

Adding Header and Footer

1. From the Slides pane, select the desired slide.
2. Click the INSERT tab.
3. In the Text group, click Header & Footer.
4. In the Header and Footer pop-up window, check as desired: Date and time, Slide number, and Footer.
 - a. Note: If Footer is checked, enter the text in the Footer field.
5. Click Apply. a. Or click Apply to All to apply it to the entire presentation.

Inserting Slide Numbers

1. Click the INSERT tab.
2. In the Text group, click Slide Number.
3. In the Header and Footer pop-up window, check Slide number.
4. If desired, check Don't show on title slide.
5. Click Apply to All.

Rehearsing a Presentation

1. Click the SLIDE SHOW tab.
2. In the Set Up group, click Rehearse Timings.
 - a. The Slideshow begins.
 - b. Rehearsal toolbar appears in the top left corner of the screen.
3. A mouse-click will skip to the next slide and the time elapsed to change slides (and animations, if any) will be recorded.
4. After the last slide, a question box will pop up, asking if you want to save the new slide timing.
5. Click Yes.

Printing Handouts for Your Audience

1. Click the FILE tab > Print.
 - a. Or press Ctrl + P.
2. Select a printer from the Printer drop-down list.
3. In the Settings group, under Slides, use the drop-down menu to modify the default choice of Full Page Slides to a desired layout under Handouts.
4. Click Print