



society for technical communication

Washington, DC – a Capital Chapter

Tips and Tricks

Volume 1: Converting Microsoft® Word files into PowerPoint slides

Question: We have Word 97 documents that include text and .tif files. We sometimes print overhead slides from these files. We were thinking about converting the Word files to PowerPoint so that the trainer can use a laptop for the slides. Do you know a quick/efficient way of importing the Word files into PowerPoint besides copying and pasting each page?

Answer: Yes. From the **File** menu in Word, click **Send To**. You see a new menu open up to the right. From that menu, click **Microsoft PowerPoint**. PowerPoint opens and automatically converts your document into slides.