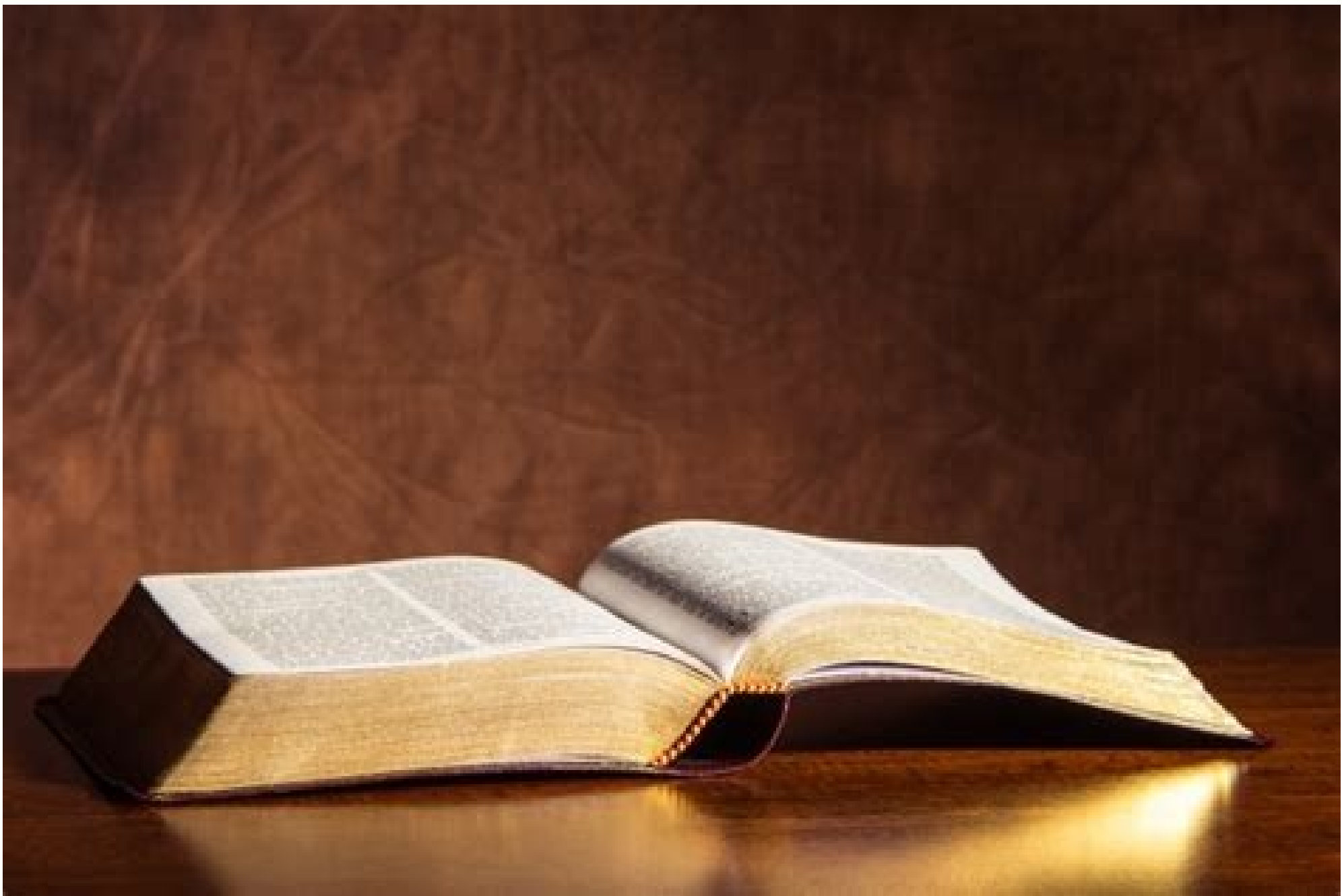
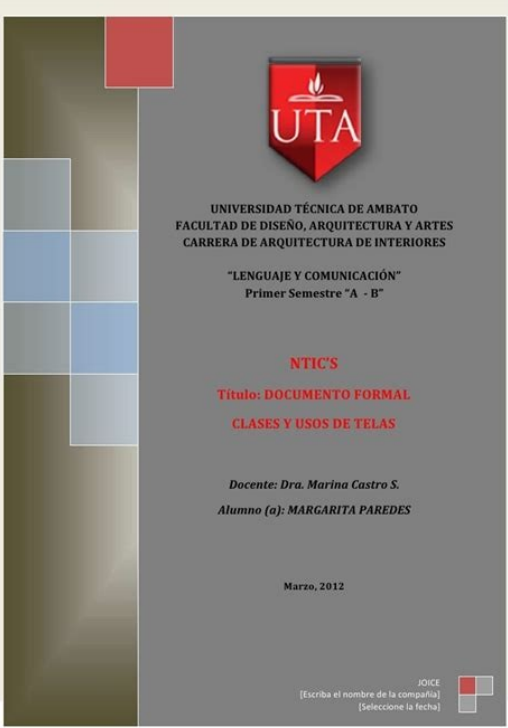


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In some cases, we need to convert PowerPoint presentation to Word document in order to facilitate our printing and reading. Under the condition that we have no more enough time to re-enter the information into Word format, we want to copy the contents of PowerPoint slides into a Word document in the most convenient and efficient way. So How to Convert PowerPoint to Word Document? Here several ways are introduced to you on how to turn a PowerPoint into a Word document. Overview: 1. Export PowerPoint Presentation to Word Document To convert PowerPoint to Word document, you can follow these steps: Step 1. Open the PowerPoint presentation that you want to convert, click File at the left menu. Step 2. Click Save&Send, select Create Handouts under the section of File Types, and then click Create Handouts in Microsoft Word. Step 3. Select a Page layout in Microsoft Word, choose Paste or Paste link, and then click OK. Tips: If you want the Word document to remain unchanged whenever the content of the original PowerPoint presentation is updated, click on Paste. If you want the Word document to update automatically whenever the content of the original PowerPoint presentation is changed, click on Paste link. 2. Copy and Paste the Contents from PowerPoint to Word Document Step 1. Open the PowerPoint presentation and click Outline, select all the texts in the left pane and press Ctrl+C to copy them. Step 2. Press Ctrl + V to paste the copied PowerPoint contents into Word. 3. Save PowerPoint Presentation as .rtf File You can turn PowerPoint into Word document in another way: Step 1. Open the PowerPoint presentation and click File tab, and then click Save as. Step 2. Choose a Location and then choose a Folder, enter a new name for the file in the File name box. Step 3. In the Save as type, select Outline/RTF (*.rtf), and then click Save. After that, you can open and edit it with Word program. However, if you take this option, you need to copy and paste pictures from the PowerPoint presentation into a Word document by yourself (if you need the pictures). Related Articles: Neevia docCreator is a COM object / .NET component that can be used to create PDF, PDF/A, TIFF, JPEG, BMP and PNG files from ASP, Visual Basic, VB.NET, VC#, Delphi or any Windows XP, 2003, 7, 2008, 2012, 10, 2016, 2019 application that supports COM objects or .NET components. Encrypt, decrypt, merge, split PDF files, convert to and from PDF ... Convert any Adobe PDF document into popular image formats, png, jpg, bmp, gif, tiff, tga, xmp. Convert PDF to Image for free pdf to jpg, pdf to png, pdf to bmp Support batch conversion 1 simple API to convert files from your application 100's of formats for you to choose from Documents, Videos, Audio, Images & more ... Explore more → By using the same method of file conversion, you can convert any file from Microsoft Office (PPT, Word, Excel), as well as any image file (JPG, BMP, GIF, TIFF, PNG), to and from other formats. On top of that, there are a few additional tricks up our sleeves, in case you want to edit your PDF files further: Split PDF - extract pages from one file to another Encrypt PDF - secure documents with a password Convert PDF - convert PPT and DOC files while retaining their text format Compress PDF - reduce size of your files without losing quality And many more, via our homepage. We have over 20 nifty tools to help make PDF easy for you. If you're interested in becoming a Smallpdf Pro, you can try our 7-day free trial that will unlock all our tools' full potential and remove all limitations. 