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## Digital Literacy II: Office Productivity

### *Unit 4 Slideshow Presentations*

### *LAB 2 Presenting a Slideshow*

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#### Objectives

- Print presentation slides and handouts
- Run a slideshow presentation

#### Equipment Required

- Notebook computer
- Microsoft PowerPoint 2013

#### Introduction

Creating and formatting slides is only half of slideshow presentations; the second half is to actually present something. So, in addition to building a presentation, the ability to deliver a presentation is a necessity.

In this lab, you will deliver a slideshow presentation in a hard-copy and digital format by printing slides and handouts, and running a slideshow on your computer.

In order to perform the lab Procedure, you should know how to:

- Print slideshow presentations and handouts
- Start, advance, reverse, and stop a slideshow
- Utilize tools and features and features to annotate presentation

#### Procedure

Use a desktop computer in the lab to complete the following steps or add the lab printer to your computer

#### PRINTING and PRESENTING SLIDESHOWS

1. Open the presentation “PP2013\_Printing.pptx”
2. Preview the presentation in the Print pane
3. Print a Handout version of the presentation with three slides per page
4. Open the presentation “PP2013\_Presenting.pptx”
5. Play the slide show and navigate through the slides
6. Change your mouse pointer to a pen or highlighter, and add markings to the chart on slide 8
7. Activate Presenter view

End Procedure





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