

Saving a Presentation

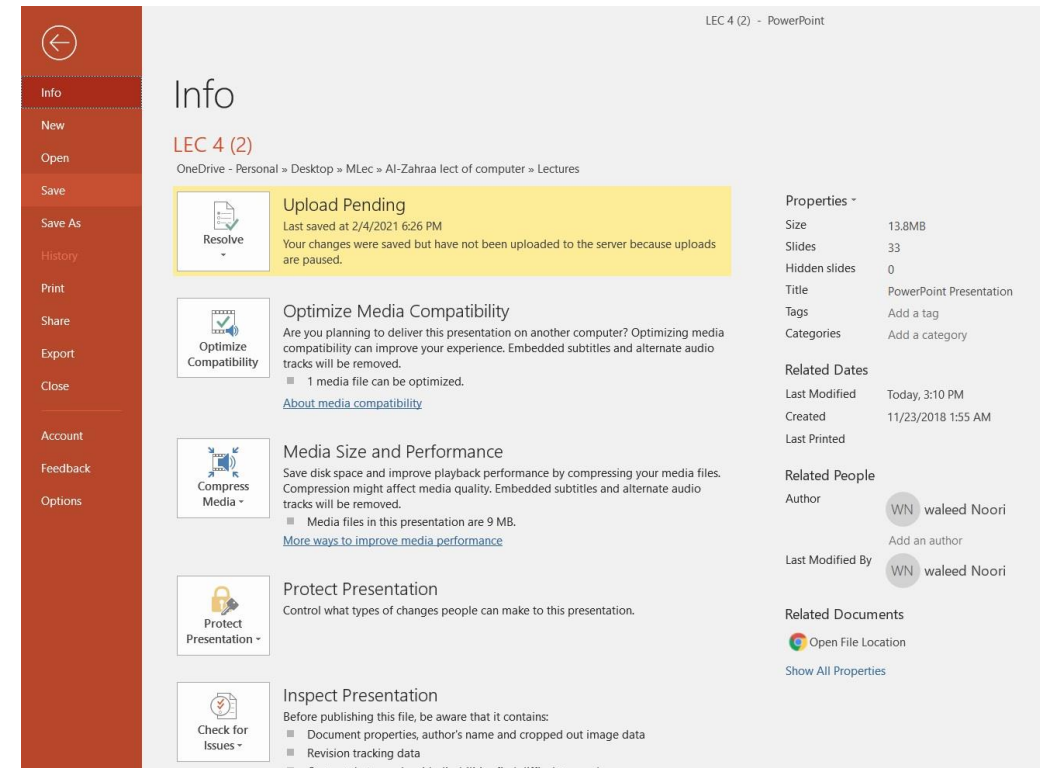
Saving a Presentation

After you've created a presentation, you need to save it if you want to use it again. Also, if you make changes to a presentation you'll want to save it. You can even save a copy of an existing presentation **with a new name, to a different location, or using a different file type.**

- **Save a new presentation**

1. Click the **Save** button on the Quick Access Toolbar. The Save As dialog box appears.

Other Ways to Save: Press **<Ctrl>+ <S>**. Or, click the **File** tab and select **Save**.



The screenshot shows the 'Info' pane in Microsoft PowerPoint. The title is 'LEC 4 (2) - PowerPoint'. The location is 'OneDrive - Personal > Desktop > MLec > Al-Zahraa lect of computer > Lectures'. A yellow banner indicates 'Upload Pending' with the message: 'Last saved at 2/4/2021 6:26 PM. Your changes were saved but have not been uploaded to the server because uploads are paused.' Below this, there are several optimization options: 'Optimize Media Compatibility' (1 media file can be optimized), 'Compress Media' (Media files in this presentation are 9 MB), 'Protect Presentation' (Control what types of changes people can make to this presentation), and 'Inspect Presentation' (Before publishing this file, be aware that it contains: Document properties, author's name and cropped out image data; Revision tracking data; Content that people with disabilities find difficult to read).

Properties	
Size	13.8MB
Slides	33
Hidden slides	0
Title	PowerPoint Presentation
Tags	Add a tag
Categories	Add a category
Related Dates	
Last Modified	Today, 3:10 PM
Created	11/23/2018 1:55 AM
Last Printed	
Related People	
Author	WN waleed Noori
	Add an author
Last Modified By	WN waleed Noori
Related Documents	
	Open File Location
	Show All Properties

