

Create printable presentation handouts using Microsoft Word

You can distribute your PowerPoint show as printed handouts with notes for each slide. With MS Word, you are given more flexibility in adding your own lines for each of the slides.

[Click here](#) to know how to create PowerPoint handouts in MS Office Word.



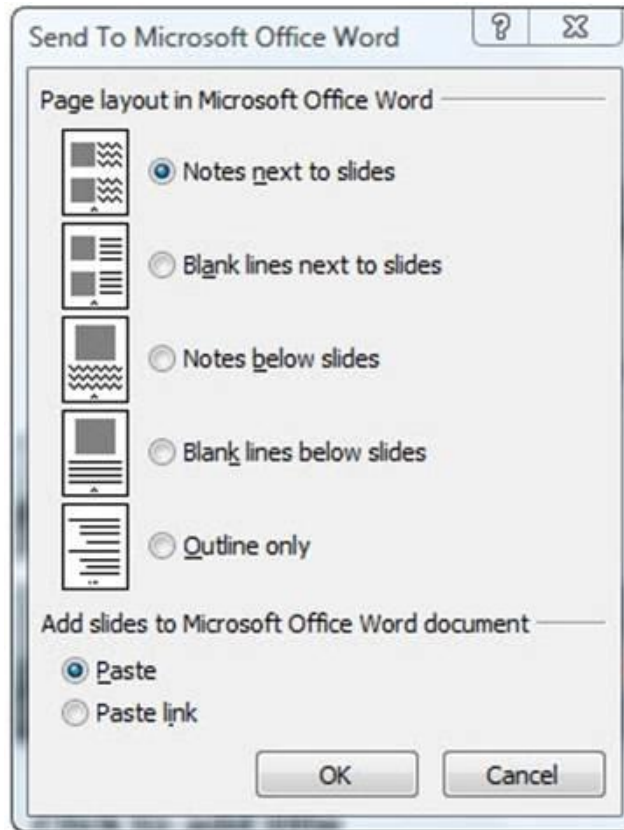
Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

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1. Right under the *Office Menu*, look for *Publish > Create handouts in Microsoft Office Word*.



2. Once you are ready with your PowerPoint presentation, just use this menu and it will open the power point slide in *Microsoft Office Word*. You will have to select the options of using the notes which is available in slides or blank lines where you can write your own notes.



OUTPUT

Notes next to slides

Slide 1	<p>NCVI</p> <p>Famous QA Gurus and their Methodologies</p>	Notes for Slide 1
Slide 2	<p>JURAN'S PHILOSOPHY</p> <ul style="list-style-type: none">Quality Trilogy - emphasizes the idea of quality planning, quality control, and quality improvement.Quality Planning Roadmap - crucial to understanding customer requirements, establishing measurement systems to determine needs, and developing a process that is capable of meeting customer requirements.	Notes for Slide 2

Notes below slides

Slide 1

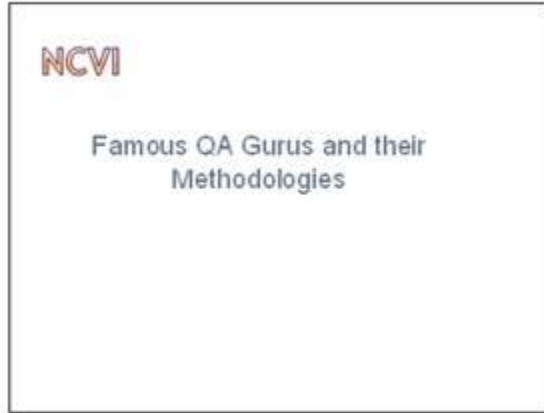
NCVI

Famous QA Gurus and their
Methodologies

Notes for Slide 1

Blank lines below slides

Slide 1



<ul style="list-style-type: none">◉ NCVI ◉ Juran's Philosophy<ul style="list-style-type: none">• <u>Quality Trilogy</u> - emphasizes the roles of quality planning, quality control, and quality improvement• <u>Quality Planning Roadmap</u> - checklist for understanding customer requirements, establishing measurements based on customer needs, optimizing product design, and developing a process that is capable of meeting customer requirements. ◉ Five characteristics of an "Eternally	<p>Successful Organization</p> <ul style="list-style-type: none">• People routinely do things right first time• Change is anticipated and used to advantage• Growth is consistent and profitable• New products and services appear when needed• Everyone is happy to work there <p>◉ References:</p> <ul style="list-style-type: none">• http://www.referenceforbusiness.com/management• http://www.enotes.com/management-encyclopedia/quality-gurus• http://www.mftrou.com/philip-crosby.html
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