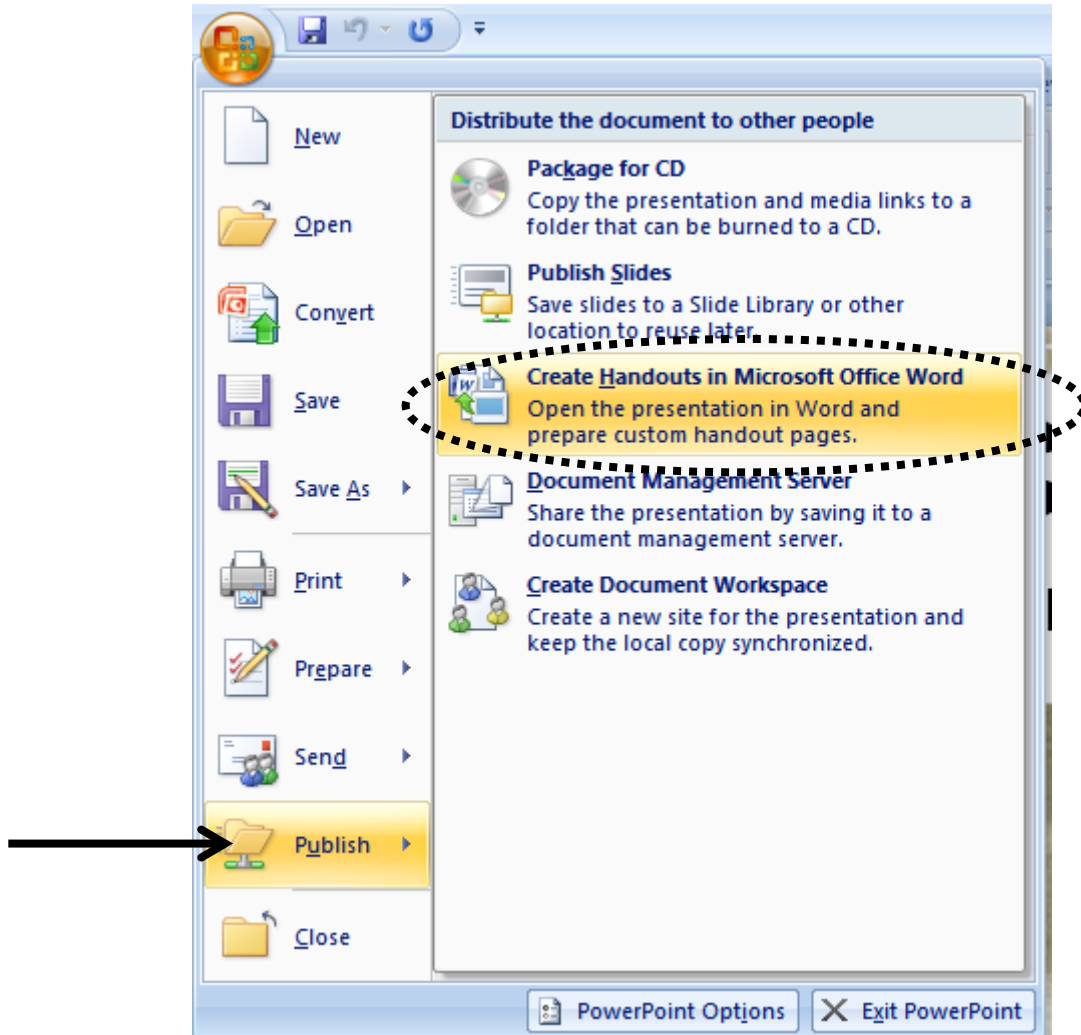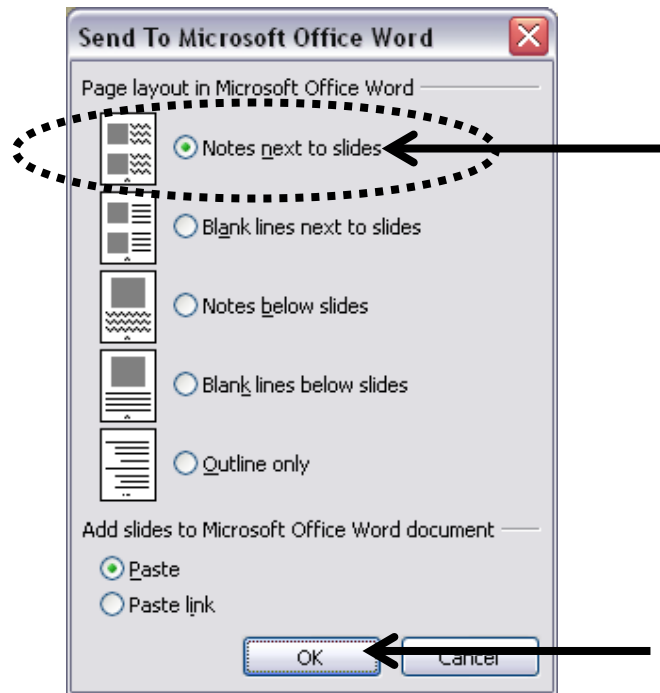# Printing speaker notes

## Microsoft PowerPoint 2007

Here is a quick and easy option to print notes for the speaker. It will be useful to have a quick look at during your presentation.

1.  **Office Button > Publish > Create Handouts in Microsoft Office Word**



2.  Choose the page layout depending on where you wish the speaker note to appear > click **OK** button

3. Microsoft Word will automatically open up with speaker notes > you can now print.