

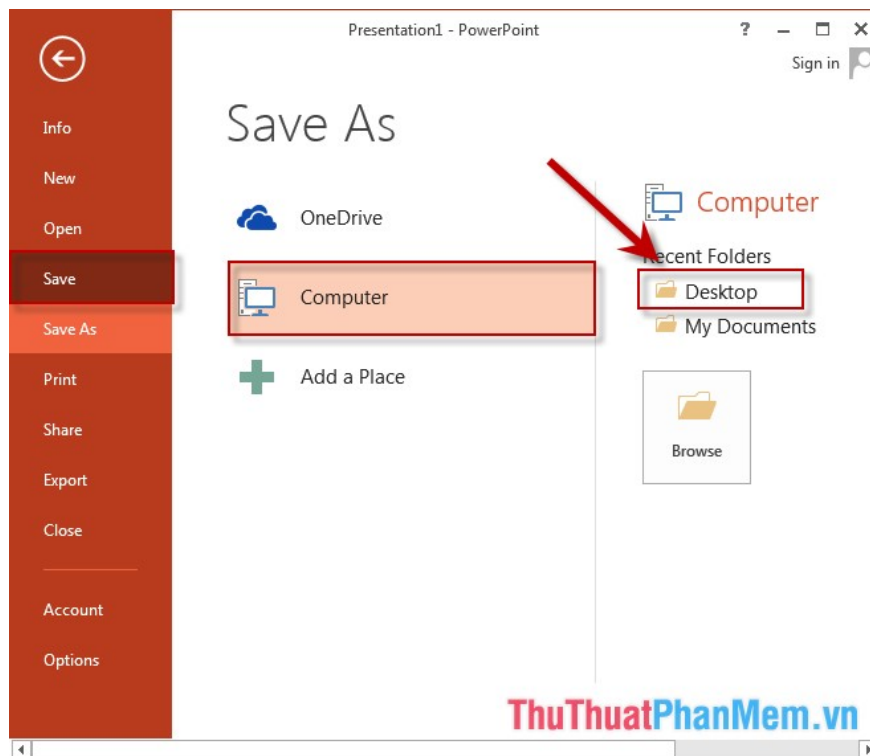
Save a slide presentation file in PowerPoint

Introduce how to Save a slide presentation file in PowerPoint. 1. Save a new presentation file. Step 1: Open PowerPoint - go to File - Save - choose a location to save the presentation file:

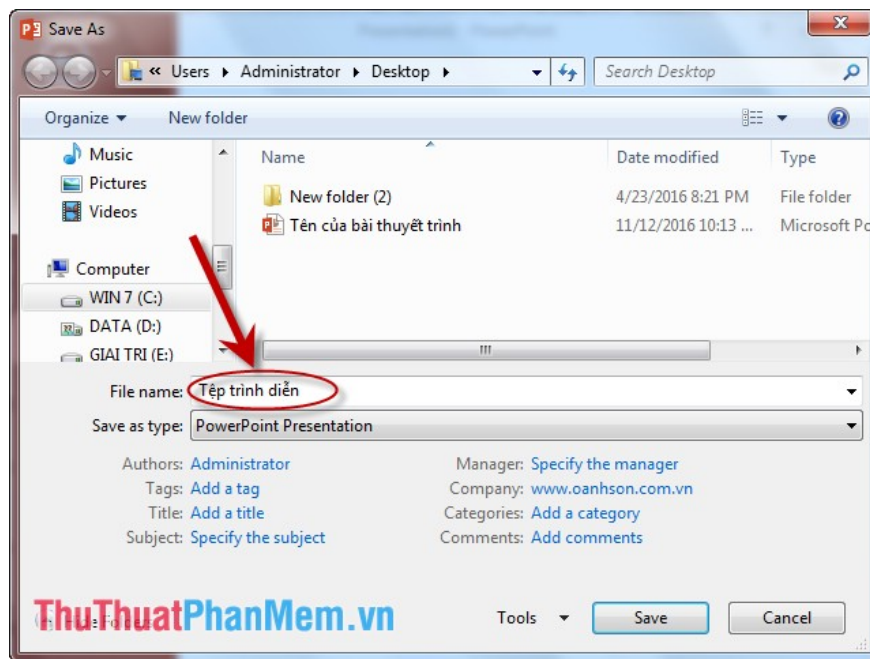
The following article introduces you in detail how to Save a slide presentation file in PowerPoint.

