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.