

Lesson 2-13: Adding Notes to Your Slides

Figure 2-20

Enter notes for each slide in the Notes pane.

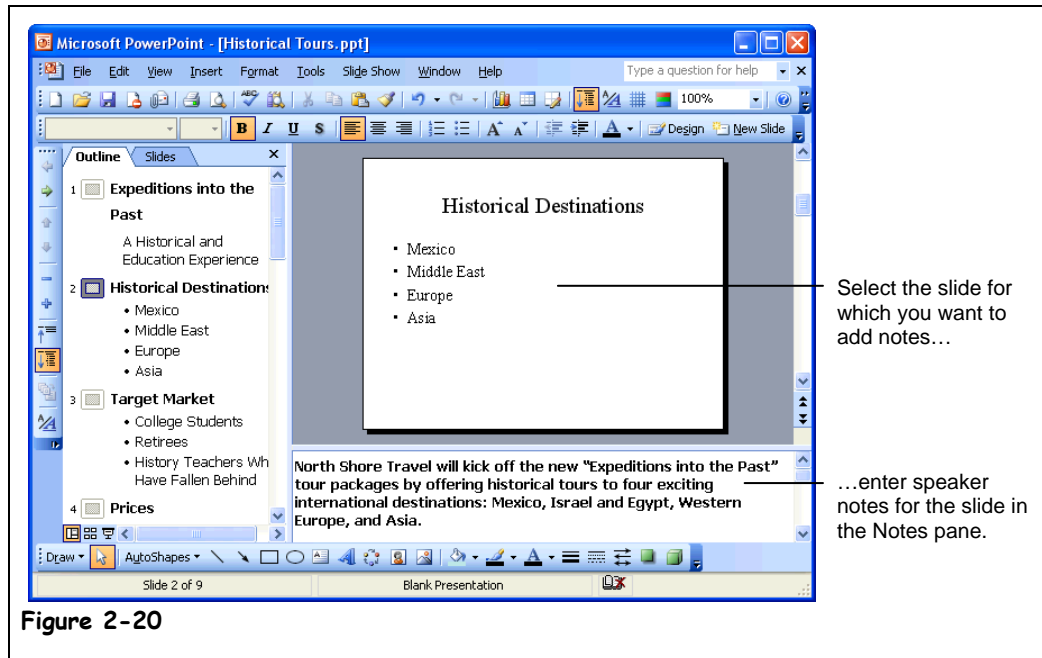


Figure 2-20

Unless you have a perfect memory, you're going to need notes to help you remember what to say about each slide when you deliver a presentation. PowerPoint's notes are like the cue cards you use during a speech, reminding you to tell a joke, make eye contact, and mention any key points you want to make. Notes don't appear on the slide show presentation itself, but they can be printed so that you can use them when you deliver your presentation.

1. If necessary, find and open the **Lesson 2E** presentation and save it as **Historical Tours**.
If you do not know where your practice files are located, ask your instructor for help.
2. Click the **Normal View** button and select **Slide 2** from the **Slides** tab.
PowerPoint returns to Normal view. To add speaker notes to a slide, all you have to do is click the Notes pane as shown in Figure 2-20 and begin typing.

3. Click in the **Notes pane and type the following paragraph:**

North Shore Travel will kick off the new "Expeditions into the Past" tour packages by offering historical tours to four exciting international destinations: Mexico, Israel and Egypt, Western Europe, and Asia.

Each tour will explore the region's most important and interesting historical sites. For example, those who enroll in the Middle East tour will be visiting Jerusalem, Cairo, the Egyptian pyramids at Giza, and many famous sites from Christian, Jewish, and Muslim traditions.

Let's take a closer look at each of the new "Expeditions into the Past" tour packages. (I should really try to tell some witty joke here to keep my audience awake!)

Compare your slide to the one shown in Figure 2-20.

You can also use Notes Page view to enter or view notes. This view is especially convenient because it displays the slide and its notes on a full page. It also has a larger area in which to enter your notes, and you can add images or tables in the notes area.

4. Select **View → **Notes Page** from the menu.**

PowerPoint displays the slide and its notes.

You can zoom in on the page to work with the notes more easily.

5. Save your work.

 **Quick Reference**

To Add Notes to a Slide:

- Make sure you're in Normal view and begin typing your notes in the **Notes pane**.

To Use Notes Page View:

- Select **View** → **Notes Page** from the menu.