After completing this lesson, you will be able to:

- Open an existing presentation.
- Add a header and a footer.
- Preview a presentation.
- Change the page setup.
- Choose a printer.
- Print slides, audience handouts, and speaker notes.

Opening an Existing Presentation

To open an existing presentation

- 1. On the Standard toolbar, click the Open button.
- 2. In the Look in box, navigate to the location of the presentation that you want to open.
- 3. In the list of file names, click the presentation that you want to open.
- 4. Click Open.

Adding a Header and a Footer

To add a header and a footer to slides

- 1. On the View menu, click Header and Footer.
- 2. Click the Slide or Notes and Handouts tab.
- 3. Select date and time, slide or page number, or footer options.
- 4. Click Apply to All.

Previewing a Presentation

To preview your presentation

- 1. On the Standard toolbar, click the Print Preview button.
- 2. On the Print Preview toolbar, click the Print What down arrow and then click an option in the list.

Previewing a Presentation

To preview slides in pure black and white or grayscale

- 1. On the Standard toolbar, click the Color/Grayscale button, or if in Print Preview, click the Options down arrow and point to Color/Grayscale.
- 2. On the menu, click Pure Black and White or Grayscale.

Printing a Presentation

To print presentation slides

- 1. On the File menu, click Print.
- 2. Click the Print what down arrow and then click Slides.
- 3. Click OK.

Printing a Presentation

To print audience handouts

- 1. On the File menu, click Print.
- 2. Click the Print what down arrow and then click Handouts.
- 3. Click the Slides per page down arrow and then click an option.
- 4. Click OK.

Printing a Presentation

To print speaker notes

- 1. On the File menu, click Print.
- 2. Click the Print what down arrow and then click Notes Pages.
- 3. In the Print range area, click the Slides option.
- 4. Type a range to choose the slides to print.
- 5. Click OK.