

19.4 Outputting a Presentation

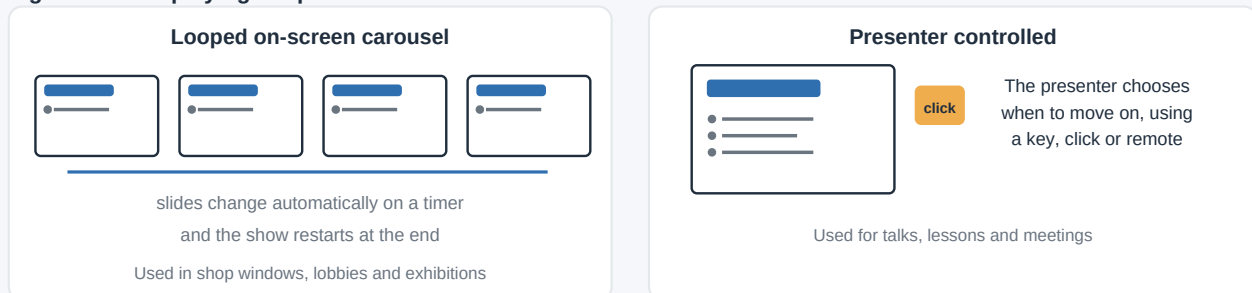
Syllabus 2026 - 2028

WHAT YOU NEED TO KNOW

- Display the presentation for a variety of purposes: looped on-screen carousel, presenter controlled
- Print the presentation in a variety of layouts: full page slides, presenter notes, handouts

Displaying the presentation

Figure 118: Displaying the presentation



Mode	How it works	Used for
Looped on-screen carousel	Slides advance automatically after a set time, and the show restarts when it ends; no presenter needed	Shop displays, school reception, exhibitions
Presenter controlled	The presenter moves to the next slide using a click, key press or remote control	Lessons, talks and meetings

- For a looped show, set **timings** for each slide, or use automatic transitions, and choose **loop continuously**
- For a presenter-controlled show, choose to advance **on click**, and rehearse with the notes
- Check the display resolution, sound and video before the audience arrives

Printing the presentation

Figure 119: Printing the presentation



Layout	What is printed	Use
Full page slides	One slide filling each page	Posters or a large printed copy
Presenter notes	Each slide with its notes underneath	Speaker's script and reminders

Layout	What is printed	Use
Handouts	Several slides per page, often with lines for notes	A copy for the audience that saves paper

EXAM TIP

Link the **output** to its **purpose**: 'a looped carousel is used in a shop window because no one is there to click, so the slides must change by themselves'. Handouts save paper because several slides are printed on a page.

Key terms

Term	Meaning
Looped carousel	A show that restarts automatically after the last slide.
Presenter controlled	A show moved on by the presenter.
Timing	The number of seconds a slide is displayed.
Handout	A printed page with several slides.
Notes page	A printed page showing a slide and its notes.
Full page slide	A printout of one slide per page.
Slide show	The presentation running on screen.
Rehearse	Practise the presentation and its timings.

Practice questions

Answer each question in full sentences. Command words used: State (give a short answer), Describe (say what it is like), Explain (give reasons), Analyse (break it down and examine it), Suggest (apply your knowledge to a situation), Compare and contrast (similarities and differences), Evaluate (weigh up and reach a judgement).

No.	Question	Marks
1	State two layouts in which a presentation can be printed.	[2]
2	Describe how a looped on-screen carousel works.	[3]
3	Explain why a presentation in a shop window should be set to loop.	[3]
4	Compare and contrast a looped carousel with a presenter-controlled show.	[4]
5	Suggest a suitable print layout for an audience who want to take notes, with a reason.	[3]

Total: 15 marks