

How to convert PowerPoint to Word in Office 2007, 2010, 2013.

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You want to convert PowerPoint content into Word documents, instead of copying each slide from PowerPoint to Word, you can quickly convert all the content in PowerPoint slides to Word documents with just a few steps. The operation is very simple.

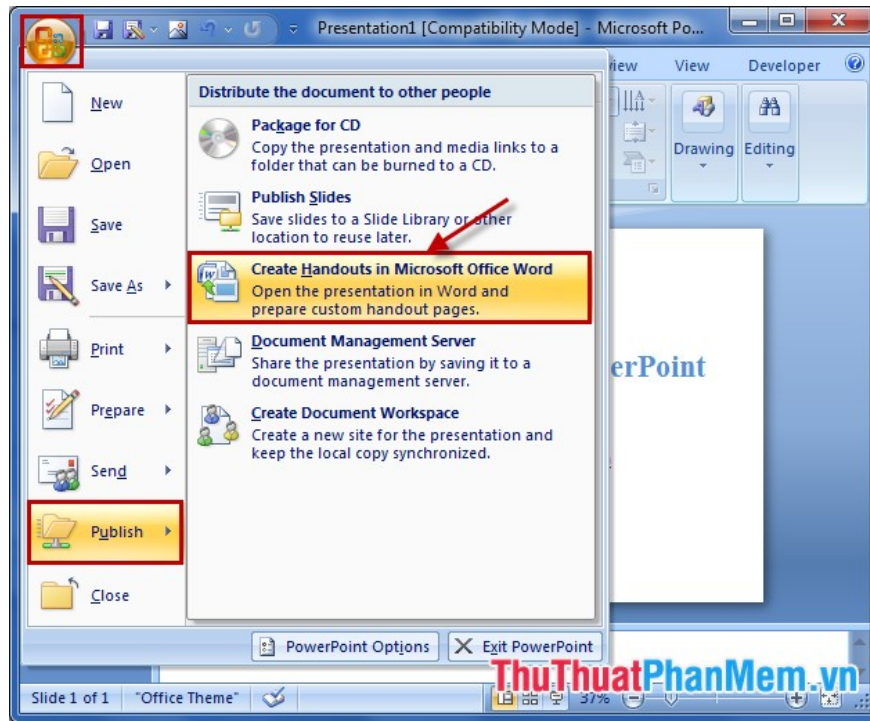


You can refer to the following article, an article on how to transfer content from PowerPoint to Word in Office 2007, 2010, 2013.

