## **Getting ready to present**

Tips and trcks to make sure that you have everything ready for your presentation

Tutorials	Description	Difficulty Level
Adding slide numbers and other footers to slides	Position and format slide footers	Beginner
Adding headers and footers to presentation handouts	Work with handout headers and footers, such as page numbers	Beginner

Videos	Description	Difficulty Level
Defining show options in PowerPoint 2007 (by BrainStorm Inc.)	Define how your show will show by changing your show options	Beginner
Customizing a slide show (by BrainStorm Inc.)	Are you giving the same presentation to different audiences? Learn how to show them only the slides that really matter to them	Beginner
Preview and review your presentation	Is your presentation ready? From handouts to last minutes changes, learn some tips and tricks that will help you to rock!	Beginner
Adding headers and footers to your presentation	Learn how to include headers and footers to your slides, notes, and handouts	Beginner
Distributing your PowerPoint presentation on CD	Learn how to use "Package to CD", a new feature in Power Point 2007 when sharing your presentation with multiple people	Intermediate