

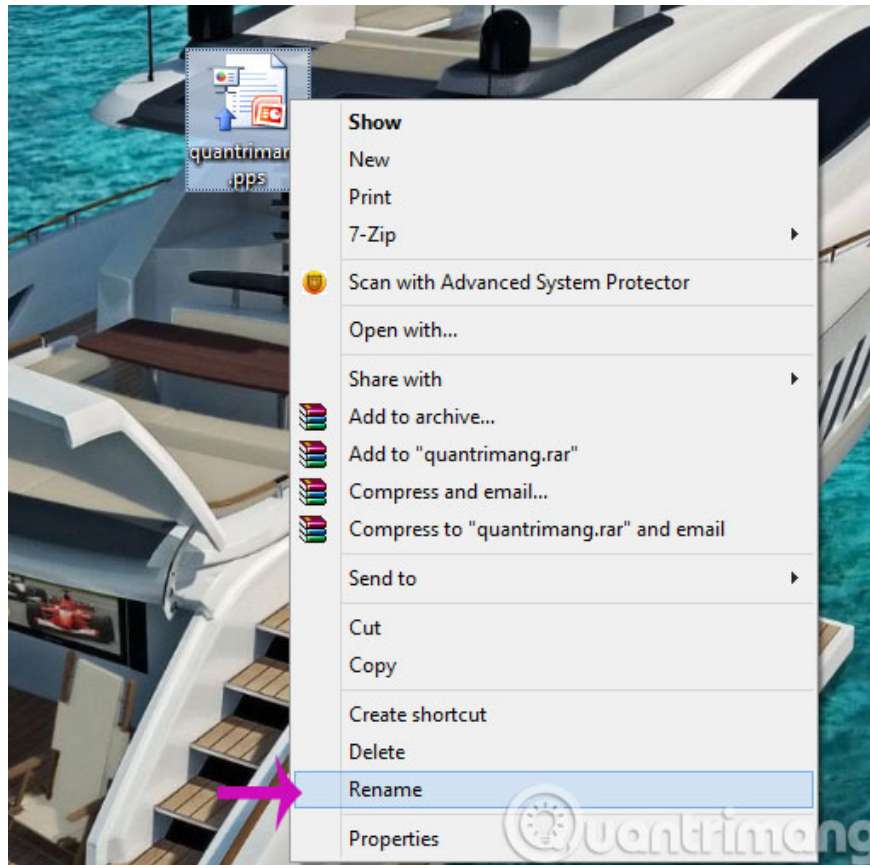
## 2 ways to transfer PPS file to PPT

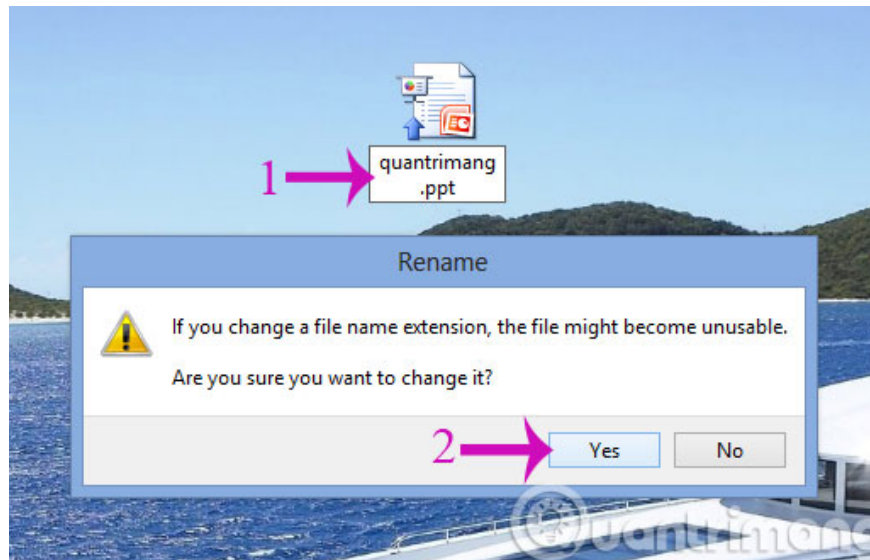
In the previous article, we helped you distinguish concepts of PPT, PPS, PPTX, PPSX and their functions. In this article, we will continue to share with you 2 ways to convert PPS file (slideshow only) to PPT (editable). Please consult.