1 Separate the Word document into sections with titles. Before you try to convert a Word document to a PowerPoint presentation, you'll need to break the document into separate sections that will become individual slides. Each section needs a title at the top, and the title should be on its own line. The title will then become the title of that section's PowerPoint slide. For example, let's say the first page of your Word document contains sales information that you'd like to appear on a PowerPoint slide called "Sales." At the top of that section, you'd type "Sales" as the title, since you want that to be the name of your slide. Below that would be the content of the slide.[1] Press Enter or Return after each section so there's at least one empty line between the end of a section and the title of the next slide. 2 Navigate to the "Styles" menu. Click the Home tab if you're not already there—you will then see a "Styles" panel in the toolbar at the top of Word. In it are several formatting examples labeled "Normal," "No Spacing," "Heading 1," etc. If you don't see style examples on the toolbar, click the Styles menu to view them. Advertisement 3 Highlight the title of your first slide/section. Just click and drag your mouse across the entire title to select it. 4 Click the Heading 1 style. The text will become large, bolded, and colored blue. PowerPoint will know to use everything with the "Header 1" style as a new slide. Once you change the first title to "Header 1," go through the rest of your document and do the same with other slide titles. You'll want all of the titles to be set to this style so they'll convert properly. 5 Highlight the rest of the content on your first page. Don't include the title in the highlighted area—just the rest of content of the page—you'll be applying another style to this information. Make sure you have at least one blank line between the title and the rest of the page's content. 6 Select Heading 2 on the Styles panel. This changes the rest of the content to the Heading 2 format. All of this content will appear on the same slide as the title. In the content area, press the Enter or Return key to add space between every block of text you want separated on the slide. Every individual line or paragraph will be a different bullet on your final slide. 7 Add sub-bullets using Heading 3 (optional). If you assign something to "Heading 3," it will appear indented to the right and on a separate line. The PowerPoint slide would appear like the following. Text formatted with "Heading 2" Text formatted with "Heading 3" 8 Separate each slide with a blank line. Press Enter or Return before each new title. This creates the outline for PowerPoint. Each large, bolded line indicates a title and the smaller text underneath is the content of that slide. If there is a space, then another title, PowerPoint will separate this into a new slide. 