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.

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File <u>n</u> ame: Save as type:	Presentation1.ppsx PowerPoint Show (*.ppsx)	•	
Authors:	PowerPoint Presentation (*.pptx) PowerPoint Macro-Enabled Presentation (*.pptm) PowerPoint 97-2003 Presentation (*.ppt)		1
) Hide Folders	PDF (*,pdf) XPS Document (*.xps) PowerPoint Template (*.potx) PowerPoint Macro-Enabled Template (*.potm)		
	PowerPoint 97-2003 Template (*.pot) Office Theme (*.thmx) PowerPoint Show (*.ppsx) PowerPoint Macro-Enabled Show (*.ppsm)		

- 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.