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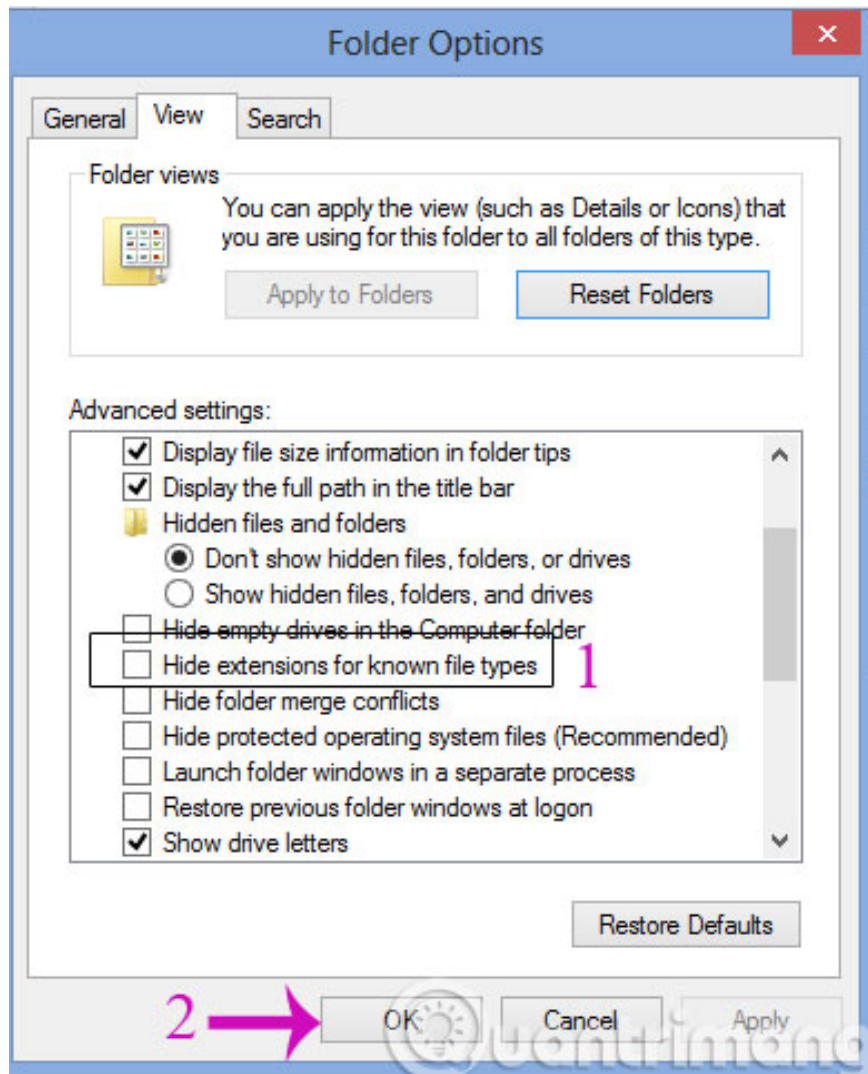
### Way 1

Right-click on the PPS file to convert, select **Rename** and then change the extension from **PPS** to **PPT**



