

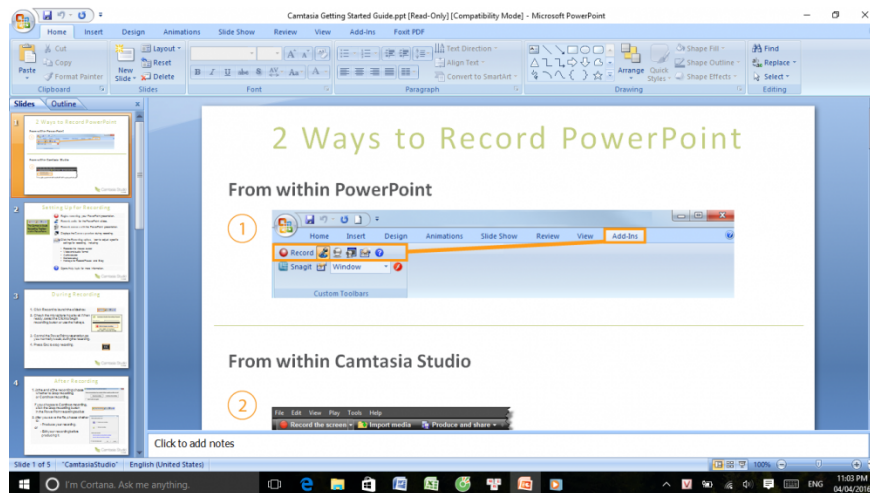
# How to convert Powerpoint files to PDF, Word

In the course of manipulating Powerpoint, you have or have encountered a situation that you want to convert Powerpoint files to Word and PDF files. Do not worry we will help you solve that problem.

Everyone knows that Microsoft Office Powerpoint is a famous presentation creation software. The work of creating slideshows is now so intuitive and easy that, after being specifically instructed, even elementary school students can do it. But things will become more difficult when you want to convert the file format from Powerpoint to other file formats. Don't worry because the following **TipsMake** will make everything easier for you.

## 1. Convert from a Powerpoint file to a PDF file

**TipsMake** give an example you want to convert a Powerpoint file as shown in the image below into a PDF file for example:

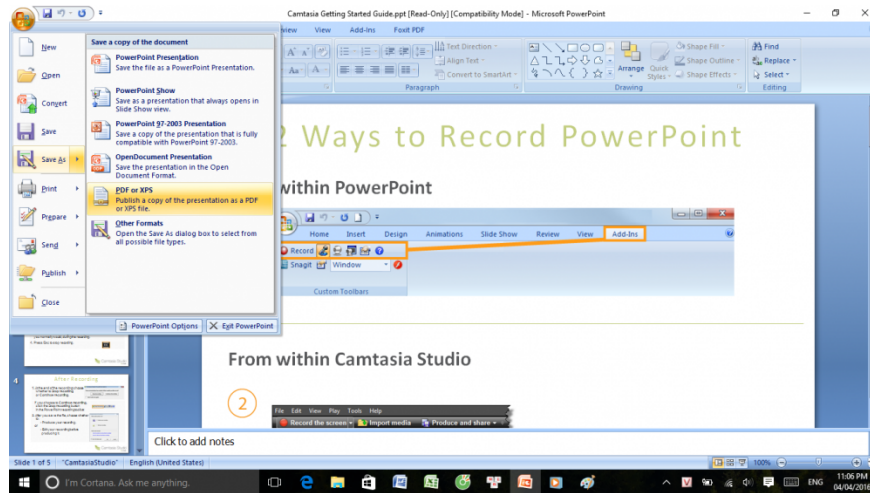


You can use many different ways, including the two most common and easiest way is to convert using the features of Microsoft Office Powerpoint software or the second way is to convert on the site [https:// smallpdf.com / ppt-to-pdf](https://smallpdf.com/ppt-to-pdf) .

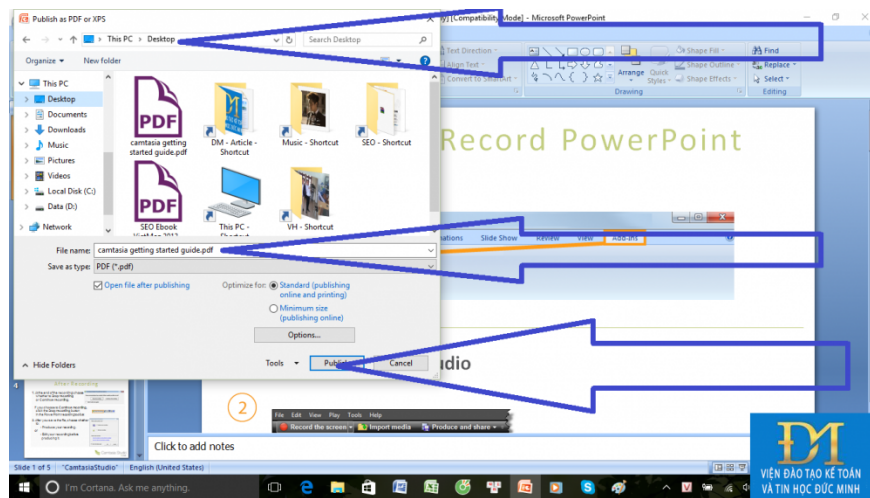
*TipsMake* will guide you through both ways:

### Method 1: Convert Powerpoint files to PDF files via available features.

- **Step 1:** Left-click the **Microsoft Office Button** icon in the top left corner in the **2007** version of **Microsoft Office** or press **ALT + F** keys in all versions to access the **Save As** section , then select **PDF** or **XPS** :



- **Step 2:** A dialog box selects where the file saving path will appear, select where you want to save and left click the **Publish** button.