9 Customize your text if you'd like. Once you've set up the outline you can change the size, color, and font of your text, which will convert to PowerPoint. The text no longer needs to be blue or bolded – it has already been coded for conversion to PowerPoint If you delete the spaces between lines or try to add new text, it may not be formatted correctly, so always do this step last. 10 Save the document. Once you're finished formatting your entire document, click the File menu, select Save as, click Browse, and choose a folder to save the file to. Give the file a name like "Outline" or something similar, and then click Save. Close Word when you're finished so there are no conflicts with PowerPoint in the remaining steps. Advertisement You might have converted a PowerPoint presentation to a Word document before so that you could edit it. But did you know that you can do the reverse? Take your Microsoft Word document and turn it into a Microsoft PowerPoint slideshow. Maybe you want a jumpstart on creating your presentation using the text that you've saved in Word. Or maybe you've realized that your document would be better presented as a PowerPoint slideshow. With Word on the web, you can convert your document easily. What You Need to Know Here are a few things to keep in mind in terms of converting Microsoft Word documents to PowerPoint presentations. These points might be updated over time. The feature began rolling out in early 2021: The ability to convert PowerPoint presentations is currently only available in Word for the web. The option is currently only available in English. The feature is not currently available when using Safari or Internet Explorer. At the time of writing, text content is available for export. If you have media content in your Word document, you'll need to add it to the PowerPoint presentation separately. How to Convert Word to PowerPoint on the Web Now, if you're ready to give this feature a try, let's get to it! Head to the Microsoft Office online website, sign in to your account, and open your document in Word. You do not have to open PowerPoint in another tab or window. Click File > Export and choose the "Export to PowerPoint Presentation" option. You'll see a pop-up window with a collection of themes. Select the theme that you want to use and click "Export." You can change the theme in PowerPoint once it's exported if you like. After several moments, you'll receive a notification that your newly converted presentation is ready. Click the "Open Presentation" button. The slideshow will open in Microsoft PowerPoint for the web in a new tab. The presentation will be saved to OneDrive automatically with the same name as your Microsoft Word document. If you haven't named your document, the slideshow will have a default name, such as Document 1. Click the name in the top-left corner and give it a new file name. Styles like headings and bullet points should transfer as such. However, this could change depending on the theme that you select. Keep in mind that you might need to make some adjustments to the slideshow after you export it. Check out some of our tips for making great PowerPoint presentations! RELATED: 8 Tips to Make the Best PowerPoint Presentations File Format PPT is the binary file format for Microsoft Office PowerPoint 97-2007. Presentations using PowerPoint can include images, text, audio, video, charts, graphs, hyperlinks, and animation to provide presentations created for students and businesses. Mos...

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