1. PowerPoint 2007.

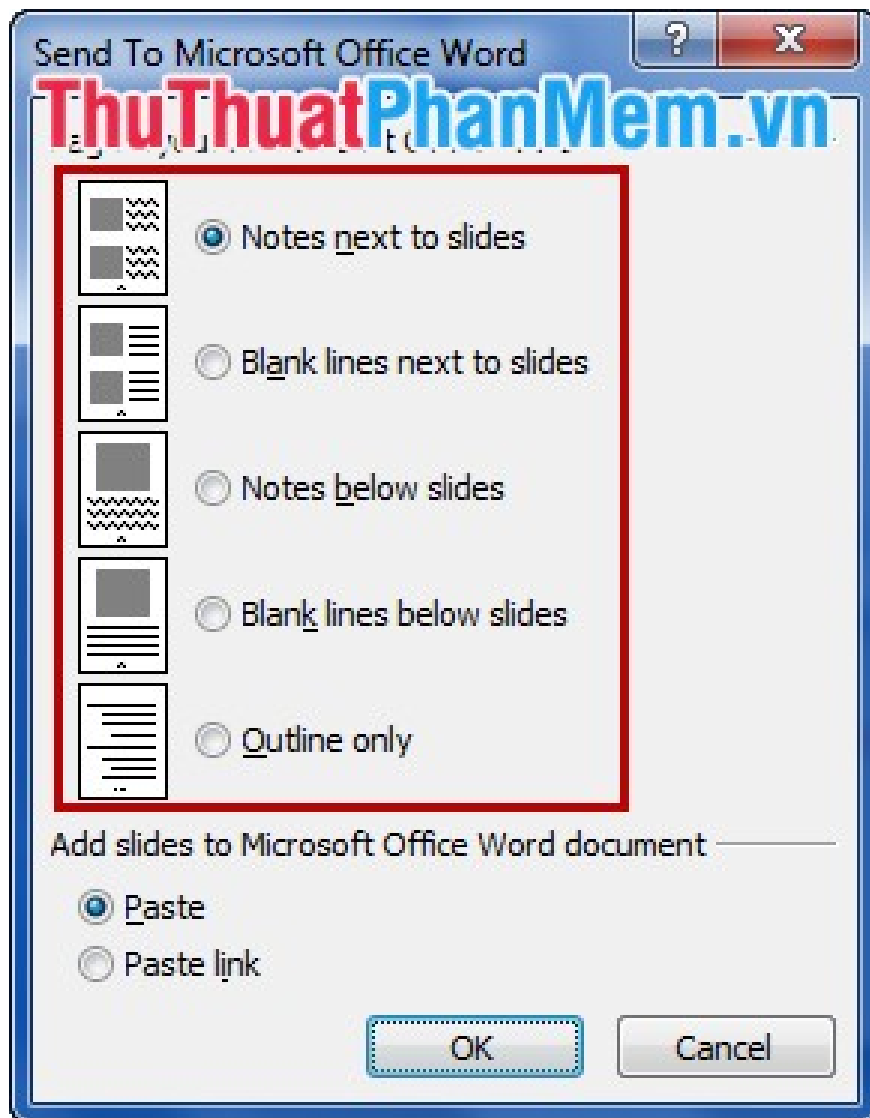
Step 1: You need to open the PowerPoint file to convert content to Word.

Step 2: Select the **Office Button** icon -> **Publish** -> **Create Handouts in Microsoft Office Word** .



Step 3: The **Send to Microsoft Office Word** dialog box appears, select the type of content to export to Word. There are 5 types of output:

- *Notes next to slides:* Note right slides.
- *Blank lines next to slides:* **Blank lines to** the right of the slides.
- *Notes below slides:* Notes below the slides.
- *Blank lines below slides:* **Blank lines below** the slide.
- *Outline only:* Text form (only words without slide background).

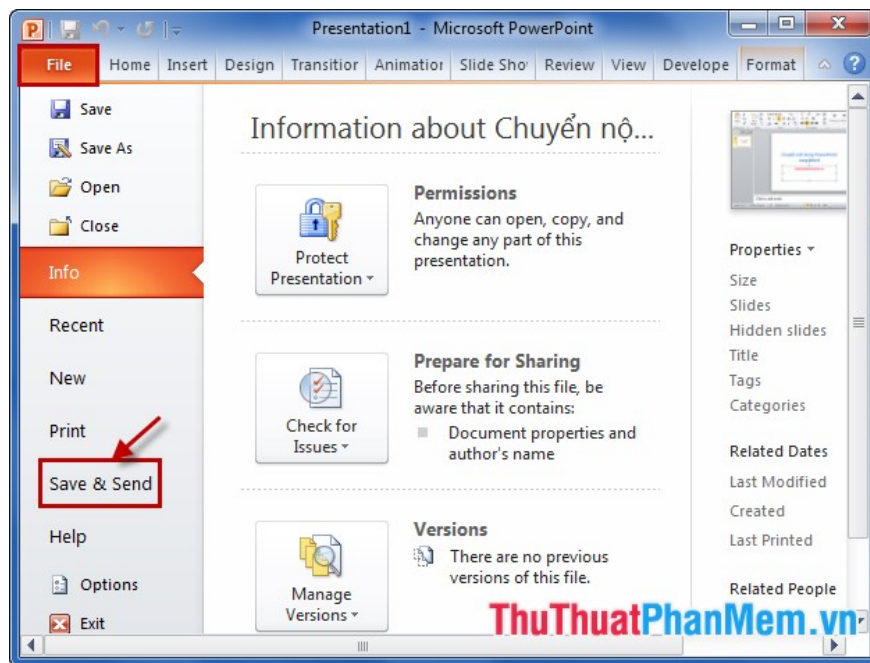


After selecting the content export type you click **OK** .

