

Lesson 10 Printing your Presentation

In your last lesson you will how to print your presentation.

Printing

PowerPoint 2016 allows you to print your presentation in order to aid you in presenting or to give your audience something to take notes on. There are multiple formats available when printing you should choose a format which best suits your presentation and audience needs.

From the Backstage view

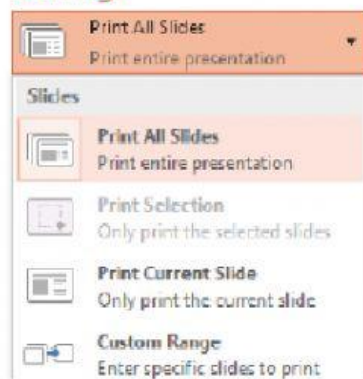
1. Click the **File** tab.
2. Click on **Print** to view the printer settings.
3. Indicate the number of **copies** you would like to print.
4. Select the **Printer. (1)**



From the Settings Selection.

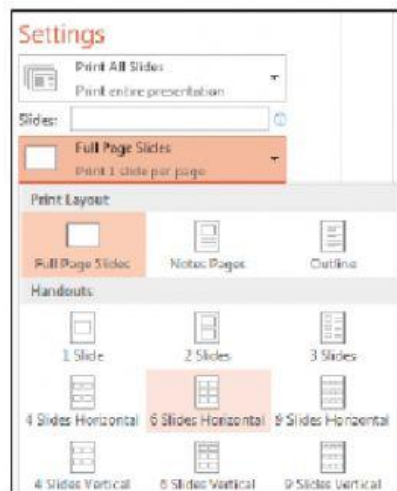
1. Click on **Print All Slides**, if you do not need to *print all slides*, you may select another option in the window, (2)

Settings



2

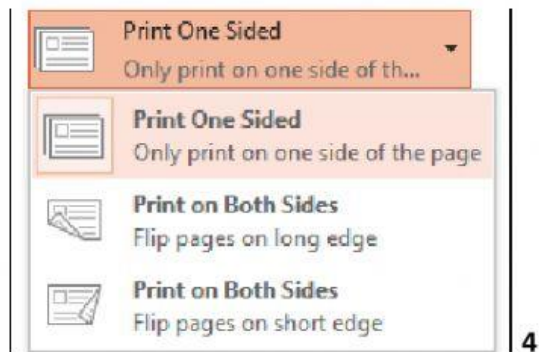
2. Click on **Full Page Slides** to access **Print layout** options, such as *Handouts* and *Notes Pages* (3).



3

Note: If you select **Handouts**, choose the amount of slides that should appear on the printed page from the **Handouts** box. The **3 Slides** option allows for notes to be written on the handout.

3. Click on **Print One Sided** to access *options* to **print** on both sides of the paper.(4)



4. Click on **Grayscale** to access options to print in **grayscale**, **colour**, or **black and white**. (5)



5. Once you are ready to print, click on the **Print** button.



Questions

1. Explain the steps you will take to print your presentation?

2. In your own words do you think it is important to print your presentation.

