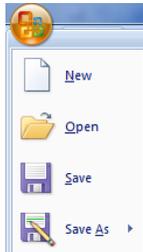


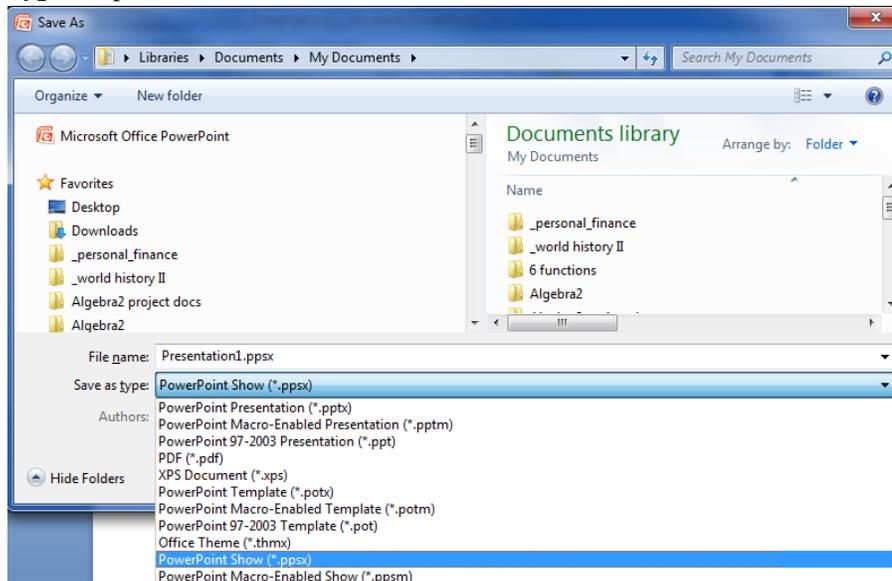
Developmental Module

Saving a PowerPoint file as a PowerPoint Slideshow

1. Open PowerPoint.
2. Save the file first. It's always a good idea to save your work often so that you don't lose your work. Select  from the upper left corner and select "Save As."



3. A screen that looks similar to the following displays. In the File name text box type the appropriate name of the assignment. and select **PowerPoint Show (*.ppsx)** from the **Save as Type** dropdown box.



- a. When naming and saving a file, follow the teacher's instructions. For example, ac_mod1_top2_johnsmith.pps is an acceptable filename, while Project #1.pps is not. Before selecting the **Save** button, be sure that the file is being saved into the correct folder or directory. The C:/My Documents directory is most commonly used with a Windows 98, 2000, XP or NT 4.0 operating system.
4. Click the **Save** button.
 5. Enter the appropriate location (Dropbox, Discussion Board, etc.) to turn in your assignment.