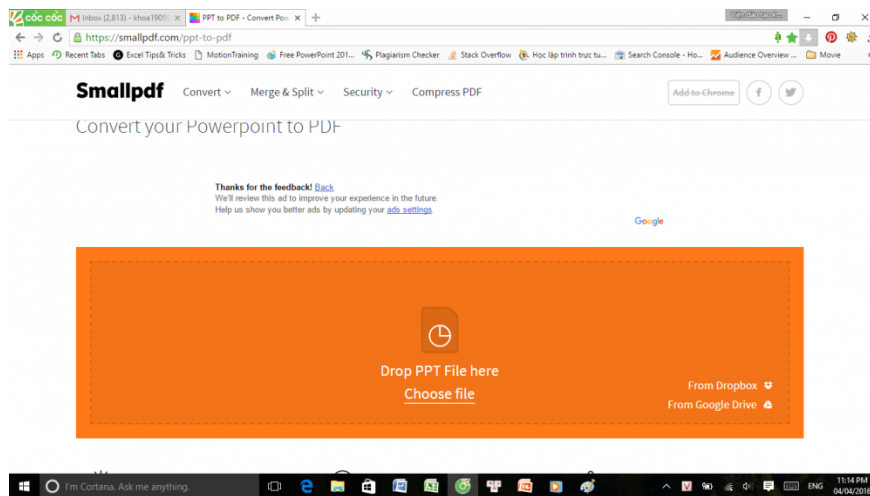


And this is the result:

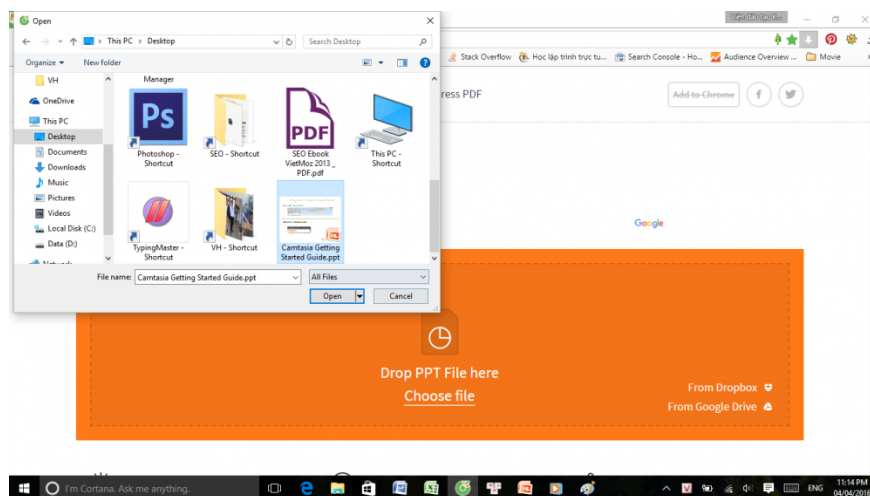


## Method 2: Convert Powerpoint files to PDF files online:

- **Step 1:** You access the page: <https://smallpdf.com/ppt-to-pdf>, the following interface will appear:



- **Step 2:** Left-click on the word ' **Choose File** ' as shown below, then select the path to save your file and click on the file - click ' **Open** ' to upload to the server, wait a while, it depends on the time according to the size of the file.



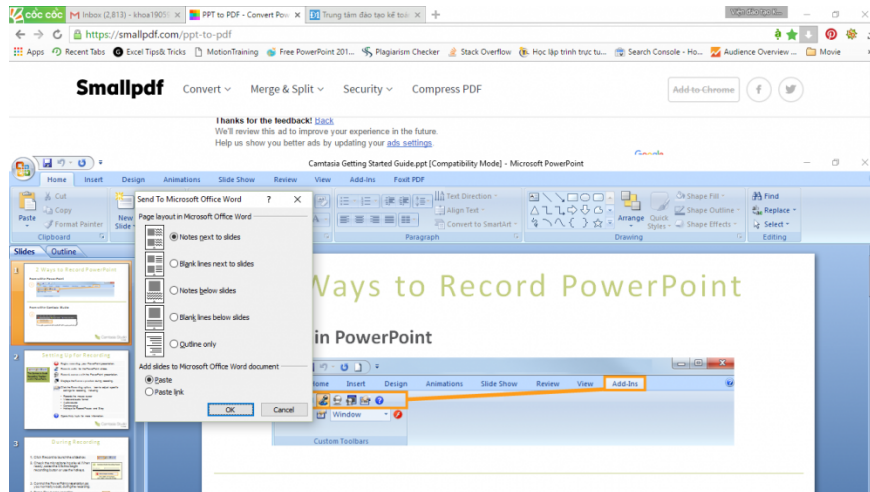
- **Step 3:** When you see the words ' . PDF ready for you to download now', you have succeeded. Just left click on ' **Download file now** ' to download and enjoy the results.