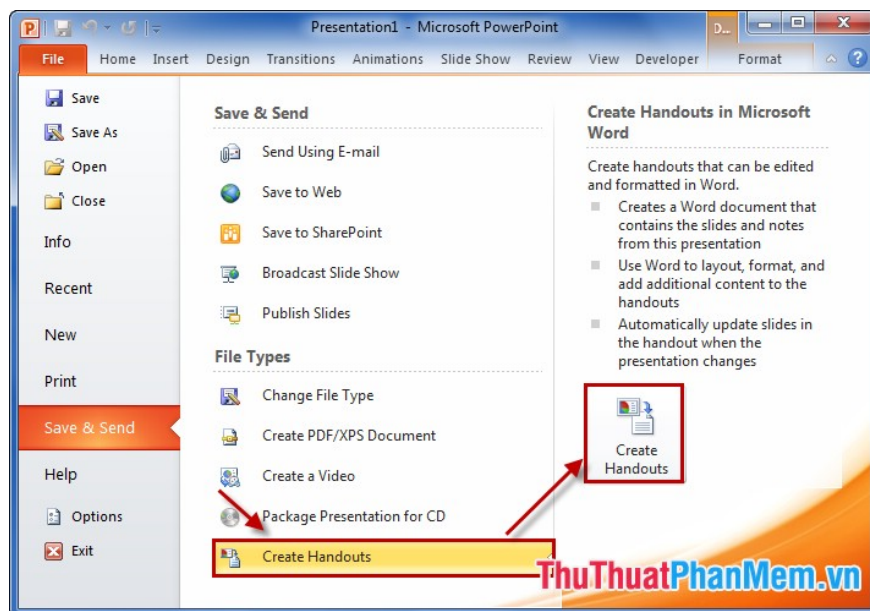
2. PowerPoint 2010.

Step 1: Open the PowerPoint file to transfer.

