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

- In the Look in box, navigate to the location of the presentation that you want to open.
 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

- Click the Slide or Notes and Handouts tab.
 Select date and time, slide or page number, or footer options.
- 4. Click Apply to All.

Previewing a Presentation

To preview your presentation

- 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

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.
- 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
- 3. Click OK.

Printing a Presentation

To print audience handouts

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

Printing a Presentation

To print speaker notes

- 1. On the File menu, click Print,
- 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.