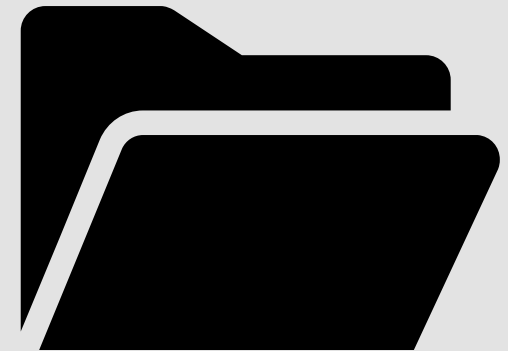


Saving & Opening PowerPoint Files

A Power UP! JUMP START Tutorial



Syllabus: Lots to Learn!

- **How to SAVE & OPEN**
- **Where to Save**
- **Five Tricks**
- File Formats: PDF's and Images
- Auto Save and Manual
- Versioning: Protect You Big Projects
- Easy Name Changing

Saving: How

- Simple:
 - Click the ICON

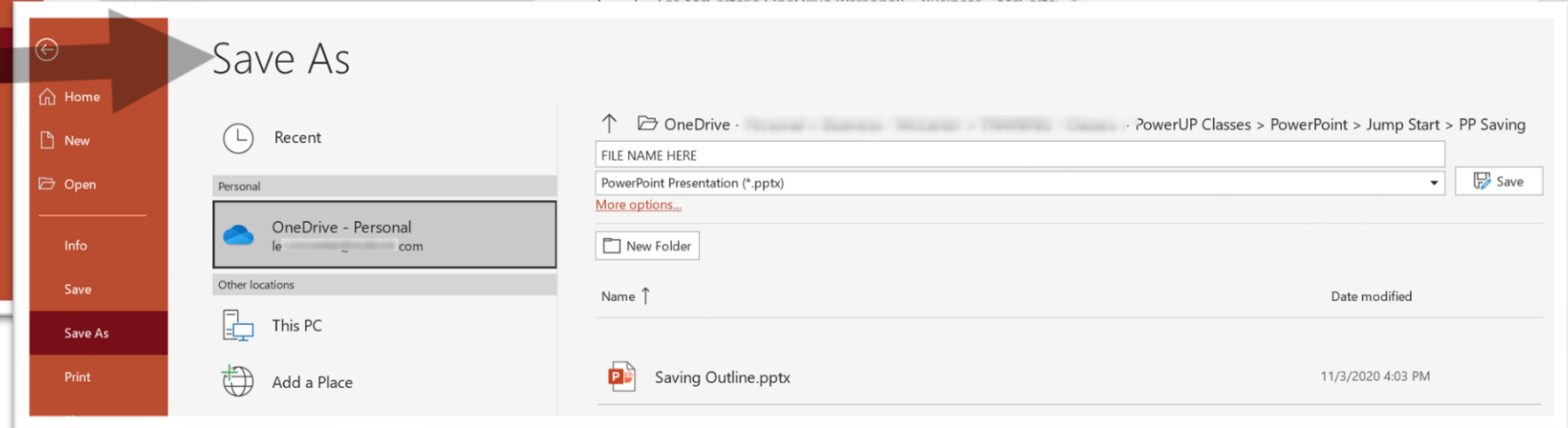
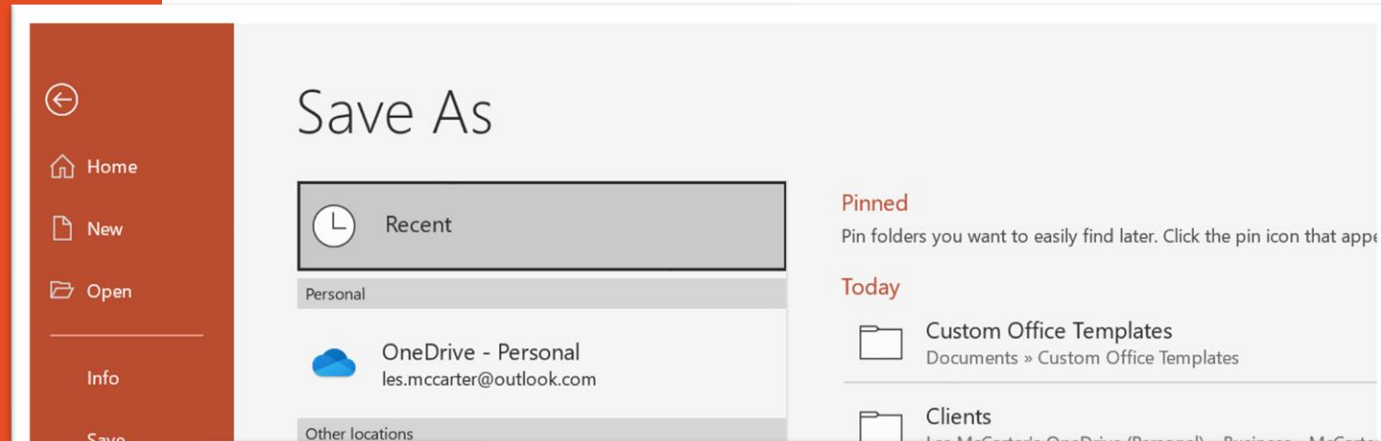


