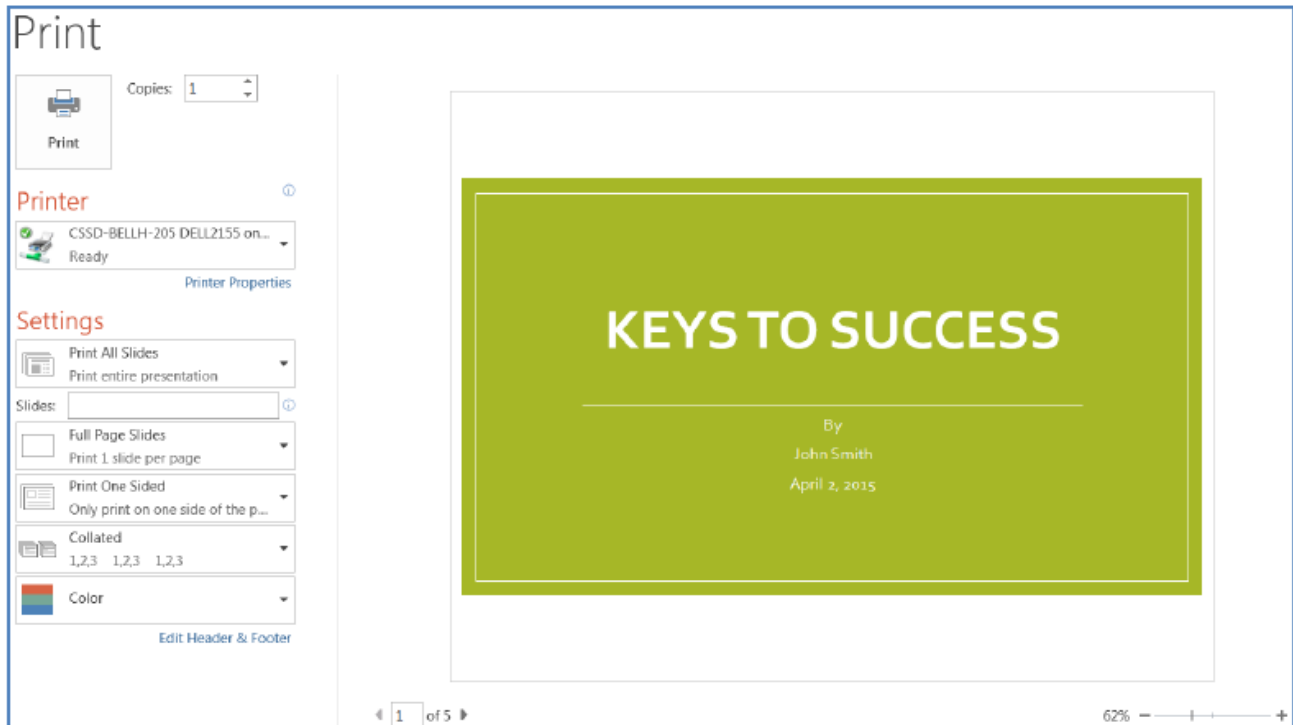
2. The print **Settings** and **Preview** screen will appear.

3. In the **Print All Slides** area, you have the option to print all slides or determine which slides to print.

4. After selecting your print **Settings**, click on the **Print** button.

B. Sample Output

1. Presentation Outline

In the **Full Page Slides** section, select the **Outline** option. Your presentation outline will preview before you print. Notice that graphics don't display on the outline.
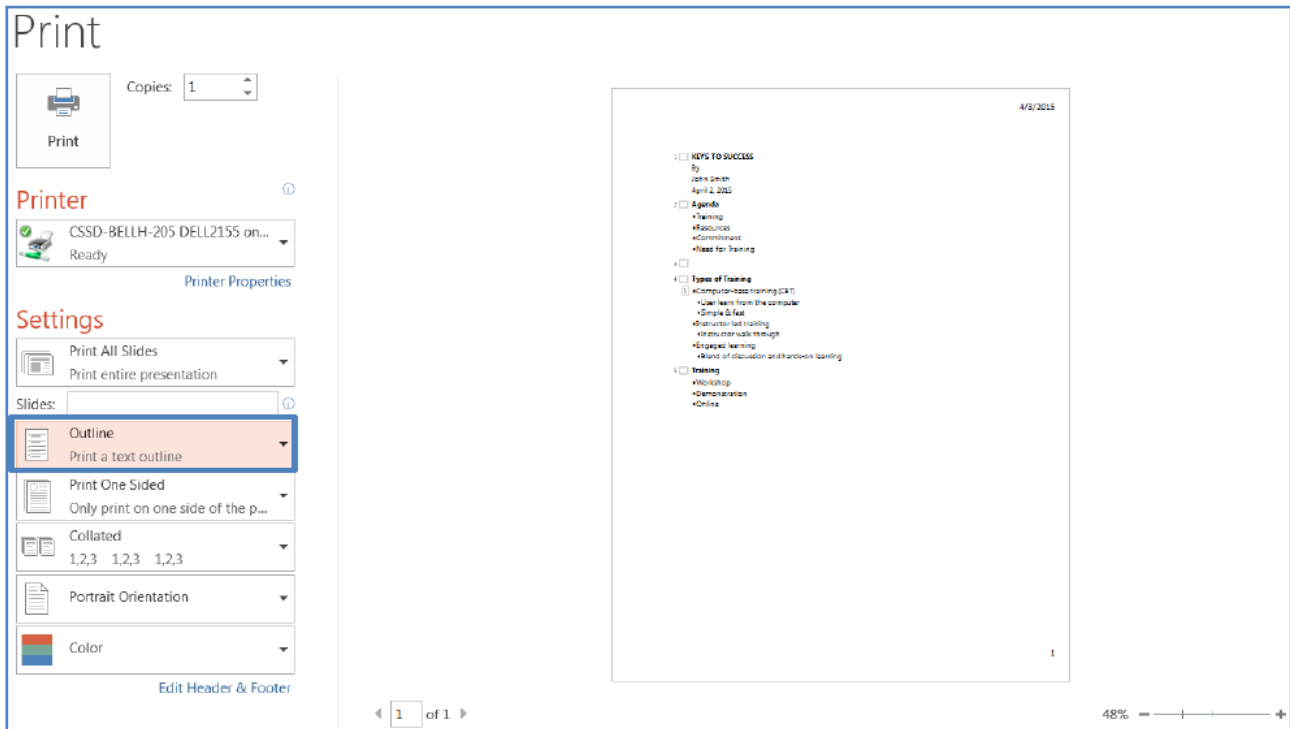
C. Presentation Audience Handout

