

## **Printing handout pages**

## **Microsoft PowerPoint 2007**

In PowerPoint, you can print out multiple slides to one sheet of paper. These make good hand-outs for presentations and also help to save paper.

- 1. File > Print.
- 2. Choose Handouts from Print what
- 3. Select the number of slides you wish to be printed on each page from **Slide per page** drop list under the **Handouts** option
- 4. Click OK

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your handouts will be printed