# Sunshiny PowerPoints

October 2016

## Master Slide

* To provide a consistent presentation theme
* To establish the author/presenter; to include course information (course name & number, instructor name, presentation name & number) OR presentation information (presentation title; presenter name, affiliation, contact information)
* To simplify content

\*Refer to Microsoft Office Support’s [What is a Slide Master?](https://support.office.com/en-us/article/What-is-a-slide-master-d8d1c49d-d6f1-4b83-a4e7-34311a11b546)

## Outline

* To provide an alternative audience’s copy of presentation
  + To provide a text-based version of presentation
* To verify order of presentation

\* Refer to Microsoft Office Support’s [Show or Hide the Outline or Slides Tab](https://support.office.com/en-us/article/Show-or-hide-the-Outline-or-Slides-tab-9fa8dccd-777a-498a-92f6-c1cf59e3bdc0)

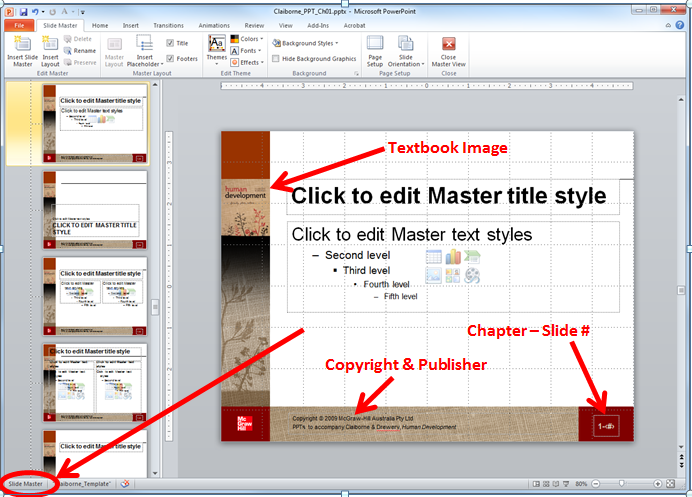
## Notes

* To include presentation script, planned activities, transitions, references & resources
* To provide a presenter’s copy of presentation
* To use as a guide during presentation

\* Refer to Microsoft Office Support’s [Create & Print Notes Page](https://support.office.com/en-us/article/Create-and-print-notes-pages-324b234d-83b6-4db1-8bb6-9ee5c934a76f)

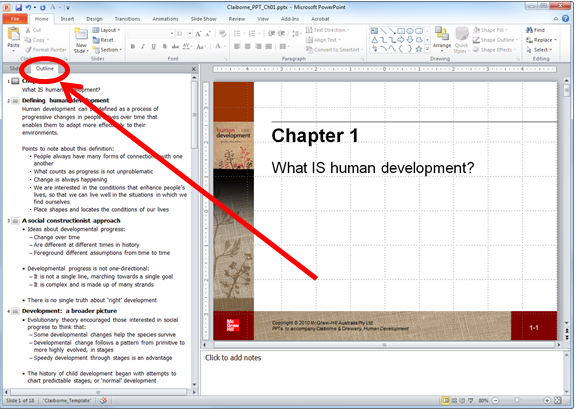
\* Refer to Microsoft Office Support’s [Presenter View](https://support.office.com/en-us/article/View-your-speaker-notes-privately-while-delivering-a-presentation-on-multiple-monitors-ccfa1894-e3ef-4955-9c3a-444d58248093)

## Master Slide

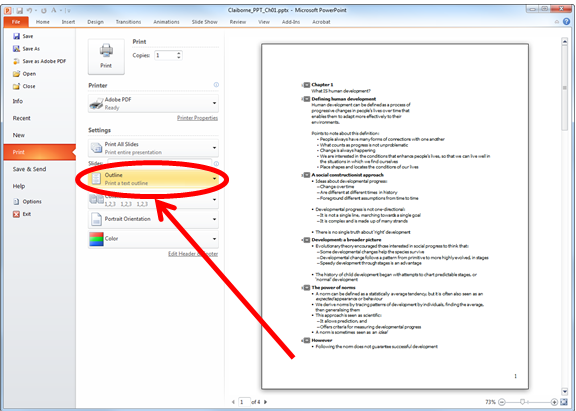


* What items are unique to the Slide Master?

