

END OF COURSE EXERCISES

1. Explain the function of the **Presenter View** feature in Microsoft PowerPoint 2013.

2. There are **four (4)** different print layouts in Microsoft PowerPoint 2013. Explain each of them

a) _____

b) _____

c) _____

d) _____

3. What are **themes**? Why would you use **themes** in your PowerPoint preparation?

4. If you frequently work with the same presentation, you can pin it to backstage view for easy access. Describe how you will **pin** your presentation to the **backstage view**. _____

5. You have saved your presentation in the **.pptx** file type. Your lecturer however wants your work to be in either one of the following **file types** before submission:

a). PDF: (Save the presentation as a **PDF document** instead of a PowerPoint file)

b). Video: (Save the presentation as a video)

c). Handouts: (Print a handout version of your slides)

Explain how you would **export** your presentation from PowerPoint 2013 into each of the above named **file types**:

a). _____

b). _____

c). _____

2. You saved your presentation to **“My Documents”** folder, while you were working on it, PowerPoint crashed all of a sudden, how would you restore the file using **AutoRecover** feature?

ANSWERS:

Alright, let's get into the details:

1. Presenter View in Microsoft PowerPoint 2013

The Presenter View feature in Microsoft PowerPoint 2013 allows presenters to view their slides with speaker notes on one monitor (their laptop, for example), while the audience sees only the slides on a different monitor (the projector screen). This feature helps presenters manage their presentations smoothly by providing tools like the timer, next slide preview, and notes panel.

2. Print Layouts in Microsoft PowerPoint 2013

a) Full Page Slides

- Prints one slide per page. This layout is best for creating handouts or detailed slide previews.

b) Notes Pages

- Prints one slide per page along with its corresponding speaker notes below. This is useful for speakers who need a detailed script or notes while presenting.

c) Handouts

- Prints multiple slides on a single page (options include 2, 3, 4, 6, or 9 slides per page). This layout is suitable for providing compact handouts to the audience.

d) Outline

- Prints the text of the presentation in outline form, showing only titles and main points without graphics. This is ideal for reviewing the overall content and structure of the presentation.

3. Themes in PowerPoint

Themes are pre-designed sets of fonts, colors, and visual effects that you can apply to your entire presentation to give it a cohesive and professional look. Using themes helps ensure consistency throughout the slides, saves time in formatting, and enhances the visual appeal of your presentation.

4. Pinning a Presentation to Backstage View

1. Open PowerPoint and go to the **"File"** tab to access Backstage View.
2. Under **"Recent"**, find the presentation you want to pin.
3. Click on the **pin icon** next to the presentation's name. The icon will change to a solid pin, indicating that the presentation is pinned for easy access.

5. Exporting Presentation to Different File Types

a) Saving as PDF

1. Go to the **"File"** tab.
2. Click on **"Save As"**.
3. Choose the location to save the file.
4. In the **"Save as type"** dropdown, select **"PDF"**.
5. Click **"Save"**.

b) Saving as Video

1. Go to the **"File"** tab.
2. Click on **"Export"**.
3. Select **"Create a Video"**.
4. Choose the video quality and specify timing settings if needed.
5. Click **"Create Video"** and save the file.

c) Printing Handouts

1. Go to the **"File"** tab.
2. Click on **"Print"**.
3. In the **"Settings"** section, choose **"Hand**

To export your presentation from PowerPoint 2013 into different file types, follow these steps:

a) Exporting to PDF

1. Click on the **File** tab in the ribbon.
2. Choose **Export** from the menu.
3. Select **Create PDF/XPS Document**.
4. Click on the **Create PDF/XPS** button.
5. In the **Publish as PDF or XPS** dialog box, choose a location to save the file, enter a name, and select **Publish**.

b) Exporting to a Video

1. Click on the **File** tab in the ribbon.
2. Choose **Export** from the menu.
3. Select **Create a Video**.
4. Choose the video quality and size under **Presentation Quality**.
5. Click on **Create Video**.
6. In the **Save as Video** dialog box, choose a location to save the file, enter a name, and select **Save**.

c) Exporting to an Image

1. Click on the **File** tab in the ribbon.
2. Choose **Save As**.

3. In the ****Save as type**** dropdown menu, select an image format such as ****JPEG**** or ****PNG****.
4. Choose a location to save the file, enter a name, and select ****Save****.
5. When prompted, choose whether to export every slide or only the current slide.

Restoring a File Using AutoRecover

If PowerPoint crashes and you need to restore your file using the AutoRecover feature:

1. Open PowerPoint.
2. PowerPoint will automatically try to recover your unsaved presentations. Check the ****Document Recovery**** pane that appears on the left side of the PowerPoint window.
3. Find your presentation in the list of recovered files.
4. Click on the presentation to open it.
5. Save the recovered file immediately by going to the ****File**** tab and selecting ****Save As****.

PowerPoint's AutoRecover feature helps you retrieve the work you may have lost due to a crash. Always make sure to save your presentations frequently to avoid losing progress.