In the **Full Page Slides** section, select the number of slides per page (**3 Slides**) option. You can select from one to nine slides per page. The slides per page will preview before you print. Three slides per page will place lines on the right-hand side of the slide. This is for audience notes.
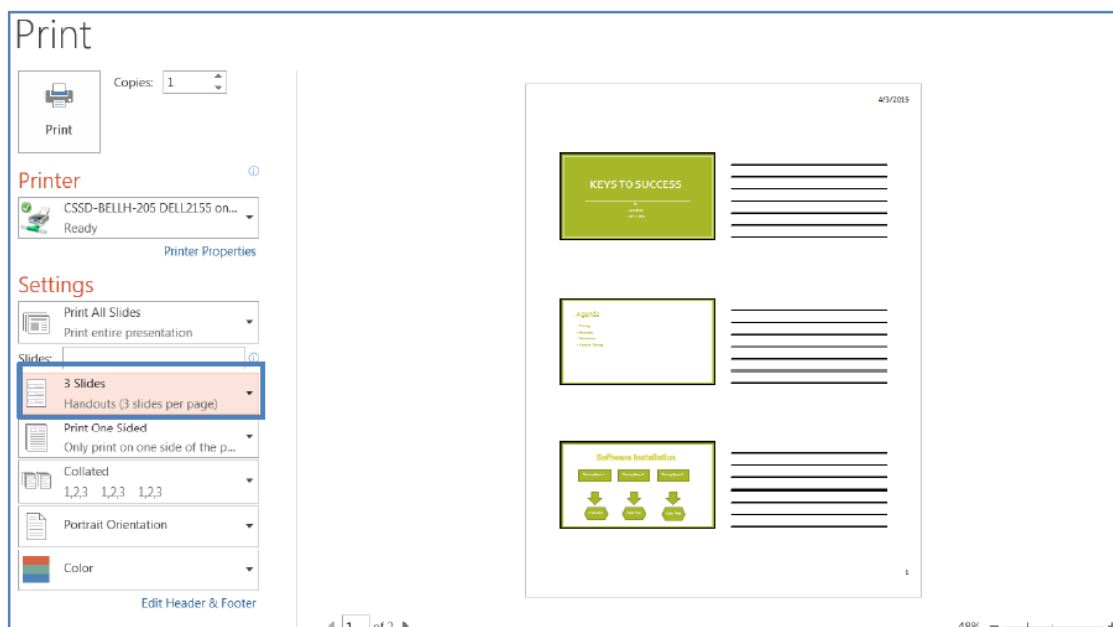
3. Exit PowerPoint 2019

To exit PowerPoint, select **File** and click on **Exit** or click on the close button in the upper right-hand corner of your document. If you have made changes to your document and not saved them, then the **Microsoft PowerPoint** window will appear.
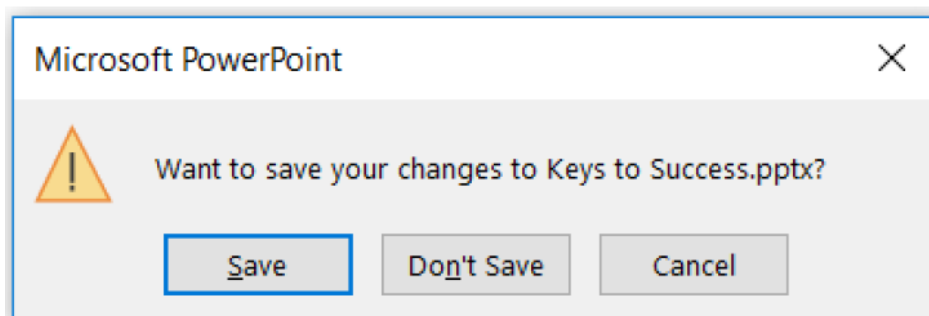
Click on the **Save** button to save any changes you made, click on the **Don't Save** button to abandon changes, or click on the **Cancel** button which will allow you to return to your presentation work area.