

# PowerPoint Basic Skills

Remember: all the presentations you produce for Functional Skills will be marked on paper. Animations and transitions are not needed – they can't see them on paper!

## Layouts:

Make sure you have the task pane visible (the bit on the right). **View > Task Pane** does the job.

You can then access the layout options by using the black downward arrow ▼ at the top of the Task Pane.

## Duplicate Slides:

You can insert a copy of any slide by going **Insert > Duplicate Slide**. This can sometimes be useful to get things in exactly the same place

## Master Slides:

Master slides let you place items on each slide so that they appear in exactly the same place. Perfect for a logo for example.

To get into the master slide go **View > Master > Slide Master**. It's probably a good idea not to delete the footer boxes – these will probably be needed in exams.

- Don't forget that you need to get back out of the master slide before you do anything. Just click the **Close Master View** button.
- You can't write in standard frames on master slides, but you can place text boxes on master slides – these will then appear on each slide

## Handout View:

Easy to do: go **File > Print** and choose **Handouts** from the **Print What** drop down on the left of the box.

Now you can choose how many handouts to have on the page.

## Headers and Footers:

Go **View > Header and Footer**. Now you'll want to put your name and other details in the footer box – make sure the tick box is ticked.

- **Date:** to get the date you need to click the **Update automatically** bullet
- **Page Numbers:** tick the **Slide number** tick box
- **Handouts:** so far this will only put your name on each slide. You may also need it on a handout view – to do this you need to click the **Notes and Handouts** tab and then enter your details into the Footer box and tick it.