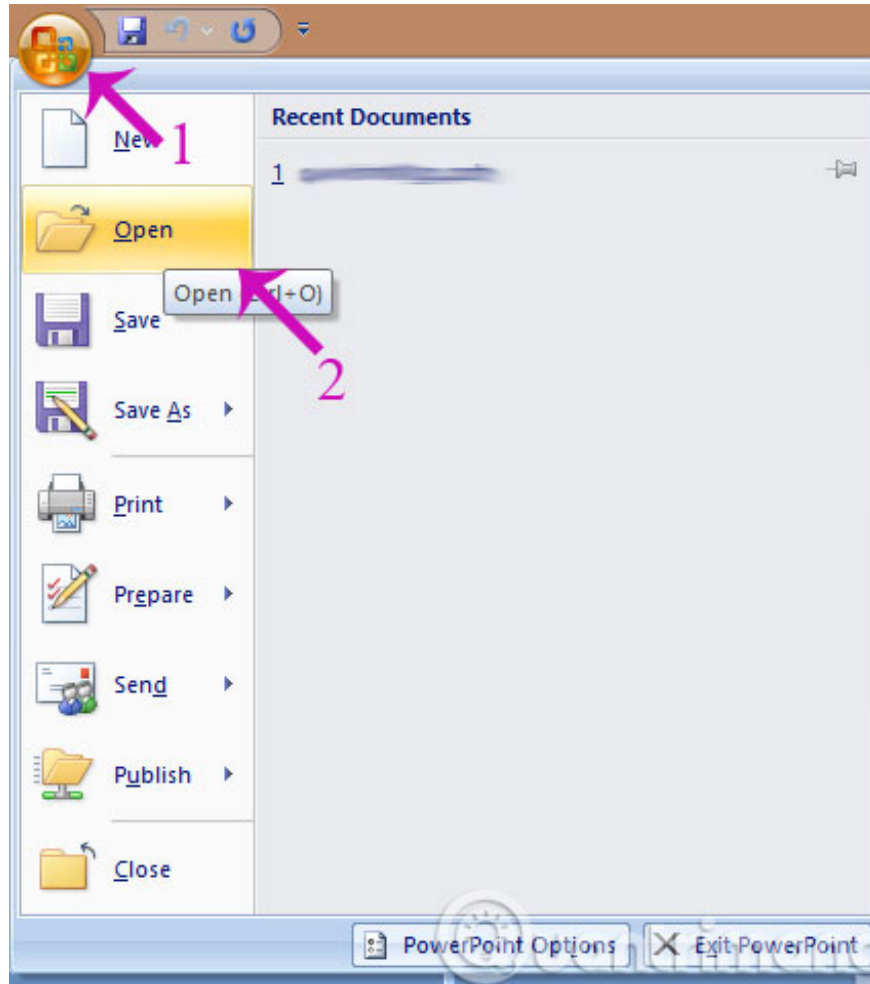


In case if you can't see what the file is, then go to **My Computer** in **Tools > Options** menu , go to the **View** tab and uncheck the **Hide extensions for known file types** -> **OK** .

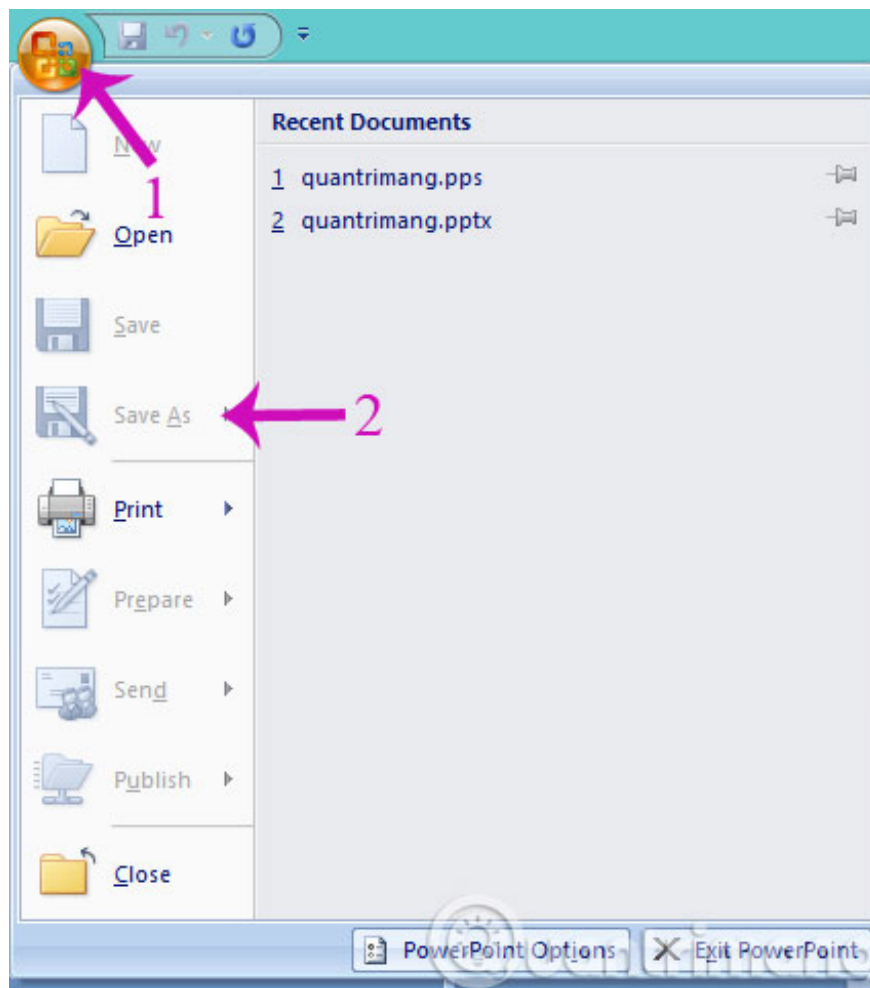


## Method 2

**Step 1** : Open the Power Point application, click the **Office** icon> **Open** and find the PPS file to open (or press **Ctrl + O** )



**Step 2** : After opening that PPS file, click on the **Office** icon, select **Save As** and save the file to **PPT** (or press **Ctrl + S** )



Above, we have introduced you to 2 ways to transfer PPS file to PPT format. Very simple, right?

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**Good luck!**

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