1. Save a new presentation file.

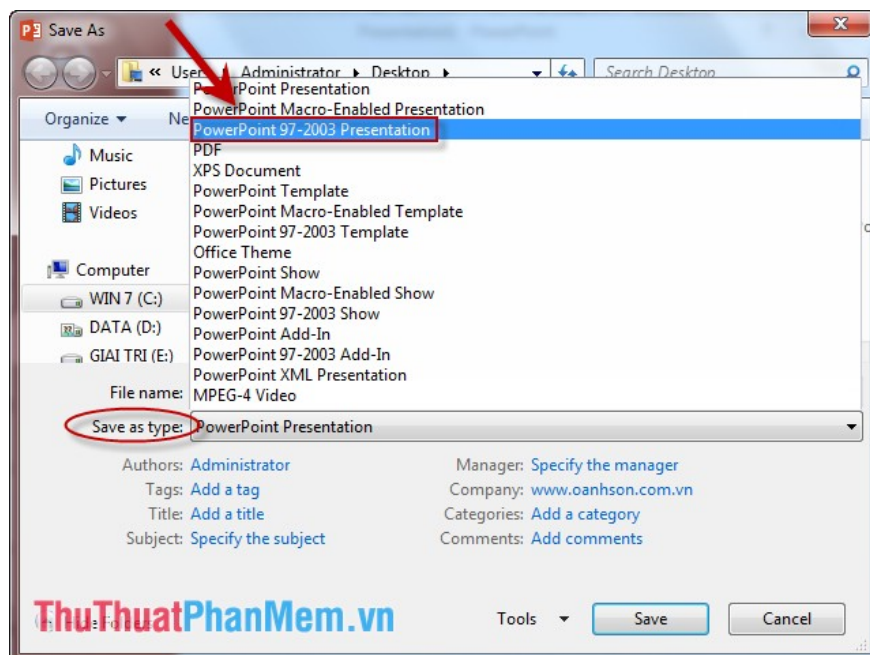
Step 1: Open PowerPoint -> go to File -> Save -> choose a location to save the presentation file:



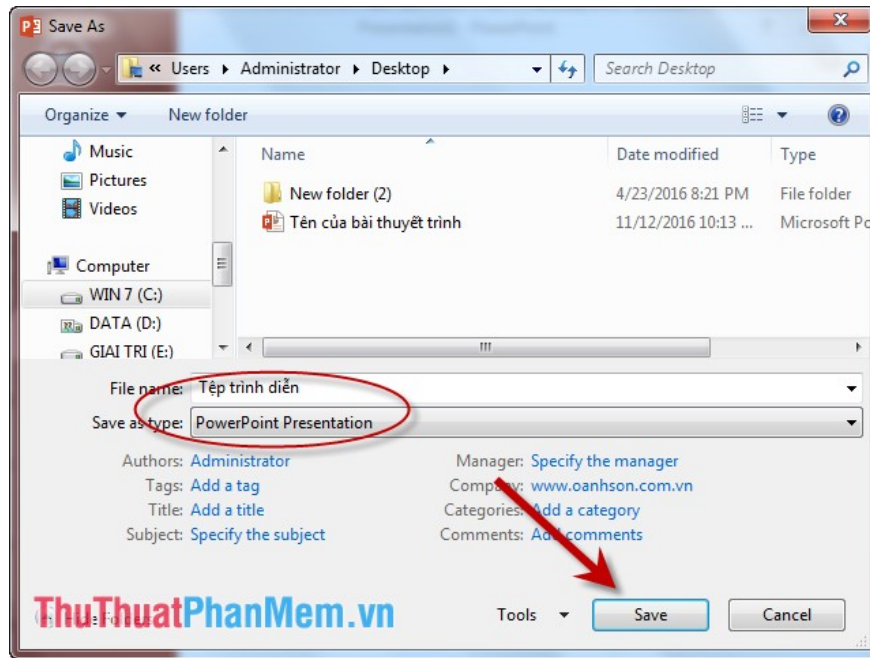
Step 2: The Save As dialog box appears, enter the name of the presentation file in the **File name** section:



Step 3: Create a format for the new file, if you want to save the file in a lower format, such as **PowerPoint 97-2003** -> click **Save as Type** -> select the file format:



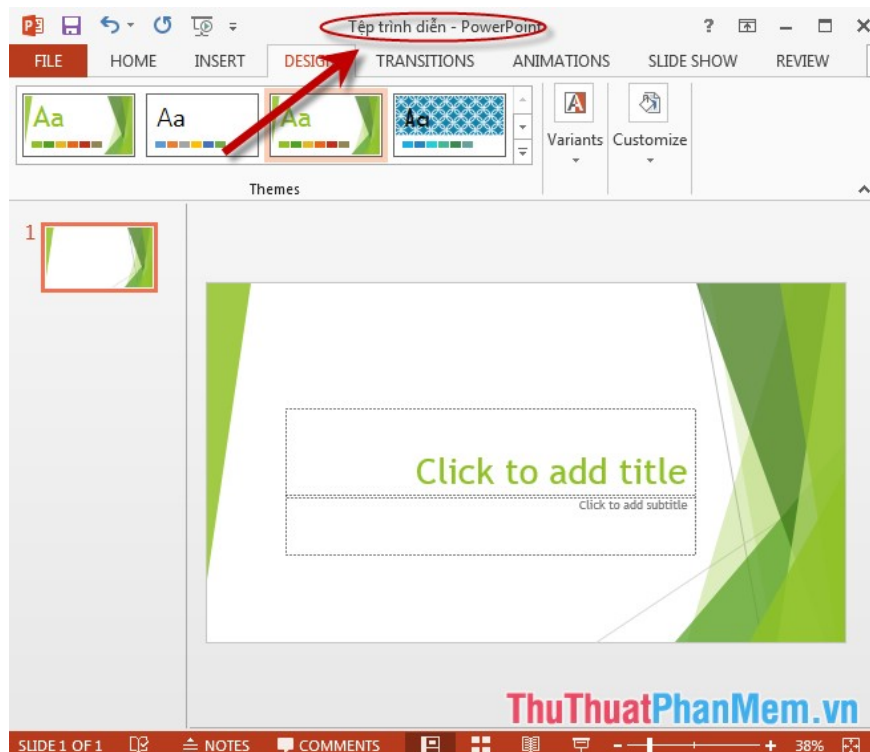
Step 4: If you want to save the file in the current version of **PowerPoint** click **PowerPoint Presentation** -> click **Save**:



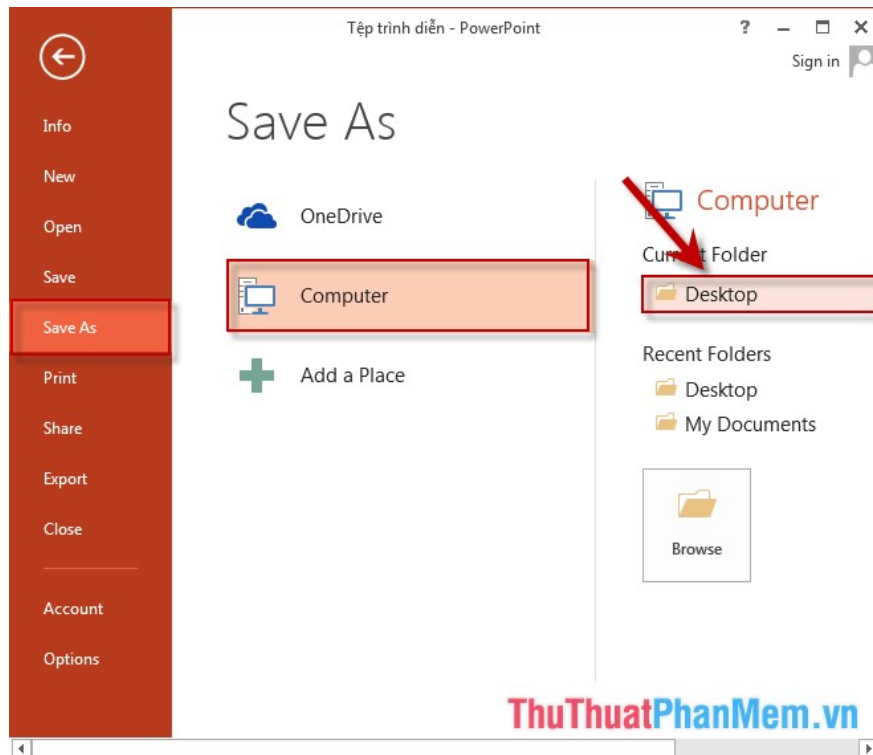
With just a few simple steps, you can save a presentation file.

