

- 1. Open up Microsoft PowerPoint.
- 2. The Speaker Notes are located below the slide. Click on the Notes icon if it is not visible.

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OR					
Jnder the View tab, cli	ck Notes.				
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3. You can make the notes area larger by dragging the grey line up (a directional arrow will appear.

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4. In the speaker notes area, this is where you will write a script of what would be said about this slide as if you were presenting in class. The slide itself should just contain images and short bullets that will be discussed.



	Using PowerPoint Speaker Notes
Presentation - Powerform The Powerform Transition - Powerform - Powerfo	7 20 - 6 × Pitman, Michelle - 20
Image: Solution Soluti	A.
SEAGENCES SPEAKER NOTES How To This is where you will write a script of what is said verbally as if you were presenting!	
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5. Save the PowerPoint. It will also save the speaker notes.