Saving: Where

- Easy . . .
 - Brand new file: Just give it a name

Saving: Where

- Maybe Not So Easy . . .
 - Just FILE and SAVE . .
 - Where should it go?



Why OneDrive

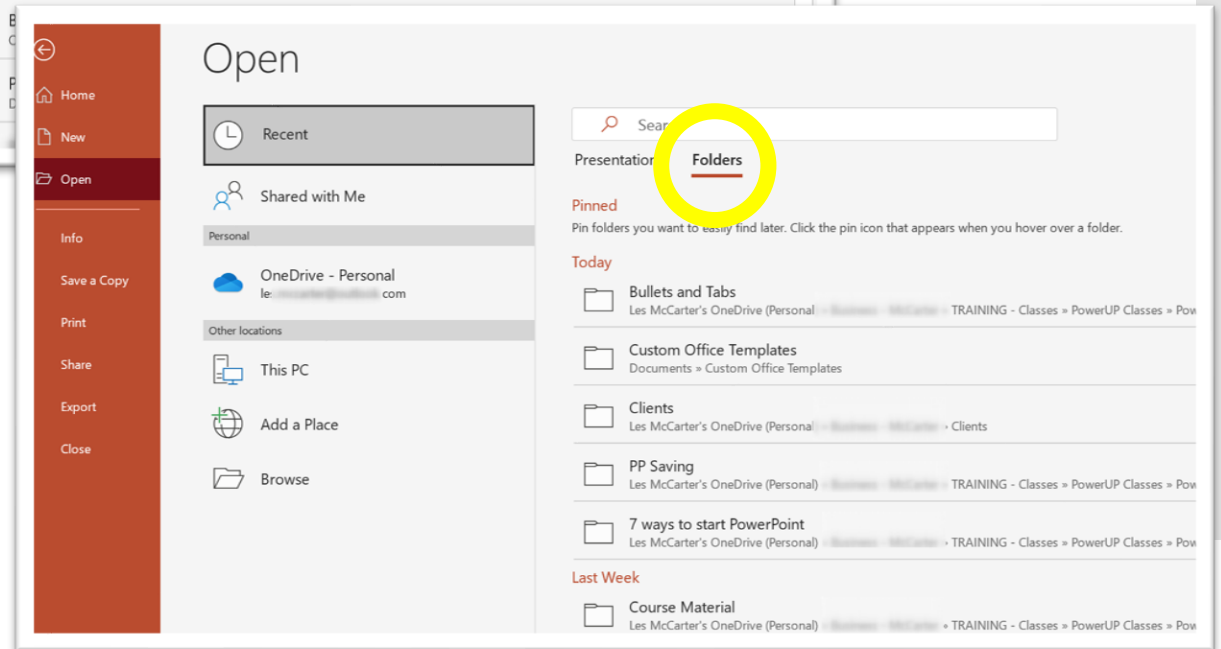
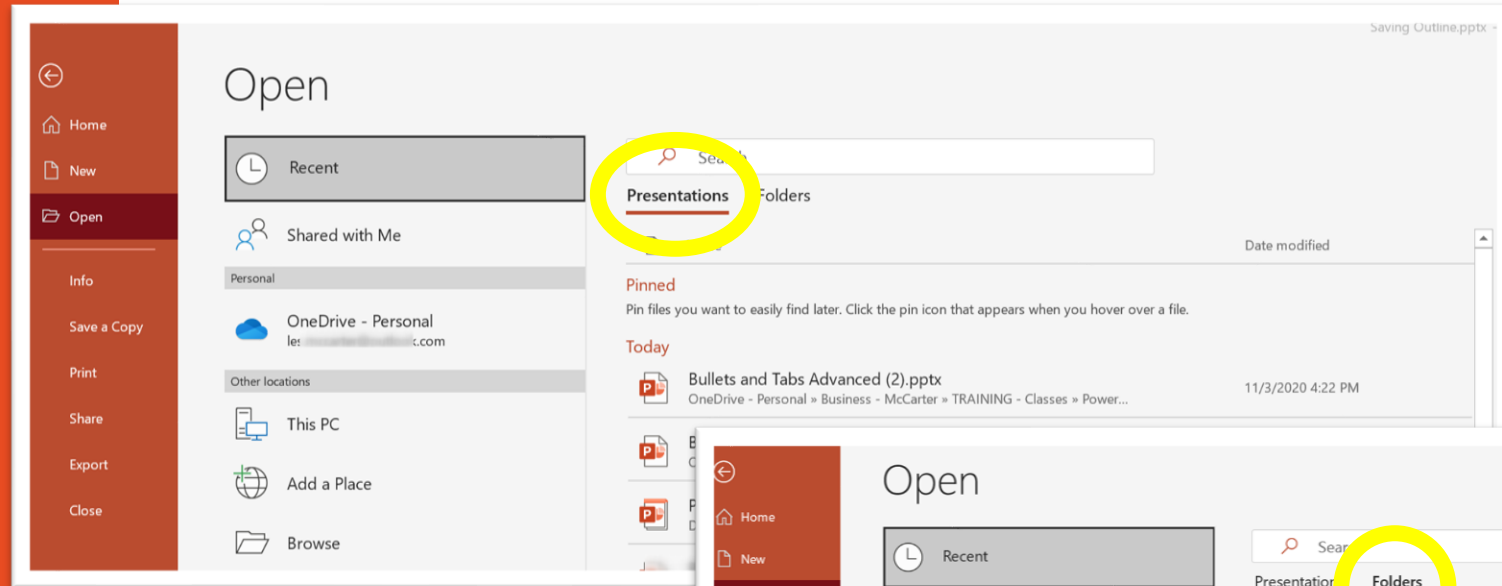


