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ProductivI.T.y – For Internal Use Only

WHAT's New?



Save Your PowerPoint Presentation As A Show

If you want to really impress people with your PowerPoint, save the file as a .pps. This is a PowerPoint Show.

By saving as a PPS, when you double-click it, it will auto launch into the show mode. It makes it look so much more professional. Make sure you also save a PPT copy to work on it, but make your final output file a PPS.

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under NCVI. For comments and suggestions, kindly email: ict-process@pjlhuillier.com

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SAVE YOUR POWERPOINT PRESENTATION AS A SHOW

There are 2 simple ways of saving your PowerPoint presentation as a show:

A. Rename your presentation file to give it a PPS instead of PPT extension.

1a. Right-click the file and click **Rename**

or

1b. Left-click the file and press **F2** of the keyboard.



A.

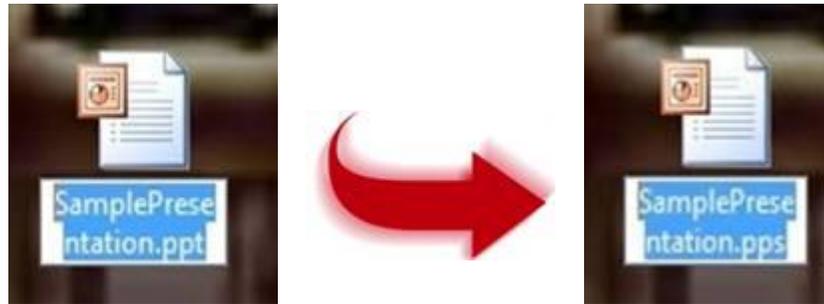


B.

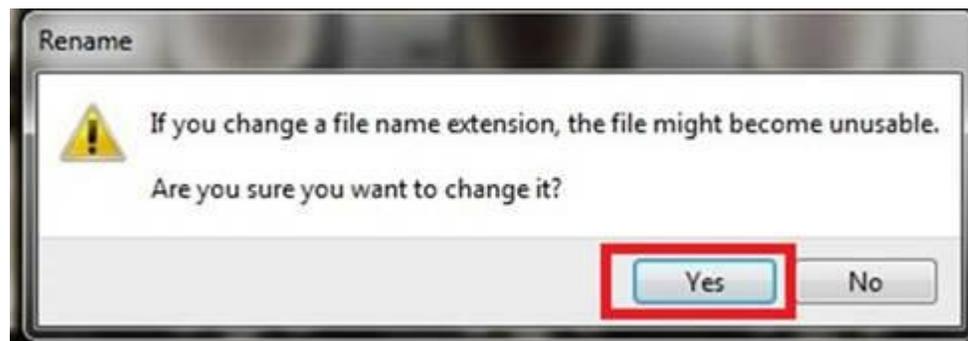
1a. Right-click the file and click **Rename**.



1b. Left-click the file and press **F2** of the keyboard.



2. A warning message will appear. Just Click “Yes” Button to confirm the change.



NOTE: Image of the file will change after confirmation (image below).