## 2. Convert from Powerpoint file to Word file

Still using the file as the above example, this time you want to switch to Word, you can also use many different ways, including two ways are using the built-in feature or online conversion:

## Method 1: Convert Powerpoint files to Word files via Powerpoint's built-in feature

- **Step 1:** Hold down the **Alt** key with one hand, press the **F + U + H** key combination in Microsoft Office 2007, or **File - Save & Send - Create Handouts** in 2010, or **File - Export - Create Handouts** In 2013, a ' **Send to Microsoft Office** ' dialog box will appear.



- **Step 2:** You have to understand what the text in the above dialog box is about, **TipsMake** will explain:

+ **Blank lines below slides:** Save and create blank lines just below the slides.

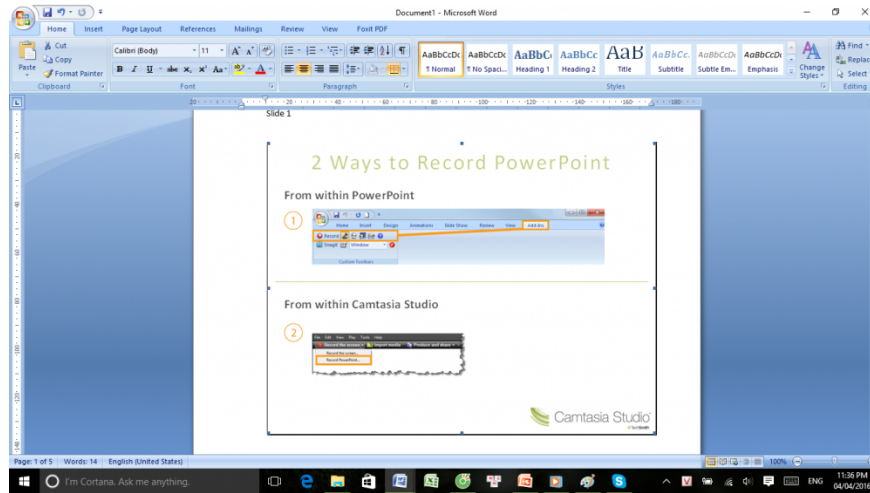
+ **Outline only:** Save and create plain text (only words do not have anything else).

+ **Blank lines next to slides:** Save and create blank lines to the right of the slides.

+ **Notes below slides:** Save and create notes at the bottom of the slides.

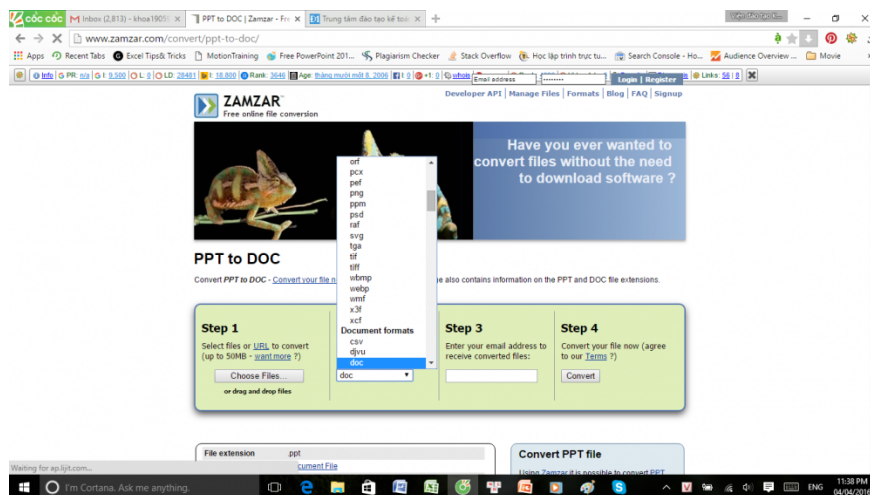
+ **Notes next to slides:** Save with the note (note) on the right of the slides.

- **Step 3:** Choose one of the above Word output types, you can try each one to see which one you like, use **TipsMake**, for example choose ' **Notes below sides** ', and **this is result:**



## Method 2: Convert Powerpoint files to Word files online

You access this page: <http://www.zamzar.com/convert/ppt-to-doc/> and follow the steps:



- **Step 1:** Select the Powerpoint file you want to convert.
- **Step 2:** Choose the file format you want to convert, there are many different types of formats for you to choose. Here you want to convert to Word file, select the file format ' **doc** ' or ' **docx** ' in the section ' **Document formats** '
- **Step 3:** Enter the email that the website will send the converted file to you later through the final step:
- **Step 3:** Click the ' **Convert** ' button and wait for the results!

*Tips Make wish you success, if you have any questions or suggestions, please leave a comment!*

You finished reading the article "**How to convert Powerpoint files to PDF, Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

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