OneDrive

1. Auto Save
 2. Always backed up
 - With Revisions
 3. Available “Everywhere”
- USE IT, IF YOU OWN IT!

Opening: How

- Presentation versus Folder



Search

- Sucks
- But can be used
- Best to put where you can find your files
 - Plan ahead!
 - Organize your files!!!

Tricks

- Keyboard Shortcuts
 - CTRL – S for Save
 - CTRL – O for Open
- Longer “Remember” Lists for Open
- Pinning Files
- Default Locations
- Auto Save

Save “AS” File Formats

- Templates
 - See our *Templates and Theme* YouTube Video
- Easy Sharing: PDFs the universal file
- Turning into PICTURES with JPGs
 - Better yet: PNG files
- For Fun: Animated GIFs
- More

Versioning

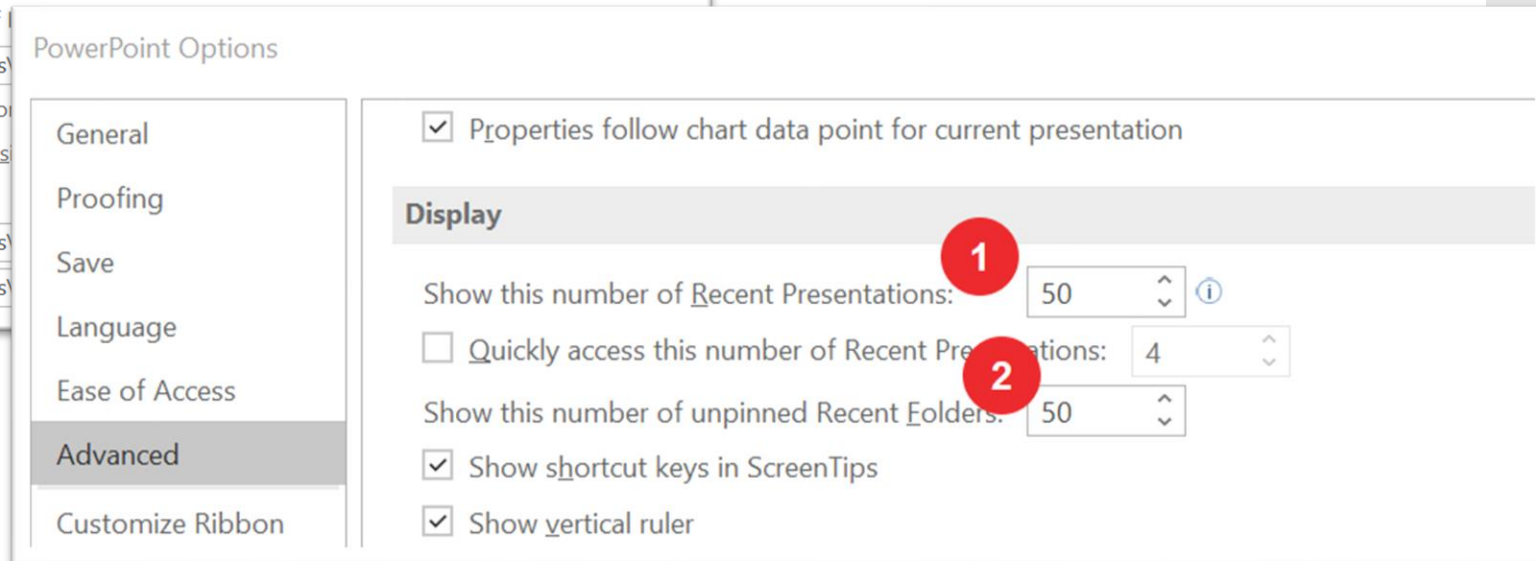
