

Printing Handouts and Slides in Power Point

Microsoft Power Point

Module 6 - Printing Handouts and Slides in Power Point

 CBSE

What are Handouts?

Handouts in Microsoft PowerPoint are printed versions of a presentation that contain multiple slides on a single page. They are primarily used to provide the audience with a tangible copy of the presentation, helping them follow along, take notes, or review the content later.

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In PowerPoint, handouts can be customized to show different numbers of slides per page—commonly 2, 3, 4, 6, or 9 slides. The 3-slides-per-page layout is especially useful because it includes lined space beside each slide for note-taking during a presentation.

 NTSE

These handouts are designed to enhance learning and engagement, especially in academic or corporate settings. By giving participants something to write on and refer to later, presenters make the content more memorable and accessible.

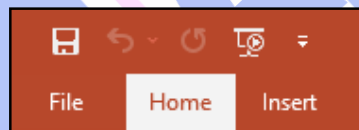
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To create handouts, users go to the "File" menu, choose "Print," and select the layout under the "Handouts" option. They can also export handouts to Microsoft Word for further formatting or editing, making them a flexible tool for presenters.

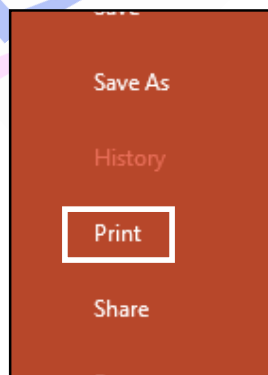
 Central Govt. Service

Steps to use Handouts in Power Point:

- Open your PowerPoint presentation and click on the File tab.



- Select Print from the menu on the left side.



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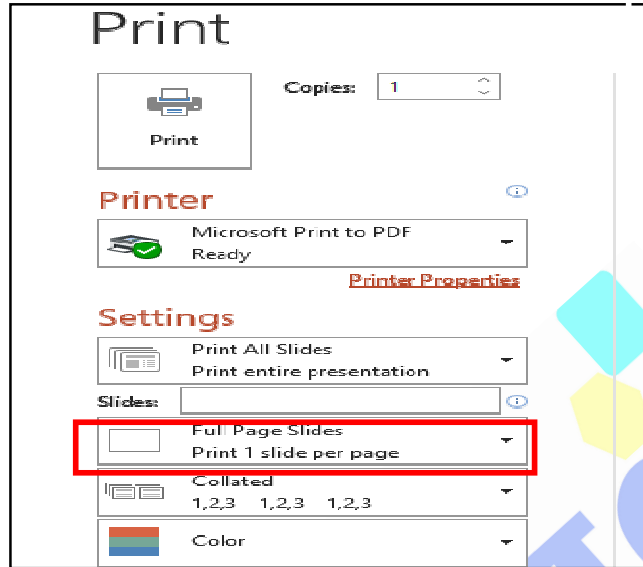
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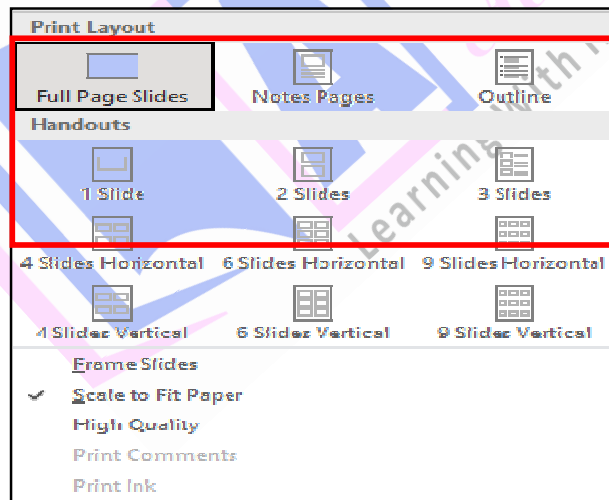
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- Under Settings, click the dropdown that says “Full Page Slides” and choose Handouts.



- Pick the number of slides per page (e.g., 3 slides for note-taking space).
- Choose your printer or select Print to PDF to save it, then click Print.



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Another Method to Print Handouts in Power Point:

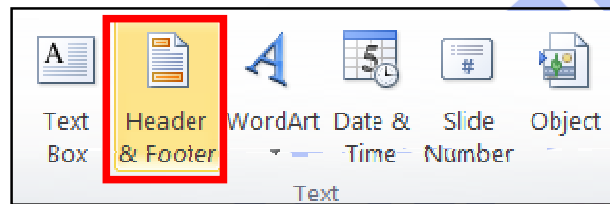
What is the Handout Option in PowerPoint's Header and Footer Settings? In Microsoft PowerPoint, when you add headers and footers, there's a special tab called "Notes and Handouts." This tab allows you to customize headers and footers only for printed handouts and notes pages (not for the slides themselves).

Steps:

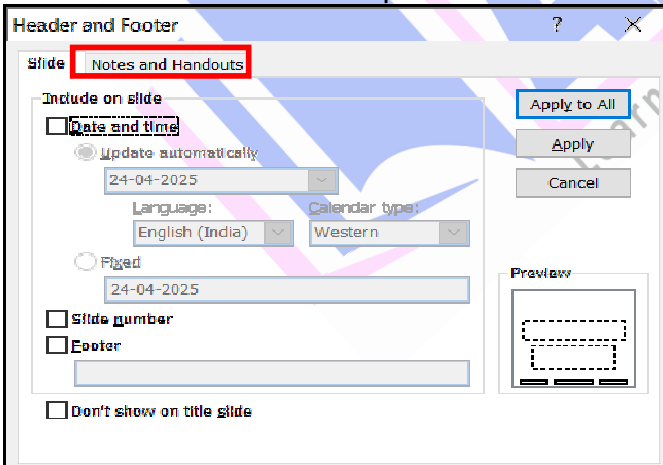
- Open your PowerPoint file.
- Click on the Insert tab from the top ribbon.



