

## **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.

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Slide 1	E-Commerce: Electronic Marketing and the Internet Join Smith. Today I'm going to talk about E-Commerce, electronic marketing an the Internet.
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