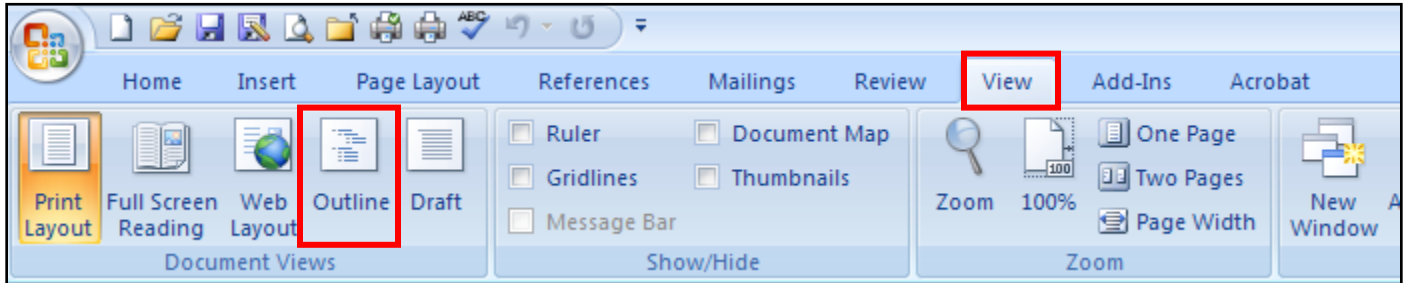


M/S Office Tip #23 – Import Text from Word to PowerPoint

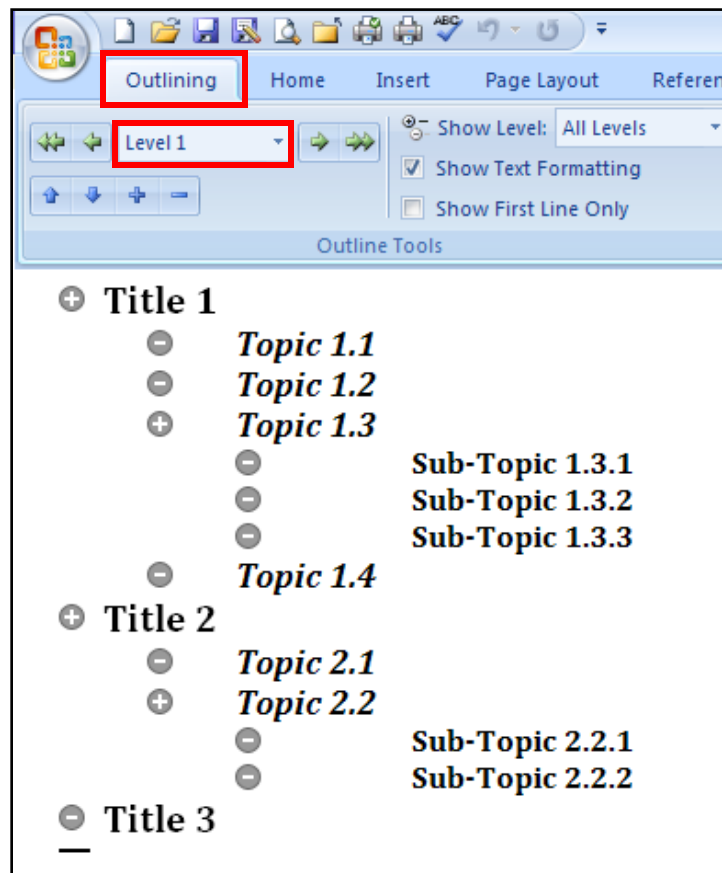
Text created in Word outline mode can be imported into PowerPoint. This can be helpful if you already have an outline in Word you do not wish to re-type or re-format in PowerPoint. Or maybe you prefer to develop your presentation outline in Word. For this to work correctly it is necessary to create the Word document in Outline mode.

To create an outline, open Word:

1. Select: the View tab from the Ribbon
2. Select: the Outline icon from the Document Views grouping



3. Type: outline using the appropriate Levels from the Outline Tools grouping in the Outlining tab



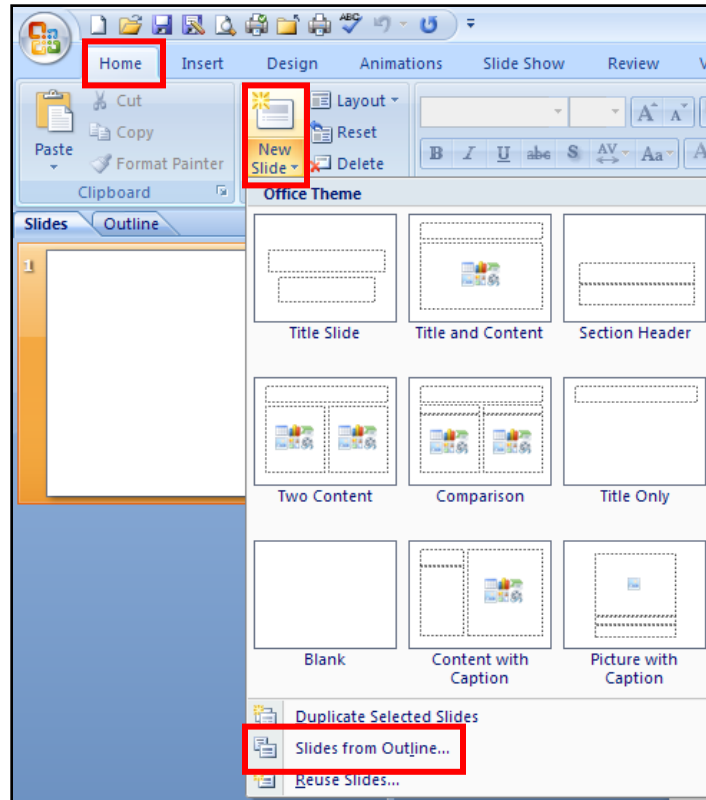
Note: Use the tab key and SHIFT+tab key to promote or demote lines. Or use the arrow keys:



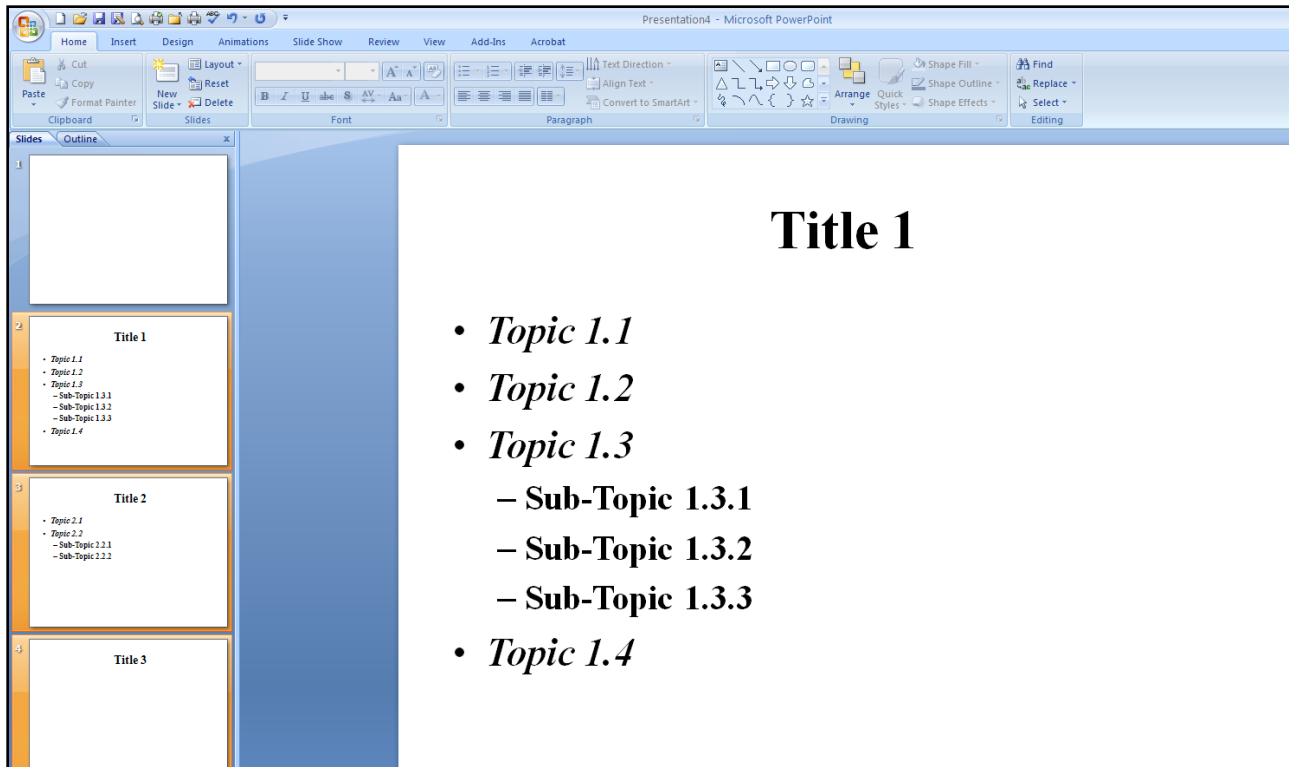
4. Save: document (2003 or 2007 format is acceptable)
5. Close: document

To import the outline to PowerPoint:

1. Open: PowerPoint
2. Create: New, blank presentation, if necessary
3. Select: the New Slide drop-down box from the Slides grouping in the Home tab
4. Select: Slides from Outline... in the lower left corner of the dialog box



5. Select: appropriate file



The first slide in the presentation will be blank allowing you to add a Presentation Title slide. The remaining slides will format using the appropriate levels you created in the Word outline.

Note: This process will NOT format your slides correctly if you use straight text and not outline mode in Word.

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