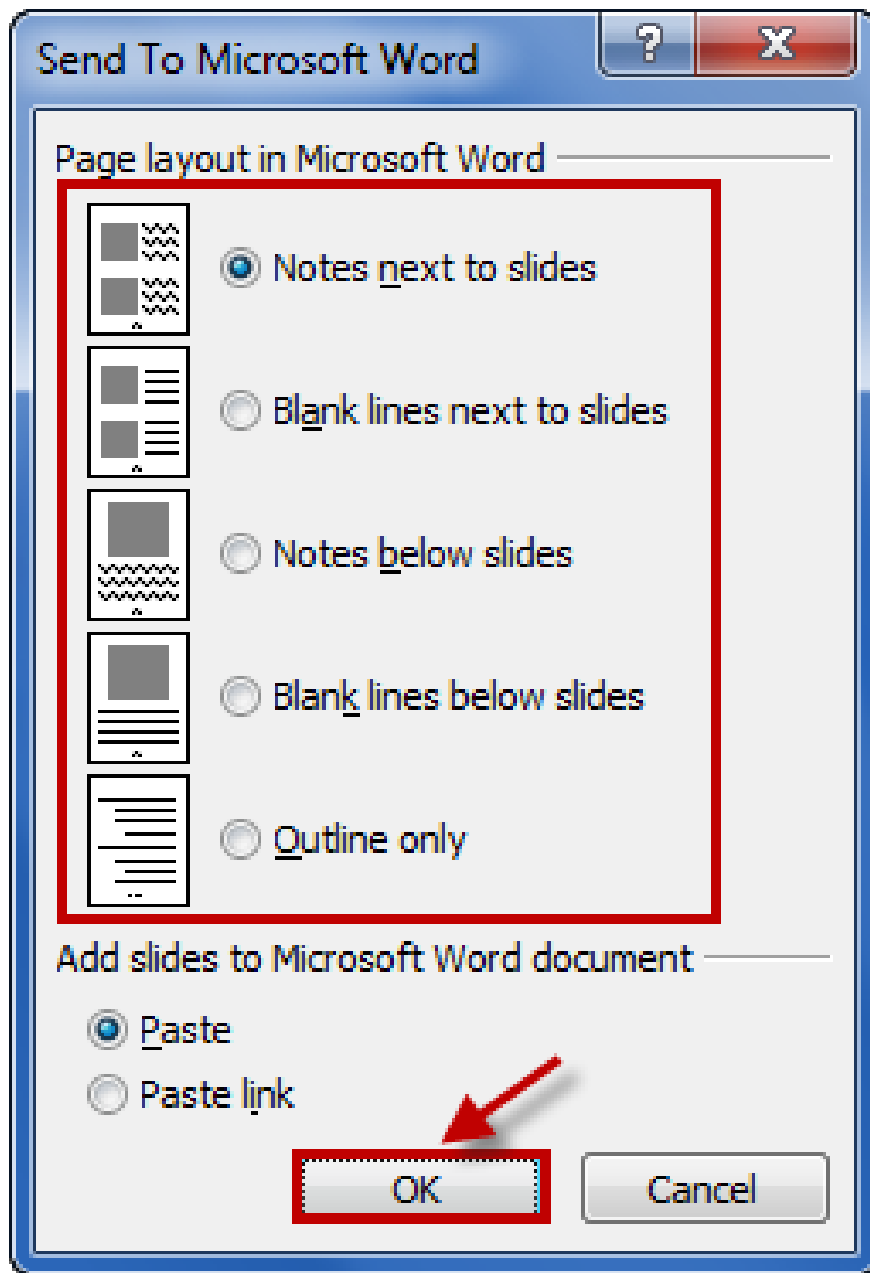
Step 2: Select **File** -> **Save & Send** .



Step 3: Select **Create Handouts** in File Types and select **Create Handouts** in **Create Handouts in Microsoft Word** .

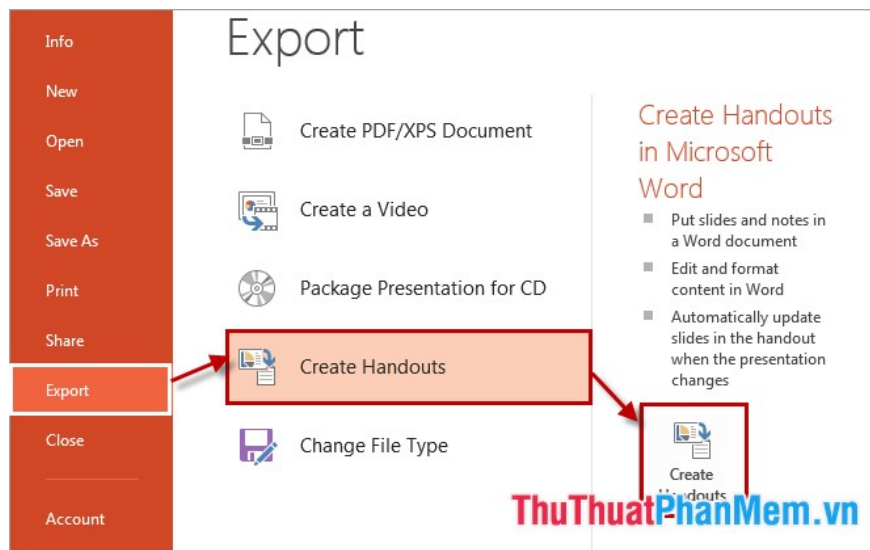


Step 4: The **Send To Microsoft Word** dialog box appears, select the content export type and click **OK** .



3. PowerPoint 2013.

Step 1: You choose **File -> Export -> Create Handouts -> Create Handouts in Create Handouts in Microsoft Word** .



Step 2: Choose the type of content to send in **Send to Microsoft Word** and then click **OK** .

Hope the article will help you. Good luck!

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