## Challenge Exercise

Printing Your Presentation

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| **Tasks:** | | **Completed:** |
|  | Before starting this exercise you MUST have completed all of the topics in the chapter Printing Your Presentation… |  |
|  | Open the presentation ***PE\_Printing.pptx*** (it can be found in the same folder as the student files) | ⬜ |
|  | Preview the presentation slides in the ***Print*** area of ***Backstage*** | ⬜ |
|  | Print slides ***2***, ***4***, ***9***, ***10*** and ***11*** in black and white | ⬜ |
|  | Print slides ***4*** and ***8*** as notes pages | ⬜ |
|  | Print slides ***4***, ***5*** and ***6*** as a single page handout  *Your print out should be the same as shown in sample A on the following page…* | ⬜ |
|  | Print an outline of the entire presentation then close the presentation | ⬜ |

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| **Files required for exercise:** | *PE\_Printing.pptx* |
| **Files/work created by student:** | *1 printed copy of slides 2, 4 9, 10 and 11, I printed copy of slides 4 & 8 as notes pages, 1 printed copy of slides 4, 5 and 6 and a single page handout, 1 printed copy of the entire presentation as an outline* |
| **Exercise Completed:** | ⬜ |

## Challenge Exercise Sample

Printing Your Presentation

**A**

