**Intro To Office 2013 Video Project 17:**

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

**Automatic 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:

**Send Word to PowerPoint**

Formatting In Word:

1. Text that are formatted with Heading 1 will be converted to Title text in PowerPoint.
2. Text that are formatted with Heading 2 will be converted to primary bullet.
3. 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.

Sending to PowerPoint:

1. After you are done in Word, save it as a Word document.
Now open PowerPoint.
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.
2. In Word, right click on the ribbon.
Select Customize Quick Access Toolbar.
Under "Choose commands from:", select All Commands.
Look for "Send to Microsoft Office PowerPoint".
Click Ok.
The command will then be added onto the Quick Access Toolbar (QAT).