

Project 2-3: Notes Pages

In this exercise you'll create and format Notes Pages for a slide deck.

1. Open the project file 2-3-source. Save your document as **project_2-3_notes**.
2. Expand the Notes Pane at the bottom of the editing area, to make room for a few lines of typed notes.
3. On each slide, type a brief description of what the tools on that Ribbon tab do (in general; no need to go command-by-command).
4. Select **View > Notes Master**. Click **Check Out**.
5. Select the top-level notes text ("Click to edit master text styles") and change it to 20pt text in any font you like.
6. Click **Notes Master > Close Master View**, then select **Notes Page** view to see the new large notes page text.
7. Close and save your document.