Highline College
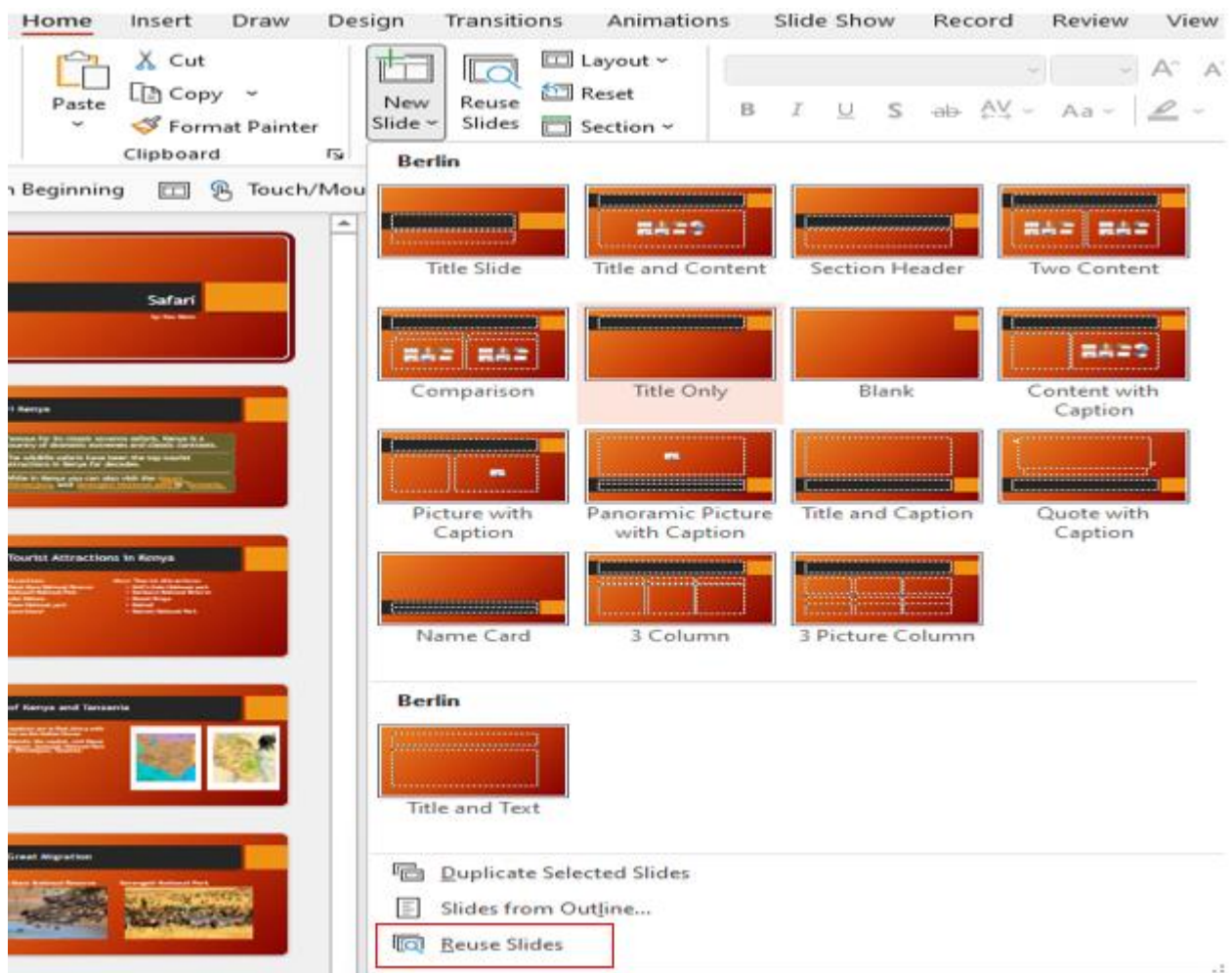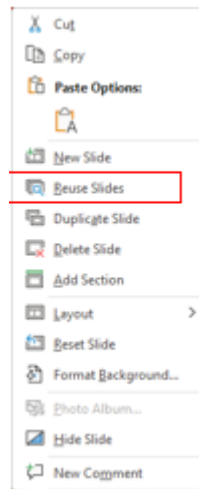
Busn 216: Computer Applications for Business

M365 Video #11: Import Slide and Save Presentation in Other Formats

1. You can use reuse slides from other PowerPoint presentations.
    i. Home tab, on the slides group, Click New Slide button arrow and from the drop down menu, click 'Reuse Slide'
        1. Reuse Slide coumn will appear on the right side of your presentation and you have the ability to choose the presentation that you would like to reuse the slide from, click on that and then click on the slide that you would like to insert and this will be inserted in the PowerPoint Presentation that you are creating.

ii. You can also use the Slide pane.
1. From the Slide Pane, right click on the slide that you would like the new Slide to be inserted next to (imported slide will be inserted below the slide that you select)
2. From the drop down menu, click 'Resuse Slide'. (follow the step above on i-1).

2. File formats that PowerPoint presentations can be saved as:
a. PowerPoint lets you to save your presentations in several formats which allows others to view the presentation without allowing your viewers to make any changes.
i. How to save in other formats:
1. Click on the File Tab to open the backstage view
2. Click Export
3. Select the format you would like to save your presentation as.
ii. Types of PowerPoint Presentation formats are included in the next page. (page 3).

File Format	Description
MPEG-4 Video Windows Media Video	This is a video created from the slides in the presentation
PNG Portabe Network Graphics JPEG File Interchange Format	You can save on or all of the slides as an individual picture (graphic) file in JPEG or PNG format
PDF	Portable Document File Format, shows document as it looks in the app that created it and can be opened on any computer so long as you have a free pdf reader program installed in your computer
PowerPoint Show	This format automatically opens in a slide show view if you open this in your Windows Explorer
PowerPoint Picture Presentation	Each slide is saved as a picture (graphic object) and wach of these picture is placed on a different slide in a new PowerPoint Presentation.
PowerPoint 97-2003	This format can be opened in earlier versions of PowerPoint.
Outline/RTF	RTF – Rich Text Format. The text of the presentation is saved in a Word document
XPS	XML paper specifications, this format lists the content and also describes how the document looks like and can be opened in any computer.

3. How to Show File Properties
    i. Click the File Tab
    ii. Click Info – in the backstage view
    iii. Click on Properties
        1. Select Advanced Properties
        2. Click the Summary Tab
        3. Make the changes that you would like on the boxes in the dialog box.
    iv. Click 'Show all Properties'
        1. You can make the changes that you would like here too.