## Outline

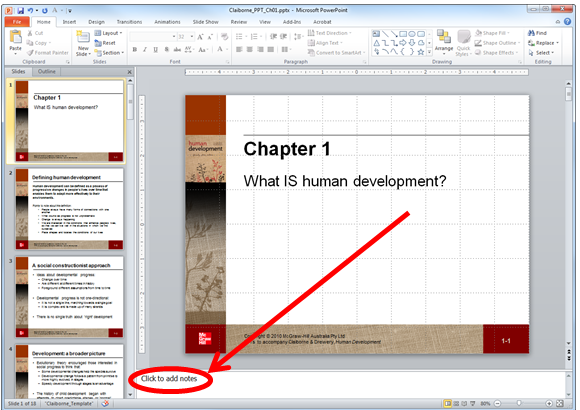


* Click to change from slide view to outline view.
* Verify the outline order of the current slide.

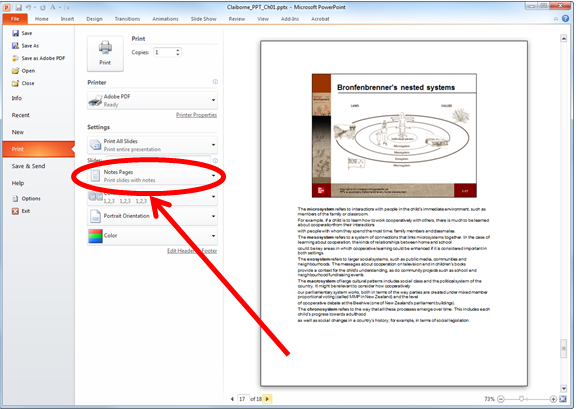


* Before printing, click on ***File***, then ***Print***, and then select ***Outline***.
* On the right is the print preview. Check that outline is showing.

## Notes

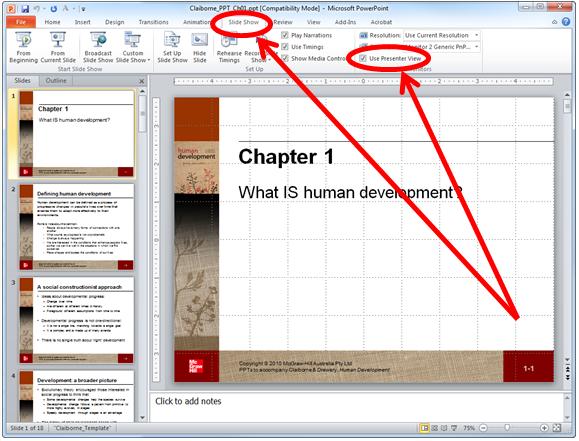


* Follow these directions, click to add notes.
* Type in an adjective that describes human development.

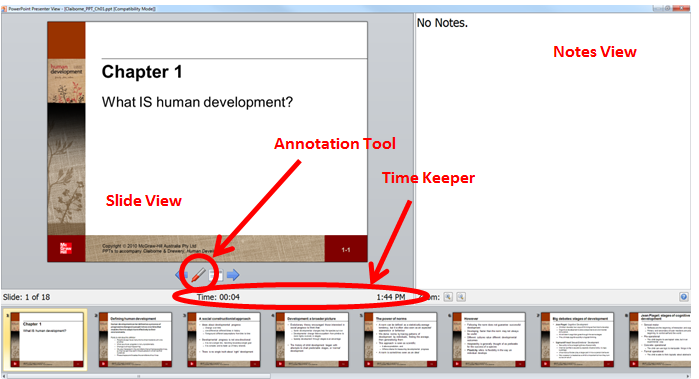


* Before printing, click on ***File***, then ***Print***, and then select ***Notes Pages***.
* On the right is the print preview. Check that your note is included on the appropriate slide.

## Presenter View



* Click on ***Slide Show*** and check ***Use Presenter View***.



* Start slideshow to see this (full screen) view.
* Test out the annotation tool!