**Intro To Office 2010 Video Project 16:**

**Word Style Tricks: Send Word To PowerPoint & Table Of Contents**

* 1. Styles like Heading 1 and Heading 2 can be used to create automatic Table of Contents and automatic PowerPoint Presentations.
	2. Notes for PowerPoint:

<http://msmvps.com/blogs/tohlz/archive/2006/06/18/send-word-to-powerpoint.aspx>

**Send Word to PowerPoint**

Published 18 June 06 03:51 AM | tohlz

Microsoft Office Word offers you a nice feature that allows you to send Word documents into PowerPoint presentations. With this Send To feature, you can easily create a presentation from word documents.

To send your word document to PowerPoint, from Microsoft Office Word, simply click File > Send To > Microsoft Office PowerPoint. BUT WAIT! You will probably get an unexpected result, and this may not be what you want. The solution is to properly configure your document through styles and formatting.

First of all, you will need to bring up the Styles and Formatting task pane from Microsoft Office Word. To do so, click Format > Styles and Formatting. Now here's how PowerPoint picks up the formatting from Word:

* Text that are formatted with Heading 1 will be converted to Title text in PowerPoint.
* Text that are formatted with Heading 2 will be converted to primary bullet.
* Text that are formatted with Heading 3 will be converted to sub-bullet (2nd level bullet), Heading 4 will be converted to 3rd level bullet, so on and so forth.

Repeat the steps above to start on with the next slide.

One thing to take note though. Text with unformatted style will not be sent to PowerPoint in this case. In addition, objects such as tables, diagrams, pictures, autoshapes and etc, cannot be sent to PowerPoint.

For Microsoft Office 2010

Word 2010 doesn't allow you to publish to PowerPoint 2010 by default.
Here's the solution:

After you are done in Word 2010, save it as a Word document.
Now open PowerPoint 2010.
Click on the Office Button at the top left hand corner.
Click Open.
Under Files of type, select All Outlines.
Now select the Word document and click Open.

Alternately,
In Word 2010, right click on the ribbon.
Select Customize Quick Access Toolbar.
Under "Choose commands from:", select Commands not in the ribbon.
Look for "Send to Microsoft Office PowerPoint".
Click Ok.
The command will then be added onto the Quick Access Toolbar (QAT).