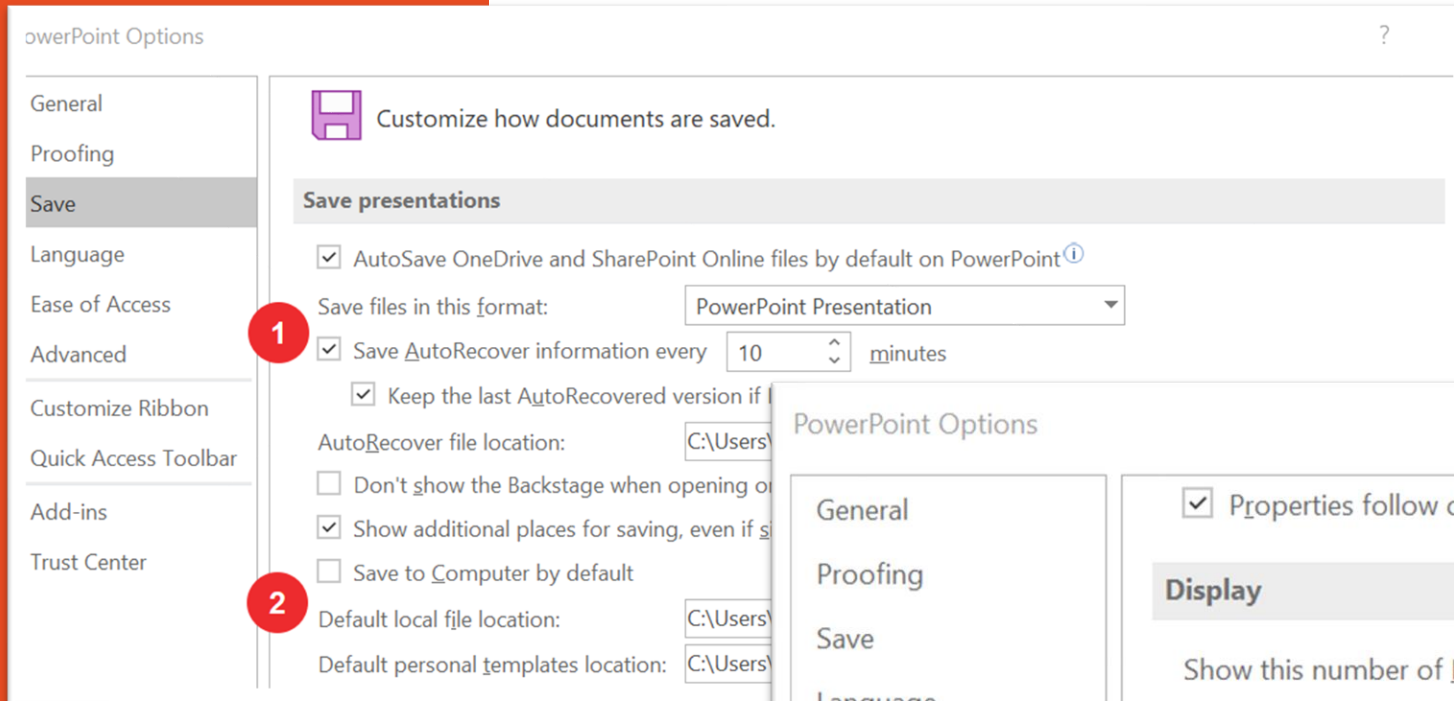
- What is it?
 - Saving the FILE AS a new project
 - Perform a FILE and SAVE AS
 - Just add a *Ver 1, Ver 2, Ver 3*
 - When you have an important project
 - When you are investing a huge amount of effort to create
 - When you are trying something new
 - Undo can help, but to be safe, VERSION

Name Change

- Simple with Office 365
 - Top of Screen
- Older versions, need to do a *SAVE AS*
 - And then delete old file
 - Or do it in File Manager
 - But if you do that, it won't be listed in your "latest presentation list"

Save OPTIONS

- Customizing your PowerPoint
- FILE and OPTIONS



Syllabus: What We Saw!

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