- Select "Header & Footer."



- A box will appear with two tabs:
 - Slide - for adding footer to actual slides.
 - Notes and Handouts - for printed handouts.

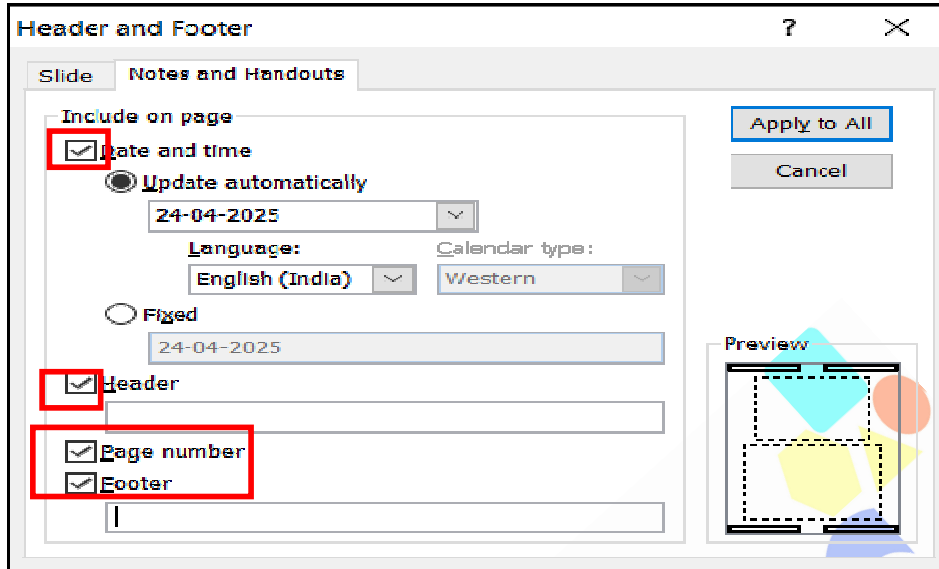


- Click on "Notes and Handouts" tab.

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- Tick the boxes for:
 - Date and time
 - Header
 - Footer
 - Page number
- Type the text you want in the Header/Footer boxes.
- Click Apply to All.

Why Handout is Important?

• **Helps Audience Follow Along**

Handouts provide a printed version of your slides or key points, so the audience can easily follow the presentation and not miss important information.

• **Good for Taking Notes**

If you print handouts with space for notes (like 3 slides per page layout), people can write their own notes beside each slide during the presentation. This helps in better understanding and recall.

• **Useful for Later Reference**

After the presentation, handouts become a ready-made reference. Viewers can go back and review what was discussed without watching the whole slideshow again.

• **Professional Touch**

Giving handouts adds a professional and organized feel to your presentation. It shows that you are well-prepared and considerate of your audience.

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• Helpful for Offline Sharing

Handouts are useful when the audience doesn't have access to a computer or the internet. They can review the material anytime in printed form.

Assignment

Assignment Title: Gaming and Animation - A Digital Revolution

✓ Slide 1: Title Slide

Content: Title: "Gaming and Animation"

Subtitle: The Future of Digital Entertainment

Your Name, Class, Date

Instructions:

- Use Title Slide Layout.
- Insert a relevant image (e.g., a game controller or animated character).
- Go to: Insert > Pictures > Online Pictures, search "Gaming and Animation".
- Add Date and Slide Number from Insert > Header & Footer.

Handout Note for Printing:

Introduce the topic. Mention how gaming and animation have evolved and are part of today's digital culture.

✓ Slide 2: What is Gaming and Animation?

Content:

Gaming: Interactive entertainment involving gameplay, strategy, and fun.

Animation: Creating motion visuals using drawings, computer graphics, or 3D models.

Instructions:

- Use Title and Content Layout.
- Add icons/images for gaming and animation side-by-side.
- Use bullet points to explain each term briefly.
- Add a Fade transition for visual appeal.
- Handout Note for Printing:
- Define both terms. Highlight their differences and areas where they overlap (e.g., animated games).

✓ Slide 3: Applications and Careers

Content:

- Applications:
- Education (Gamification)

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- Entertainment
- Advertising
- Careers:
- Game Developer
- Animator
- Graphic Designer

Instructions:

- Use Two Content Layout.
- Add relevant images or icons for each application and career.
- Insert a SmartArt graphic to show career paths.

Handout Note for Printing:

Talk about where these technologies are used and mention career opportunities in both fields.

Slide 4: Future of Gaming and Animation

Content:

- AI & Virtual Reality integration
- Cloud-based gaming
- Realistic 3D animation
- Global e-sports and animated movies

Instructions:

- Use Title and Content Layout.
- Add a screenshot of a futuristic game or animation using the Snipping Tool.
- Apply a Zoom transition to highlight innovation.
- Handout Note for Printing:
- Discuss what lies ahead - new tech like AI, AR/VR, and immersive digital experiences.

 **PRINTING INSTRUCTIONS FOR HANDOUTS:**

When printing:

- Go to File > Print.
- Under Settings, choose Handouts (3 Slides per page).

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