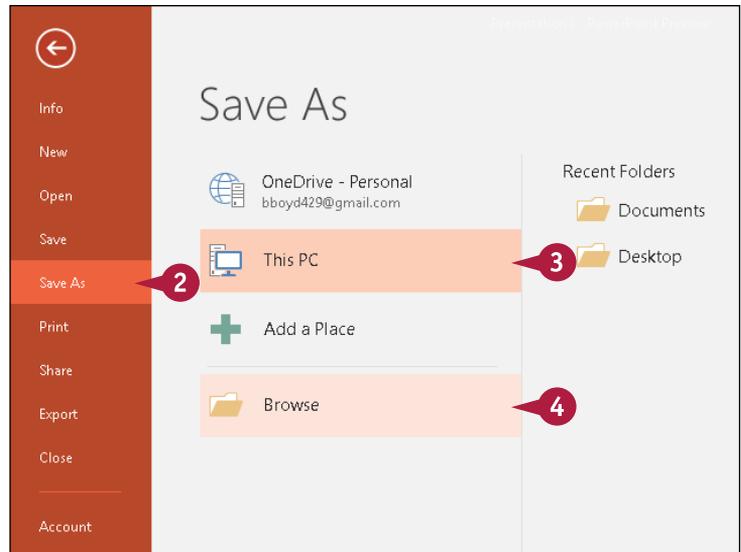


Save a Presentation

After you create a presentation, you should save it for future use. Saving a PowerPoint file works much like saving any other Microsoft Office program file: You need to specify the location in which to save the file and give the file a name. By default, PowerPoint saves your presentation every ten minutes. If you want to save a presentation that has previously been saved, you can click the **Save** icon in the upper left corner of the PowerPoint window to quickly save it.

Save a Presentation

- 1 Click the **File** tab to show the Backstage view as shown in the section "Create a Presentation in Backstage View."
- 2 Click **Save As**.
- 3 Click **This PC**.
- 4 Click **Browse**.



The Save As dialog box appears.

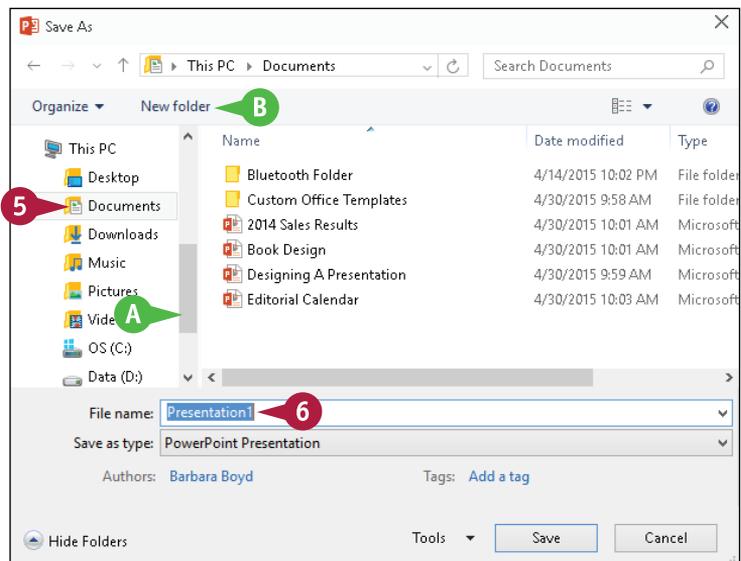
- 5 Click the folder where you want to save your file.

This example saves to the Documents folder.

- 6 Click in the **File name** text box to select the text and then type a filename.

A You can click and drag the scroll bar to find more folder locations.

B You can click **New folder** to create a new folder.



In this example, the filename is Presentation Tips.

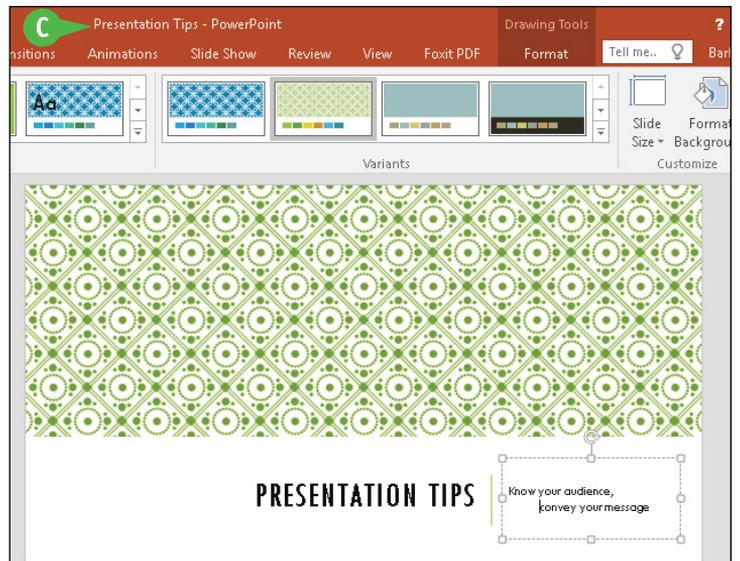
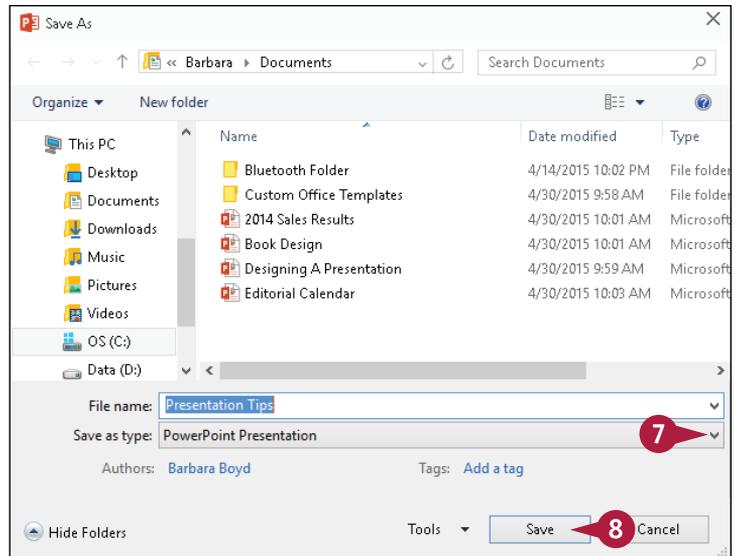
- Click the **Save as Type** drop-down arrow (▼) to change the file type from the default.

