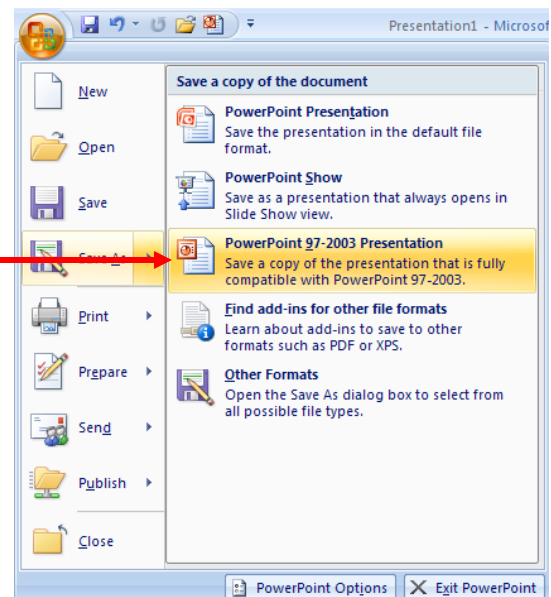


# Saving PowerPoint 2007 as a Previous Version

(Note that this procedure works the same way in Excel and Word 2007)

In PowerPoint 2007, you can save files that may need to be opened in previous versions of PowerPoint.

Click on the “Office” logo and move your mouse over the “Save As” option. Then click on “PowerPoint 97-2003 Presentation”. This will make sure the file saves with the proper extension (.ppt), and will allow it to be opened in previous versions.



You may want to add this feature to your **Quick Access Toolbar**. Just right-click over the feature and select the first option: “Add to Quick Access Toolbar”

You can add any feature within PowerPoint to the **Quick Access Toolbar** in this manner.

