

File

Home

Insert

Design



Transitions

Animations

Slide Show

Review

View

 Save Save As Open Close

Info


Recent

New



Print

Save & Send




Help

 Options Exit

Save & Send

 Send Using E-mail Save to Web Save to SharePoint Broadcast Slide Show Publish Slides

File Types

 Change File Type Create PDF/XPS Document Create a Video Package Presentation for CD Create Handouts

Create Handouts in Microsoft Word

Create handouts that can be edited and formatted in Word.

- Creates a Word document that contains the slides and notes from this presentation
- Use Word to layout, format, and add additional content to the handouts
- Automatically update slides in the handout when the presentation changes



Create
Handouts