Note: If you choose a format other than the default PowerPoint format, you may see a prompt about an issue such as version compatibility. Respond to the prompt to continue saving.

- Click **Save**.

PowerPoint saves the presentation and the Save As dialog box closes.

- The new filename appears in the title bar.



TIPS

Can I change how often PowerPoint automatically saves my presentation?

Yes. By default, the AutoRecover feature is set to save information every 10 minutes, but you can use the PowerPoint Options dialog box to change the frequency your work is saved. See Chapter 16 to learn how to change PowerPoint options.

Is there a quicker way to reach Save As in Backstage view?

Yes. You can click the **Save** icon (💾) on the Quick Access Toolbar or press **Ctrl + S**. To save a copy of your presentation under a new name, click the **File** tab, click **Save As**, and then specify a new filename and save location.

Explore Normal View

PowerPoint offers several views that you can use to work on different aspects of your presentation. Having different views is important because certain views are better for performing certain tasks. For example, arranging slides is easiest in Slide Sorter view.

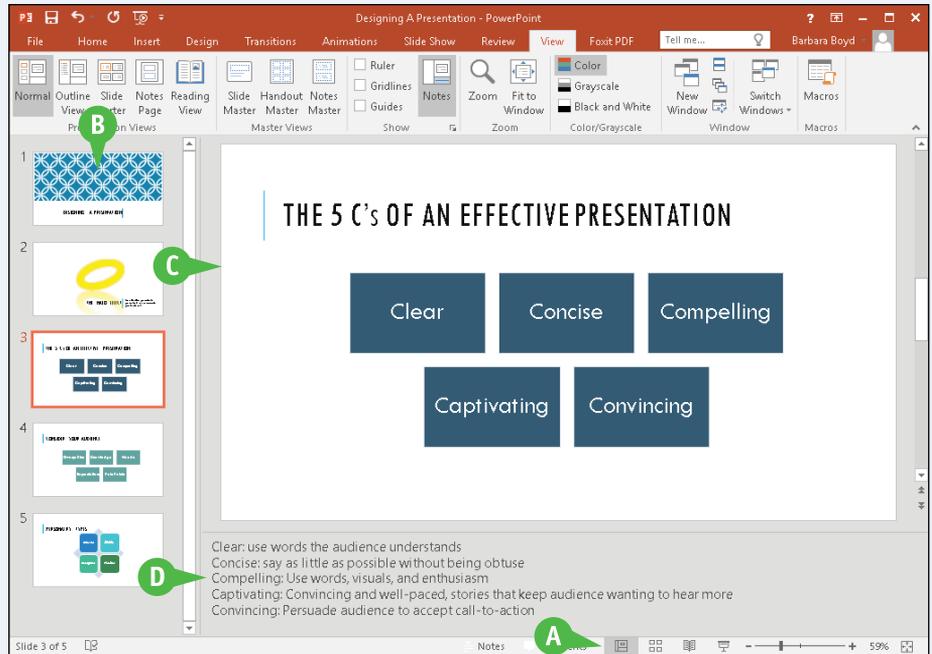
You will usually work in Normal view, where you can create, position, and format objects on each slide. In Outline view, you can enter presentation text in outline form and the text automatically appears on the slide. In Slide Show view, you can preview your presentation as your audience will see it.

A Navigation Buttons

You can change views by clicking the View tab on the Ribbon and then clicking the command buttons for the view you want to use, or by clicking the command buttons on the status bar. These buttons include Normal view (🏠), Slide Sorter view (📄), Reading view (📖), and Slide Show view (🎬).

B Slides Thumbnail Pane

The Thumbnails pane contains thumbnails of each slide. The thumbnails are numbered by the order in which they appear in the slide show. If you have more slides than fit in the pane, a scroll bar appears so you can scroll up and down through your show. You can click and drag the thumbnails to change the order of slides and you can delete slides from this pane.



C Slide Pane

The Slide pane is the largest pane in Normal view and shows a slide and all its contents. Here you can create and manipulate slide objects such as graphics and animations, and type text directly onto the slide. Drag the scroll bar on the right up or down to move to the previous or next slide.

D Notes Pane

The Notes pane appears below the Slide pane. You can type speaker notes associated with each individual slide. Position the mouse pointer on the line between the two panes until the pointer becomes a resizing tool, then click and drag to resize the Notes pane. You can refer to your notes while presenting without your audience seeing them.