2. Save an existing file.

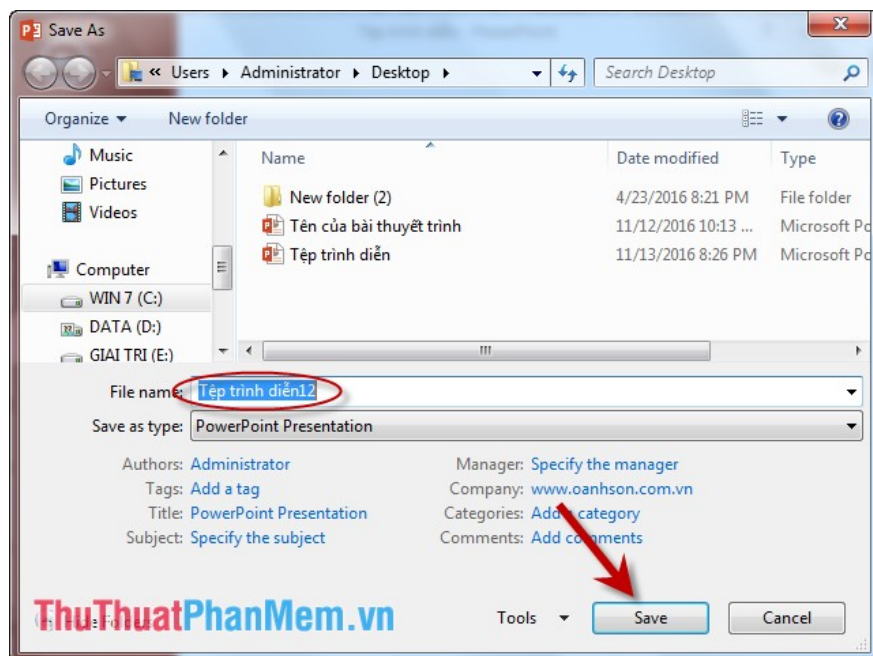
For example, a saved presentation file with the name ' **Demo file**', want to save with another name do the following:



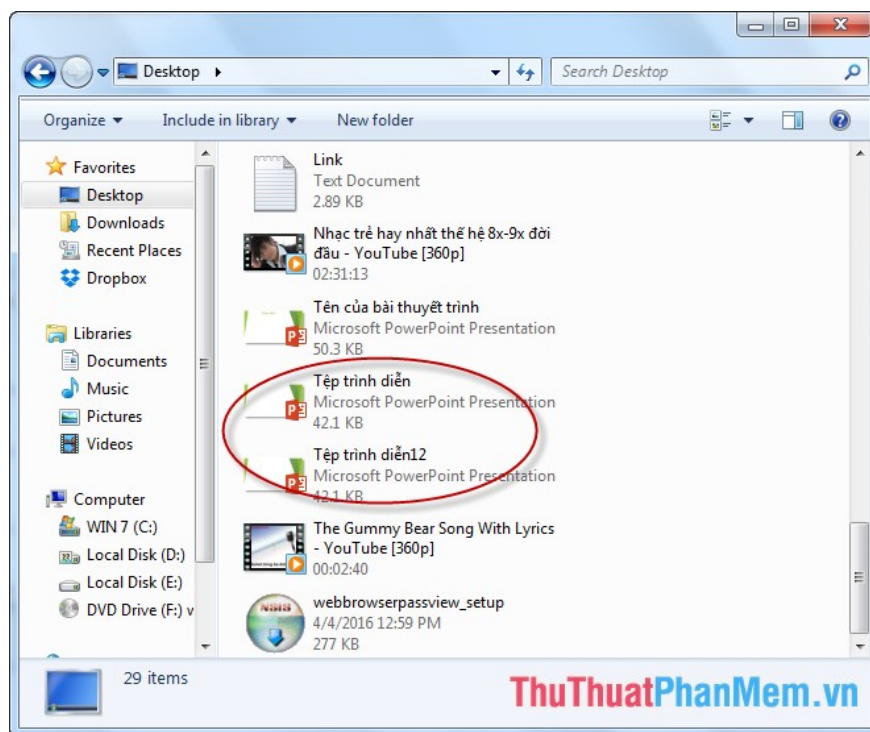
Step 1: Open PowerPoint -> go to **File** -> **Save As** -> choose a location to save the presentation file:



Step 2: A dialog box appears -> enter a new name for the presentation file, you can change the format like saving a new file -> Finally, click **Save** to save the file:



The result saved 2 presentation files with 2 different names:



The above is a detailed guide on how to Save a slide presentation file in PowerPoint .

Good luck!

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