B. Open your PowerPoint presentation and save it as a PowerPoint Show instead of Presentation.

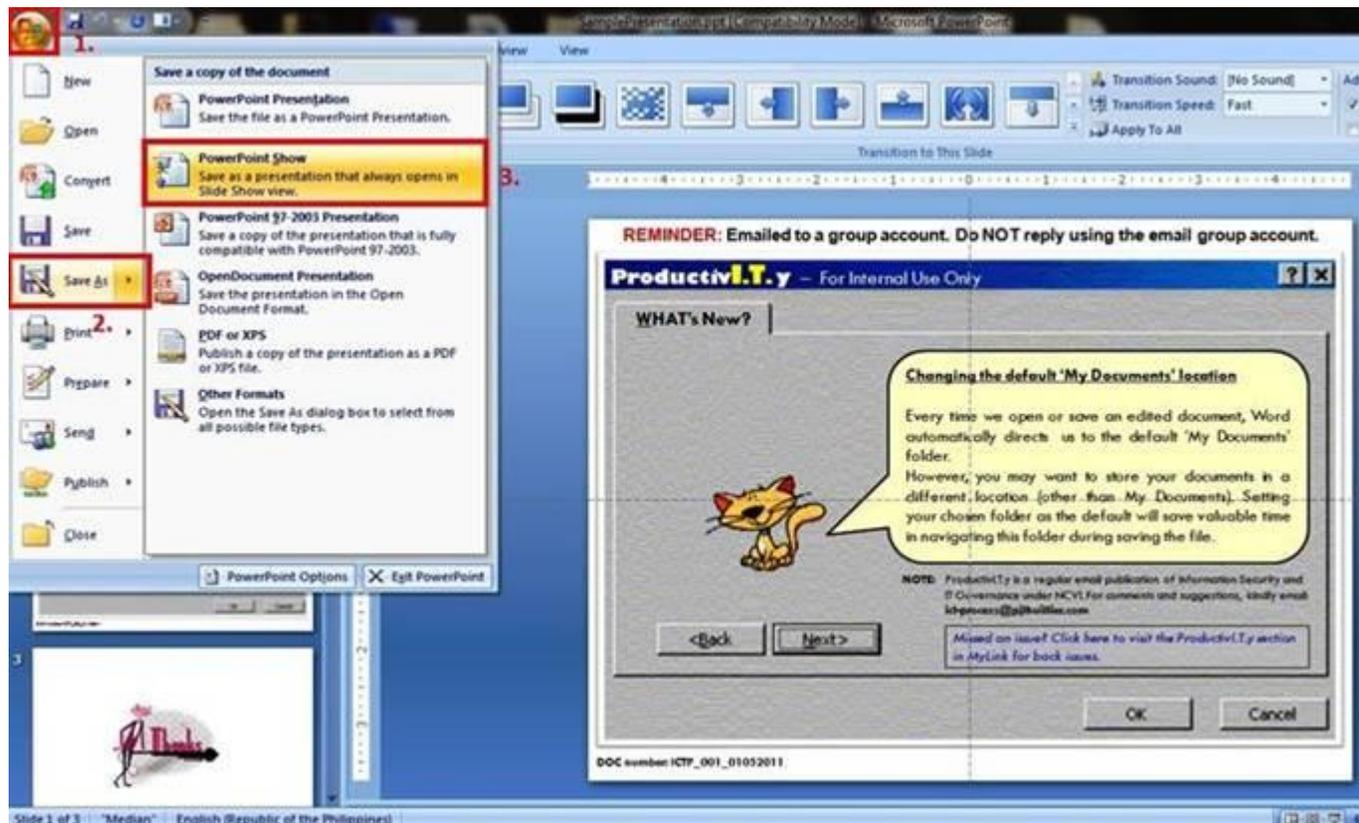


Figure 2.1

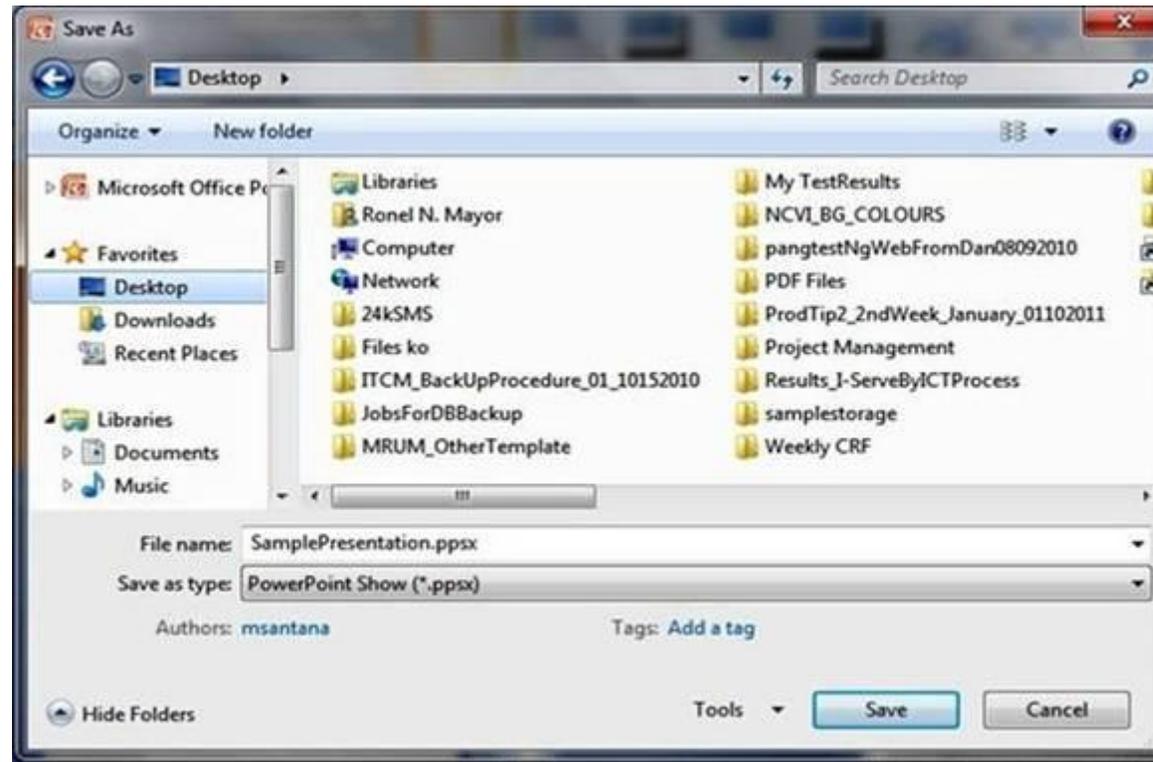


Figure 2.2

You may now show your presentation to your audience. You may even attach this to your email.

NOTE: You can also do the reverse, make a .pps into a .ppt just by changing the extension.