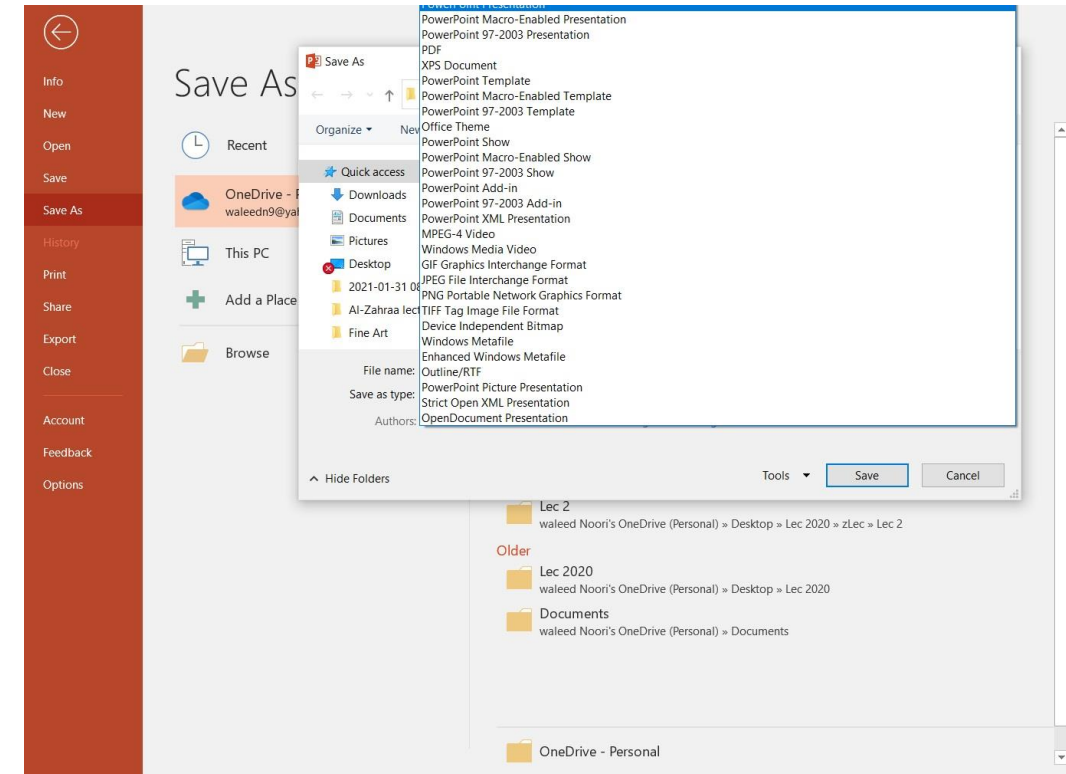
Save a presentation as a different file type

Save a presentation as a different file type

Just as some people can speak several languages, PowerPoint can read and write in other file formats, making it easier to share information between programs.



1. Click the **File** tab and select **Save As**. The Save As dialog box appears.
2. Click the **Save as type** list arrow and select a file format.
3. Click **Save**.



Closing a Presentation

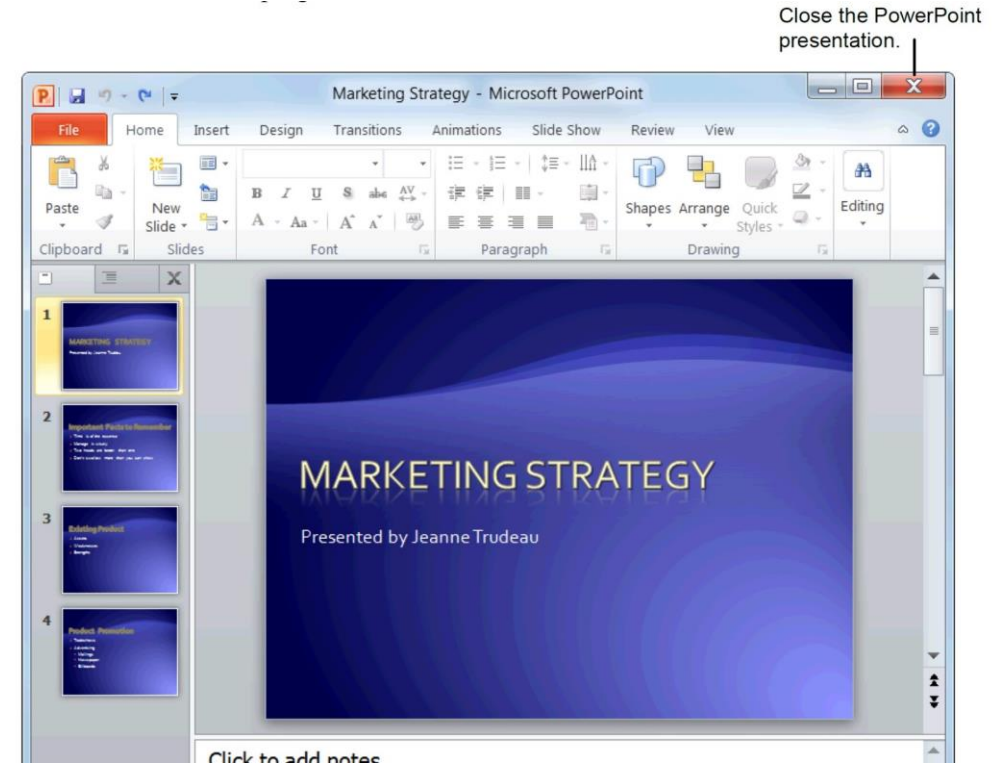
Closing a Presentation

When you're done working on a presentation, you need to close it.

1. Click the **File** tab and select **Close**. The presentation closes. You can access the file again by opening it later.

Other Ways to Close a Presentation: Press **<Ctrl>+ <W>**.

Or, click the **Close** button in the upper right corner of the PowerPoint window.



PowerPoint Keyboard Shortcuts

Keyboard Shortcuts

General

Open a Presentation	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save a Presentation	<Ctrl> + <S>
Print a Presentation	<Ctrl> + <P>
Close a Presentation	<Ctrl> + <W>
Insert a New Slide	<Ctrl> + <M>
Help	<F1>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>

Navigation—Go To:

The Next Slide	<Spacebar>
The Previous Slide	<Backspace>

Inserting Slides

❑ Insert a new slide

- Inserting a new slide is easy
- Click the **Home** tab on the Ribbon and click the **New Slide** button in the Slides group.

❑ Delete a slide

- On the slides tab in the outline pane, select the slide you want to delete.

Press <delete>

