

Managing PowerPoint Files

When saving documents while using any of the Microsoft Office Programs, it is possible to Delete files and to add folders. To do this:

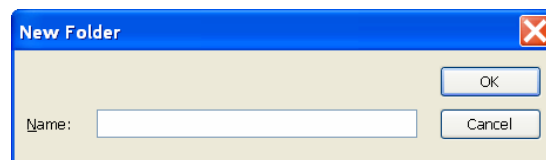
- ❖ Open **Microsoft PowerPoint**.
- ❖ Open a presentation or create a new presentation.
- ❖ Do one of the following:
 - Click the **Save** icon on the **Standard** toolbar.
 - Click **File, Save** on the **Menu Bar**.
 - Click **File, Save As** on the **Menu Bar**.

Saving a Document

- ❖ The **Save As** dialog box will open.
- ❖ To change to a new location where the document is to be stored, click the **Save in** drop-down arrow.
- ❖ Choose a folder from the list of options.
- ❖ In the **File Name** box, input a name for the document. There isn't any need to add the extension for documents; Microsoft Office automatically adds the extension when the document is saved.

Creating a New Folder

- ❖ To create a new folder, click the **New Folder** icon on the toolbar (see illustration).
- ❖ The **New Folder** dialog box will display (see illustration).
- ❖ In the **Name** textbox, input the name for the new folder.
- ❖ Input a name for the new folder such as **Practice**.
- ❖ Click the **OK** button to create the new folder.
- ❖ The New Folder should appear in the **Save As** dialog box.
- ❖ Make sure the **New Folder** name is highlighted.
- ❖ Click **Open**.
- ❖ The **New Folder** name should appear in the **Save in** textbox.
- ❖ In the **Folder Name** box, input a name for the presentation, if necessary.
- ❖ Click the **Save** button.



Changing the Views

- ❖ Click the **Views** drop-down arrow.
- ❖ Choose the desired view. The options are:
 - **List** - This option displays a list of the documents without any detailed information.
 - **Details** - This option displays a detailed list of the documents including the size of the document, type of document, and the date and time that the document was created.
 - **Properties** - This option provides detailed information about the selected document such as the size, number of words, number of paragraphs, and so forth.
 - **Preview** - This option provides a preview of the document, provided that one is available.
 - **Arrange Icons** - This option is used to rearrange the folders in the order specified. The choices are: By Name, By Type, By Size, and By Date.
- ❖ Click the **Save** button after all the changes have been made.

Opening a Document

- ❖ Do one of the following:
 - Click the **Open** icon on the **Standard** toolbar (see illustration).
 - Click **File** on the **Menu Bar** and then select **Open**.
- ❖ To select the location where the file is stored, click the **Look in** drop-down arrow.
- ❖ Choose the folder where the document is stored.
- ❖ Click on the name of the file that is to be opened.
- ❖ Click the **Open** button.



Deleting a Document or Folder

- ❖ Choose one of the options from the previous section to access the **Open** dialog box.
- ❖ Select the file or folder that is to be deleted.
- ❖ Complete one of the following tasks:
 - Click the **Delete** button on the toolbar (see illustration).
 - Right-click the file or folder and then select **Delete** from the list of options.
 - Click the **Tools** drop-down arrow and then click **Delete** from the list of options.



Renaming a File or Folder

- ❖ Select the file or folder that is to be renamed.
- ❖ Complete one of the following tasks:
 - Click twice (not double-click) on the document or folder name.
 - Right-click on the file or folder and then choose **Rename** from the list of options.
 - Click the **Tools** drop-down arrow and then select **Rename**.
- ❖ Input the new name for the file or folder.

Moving Through the Folders

- ❖ To move back to the previous folder, click the **Back** button which is on the right side of the **Look in** box (see illustration top right).
- ❖ To move up one level in the folder hierarchy, click the **Up One Level** button next to the **Back** button (see illustration middle right).
- ❖ Click the **Close** button (the small X in the right upper corner) in this dialog box (see illustration bottom right).
- ❖ Click the **Close** button for the Word program.

