

Microsoft Power Point

Module 6 - Printing Handouts and Slides in Power Point

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.

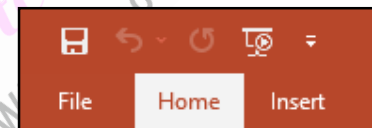
In PowerPoint, handouts can be customized to show different numbers of slides per page—commonly 2, 3, 4, 6, or 9 slides. The 3-slides-per-page layout is especially useful because it includes lined space beside each slide for note-taking during a presentation.

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.

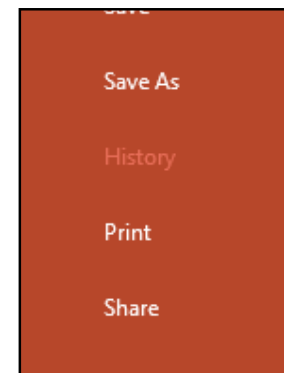
To create handouts, users go to the "File" menu, choose "Print," and select the layout under the "Handouts" option. They can also export handouts to Microsoft Word for further formatting or editing, making them a flexible tool for presenters.

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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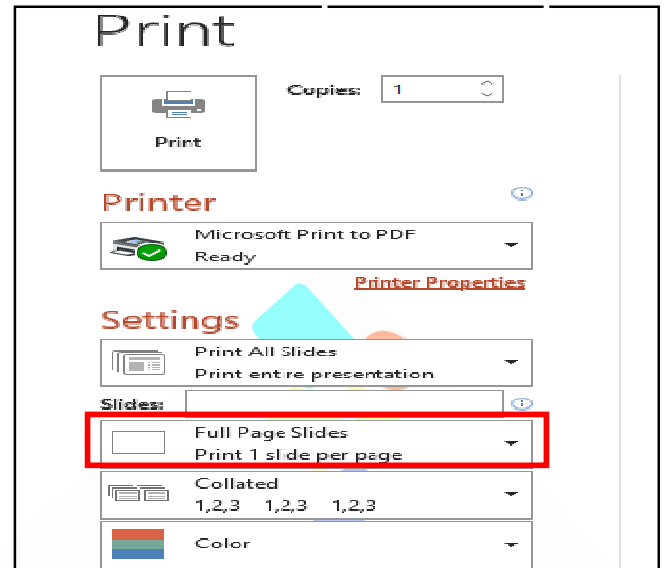
**Printing Handouts and Slides in Power Point**

**Course & Test Series**

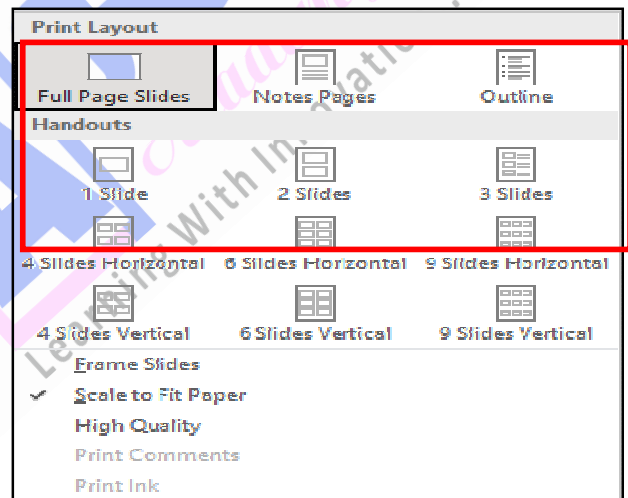
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Under Settings, click the dropdown that says “Full Page Slides” and choose Handouts.



- 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.



**Assignment**

**Assignment Title: Gaming and Animation - A Digital Revolution**

- ✓ **Slide 1: Title Slide**  
Content: Title: "Gaming and Animation"

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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)
  - 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.

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**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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