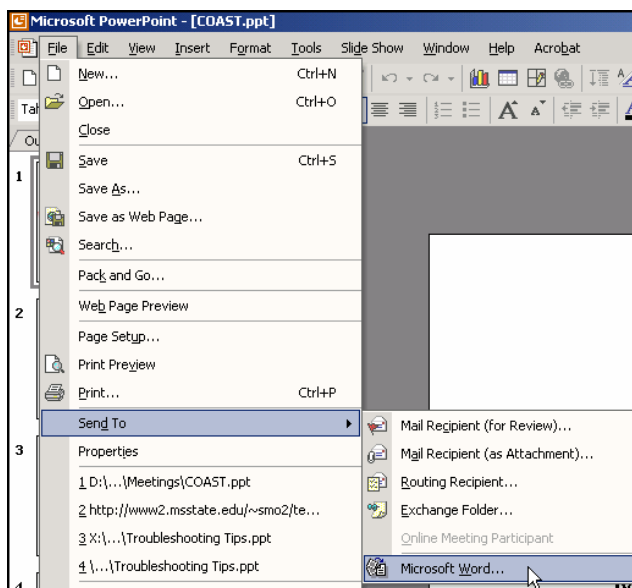
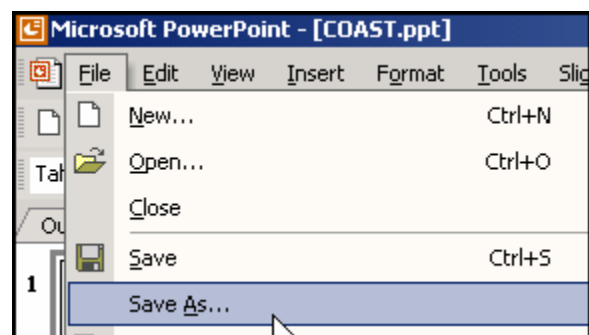


PowerPoint: Using Handouts and Notes

I. Printing your presentation in Handout View to help with note taking

1. Click on **START > PROGRAMS > MICROSOFT OFFICE XP PROFESSIONAL > MICROSOFT POWERPOINT** or the method that you normally use to open this program.

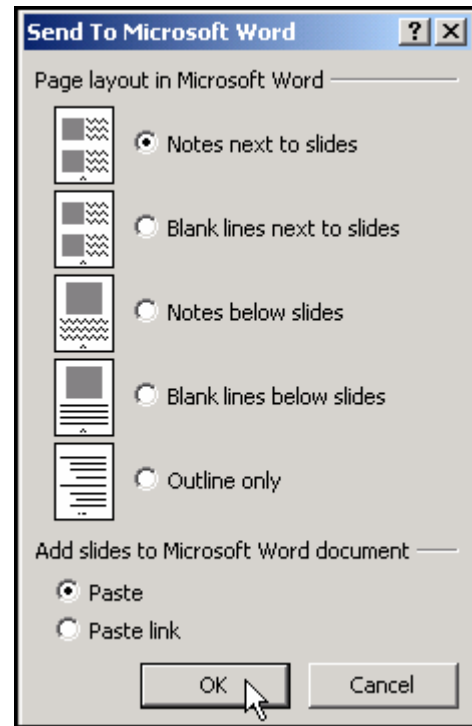
2. Save your *PowerPoint* presentation by clicking on **FILE > SAVE AS**. Name your document and save it to the appropriate file by using the drop down arrow at the top of the **SAVE AS window**. Remember to save throughout the creating of your *PowerPoint* presentation using your **CONTROL+S** keys.



3. Create your *PowerPoint* presentation (for instructions on creating a *PowerPoint* Presentation in *Microsoft*, refer to [BASIC STEPS IN POWERPOINT](#) at the C·R·E·A·T·E for Mississippi Web site).
4. Save your *PowerPoint* presentation.
5. Click on **FILE >SEND TO > MICROSOFT WORD**.

6. Decide which handout view you prefer and select that layout.
7. Click the **OK button**. This will automatically format your slides in *Microsoft Word* in the layout that you have selected.
8. To print, select **FILE > PRINT > OK**.

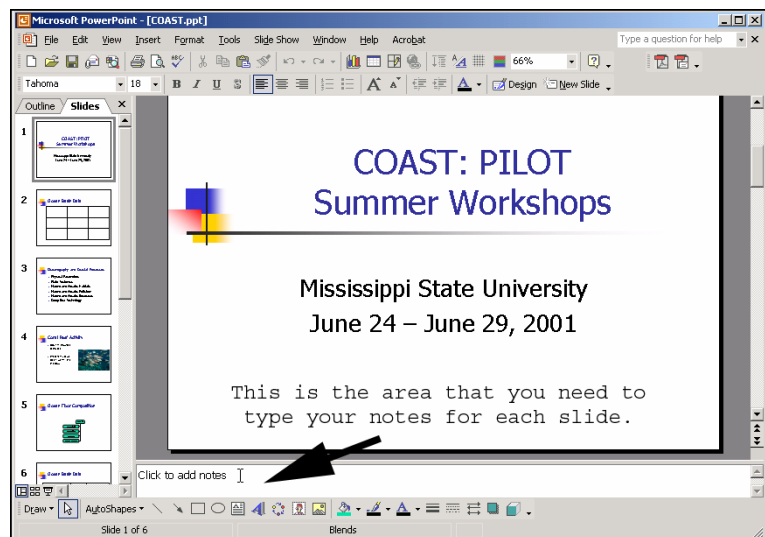
Note: Check to make sure that the name of the printer you are printing from is listed in the **NAME box** on the print screen.

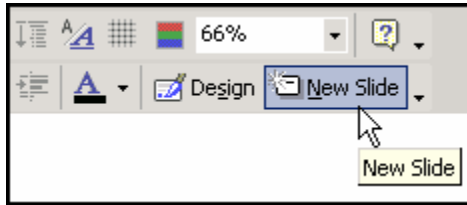


II. Adding Notes to your *PowerPoint* Presentation

When creating your slides in *PowerPoint*, you have the option of adding notes to you slides for handout purposes and printing them in a handout format.

1. After creating a slide, look for a box located beneath each slide that has the words “**CLICK TO ADD NOTES.**”
2. Click in the box and type any notes that you want your audience to have that pertain to that slide.

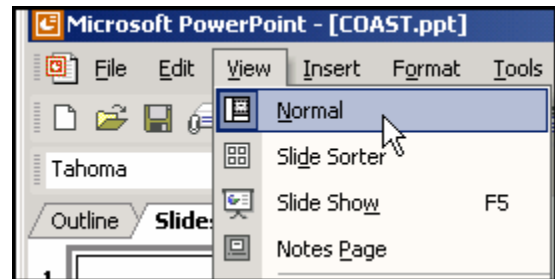




3. Click on **NEW SLIDE**.
4. Create your new slide.
5. Repeat **step 2** until all slides are complete with notes.

III. Did You Forget to Add Notes to a Slide?

1. Make sure that the layout for you *PowerPoint* window is set in **NORMAL VIEW**. This icon is located in the bottom left-hand corner of your screen.
2. All of your slides should be located horizontally on the left side of your screen.



3. Click on the slide that you want to add notes.
4. Add the notes in the “**ADD NOTES**” box located in **step 1 in Section II**.
5. Send notes to *Microsoft Word* and print as instruction in **steps 5-8 in Section I**.

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