

PowerPoint For Groups Participant's Handbook

PowerPoint 2013



Activities Index

	Page
Activity 1: Outline Mode.....	2
Activity 2: Separating Show into Sections	3
4. Adding Comments to Slides.....	4
Activity 3: Saving Presentation as PDF	5

PowerPoint for Groups

Mission

This workshop will cover some of the more advanced options in PowerPoint that may be useful for specialized assignments.

Rules of Engagement

1. Decide whether you will use one PowerPoint or multiple
2. Create Master Slides so that everyone has the same styles for the PowerPoint
3. Decide how you are going to communicate on changes if you use multiple PowerPoints

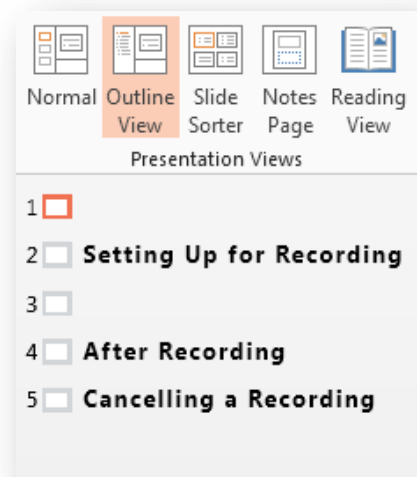
Formatting Presentations

Outline Mode

Saving time with Outline mode

Outline Mode shows all the text on the slides in a list with no graphics. Gives a visual outline of all the information in the PowerPoint and is useful for quick edits.

1. In the view tab under presentation views click “outline view”
2. Can make changes to the text in the Outline pane and can easily rearrange the information by clicking and dragging the slides up or down



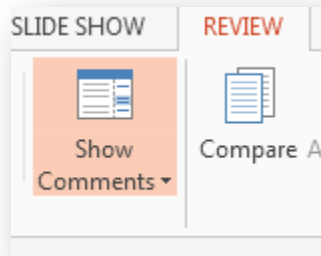
Separating Show into Sections

Sharing with Others

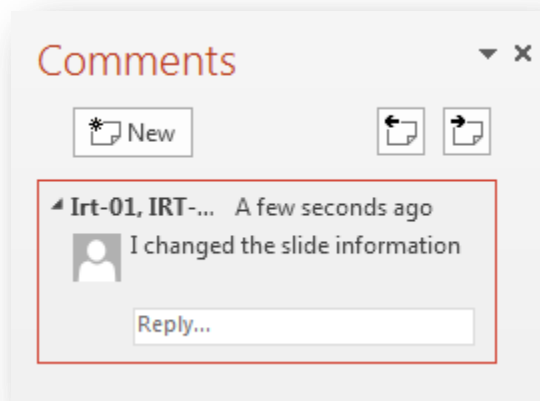
Inserting comments

Adding comments is a way to add more information to the slide that will not be displayed in the presentation. Adding a comment is a way to remind yourself, or another user, of more information that needs to be added or suggest changes that need to be made to the slide.

1. Under the **Review** tab, click **Show Comments**



2. A comment window will appear select new and enter the comment you wish to share



Editing and deleting comments

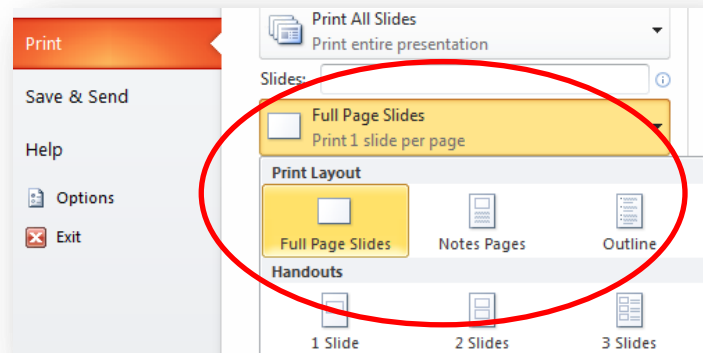
1. To edit a comment in the comment window you can just click on the comment itself and type the edit in

2. To reply to a comment there is a text placement under the comment that says reply just click and enter a reply
3. To delete a comment- in the upper right hand side of the comment there is an X that you click to delete

4. Adding Comments to Slides

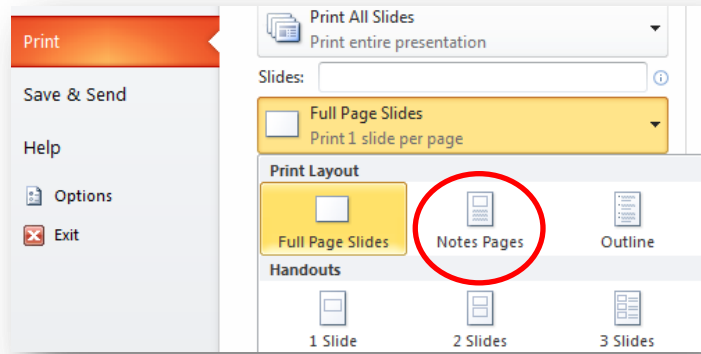
Printing a presentation

1. Select **File**, click the **print** tab
2. Changing **the print layout** will alter how the presentation will look when printed



Adding speaker notes (comments)

1. To add **speaker notes**, simply click the area under the slide where “click to add notes” is read.
2. Once selected, begin typing your notes



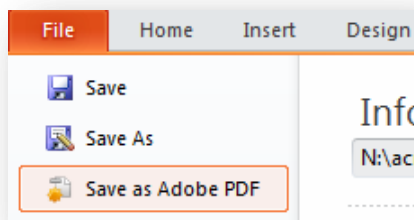
Printing speaker notes (comments)

In order to print comments made on a PowerPoint, you must set the print layout option to **Note pages**.

Saving Presentation as PDF

Saving your presentation as a PDF

1. Select the **File** tab
2. Select **Save as**
3. Change the **Save as type** to PDF or click **Save as Adobe PDF**



Saving as a video

1. Select the **File** tab and then click on **Export**
2. Select the **Create a Video** option
3. Here you have the option of selecting the **video quality** and whether **narrations** will be used
4. Once satisfied with the settings, select **Create Video**
5. Save video under the desired name

Save as PDF for Sac CT

1. File>Save as
2. Browse
3. Change “save as type” to PDF
4. Save to destination folder to upload later to Sac CT

Student Tech Center**What is the Student Tech Center?**

The Student Tech Center (STC) is a division within the IRT Department that offers one-on-one computer help for students.

Mission

The mission of the Student Technology Center is to *teach* students the technology needed to complete their coursework *collaborate* with faculty on the use of technology in courses and *develop* the professional skills of our Student Staff.

Additional services include:

- Tutoring to students on technology and software needed for class assignments
- Assistance on a first-come-first-serve basis or tutoring by appointment to individuals and small groups
- On-going workshops focused on course related software and computer technology
- Consultation with Faculty to directly support the use of technology in their classes
- Large scale printing resources to students with a direct course need
- 24/7 access to self-help technology resources

Hours and contact information

Mon-Thu: 10:00am-7:00pm

Fri: 10:00-4:00pm

Phone: 916.278.2364

Email: stc@csus.edu

Web: <http://www.csus.edu/irt/stc>

Location: AIRC 3007