

SAVE A POWERPOINT 2007 DOCUMENT IN POWERPOINT 2003 FORMAT

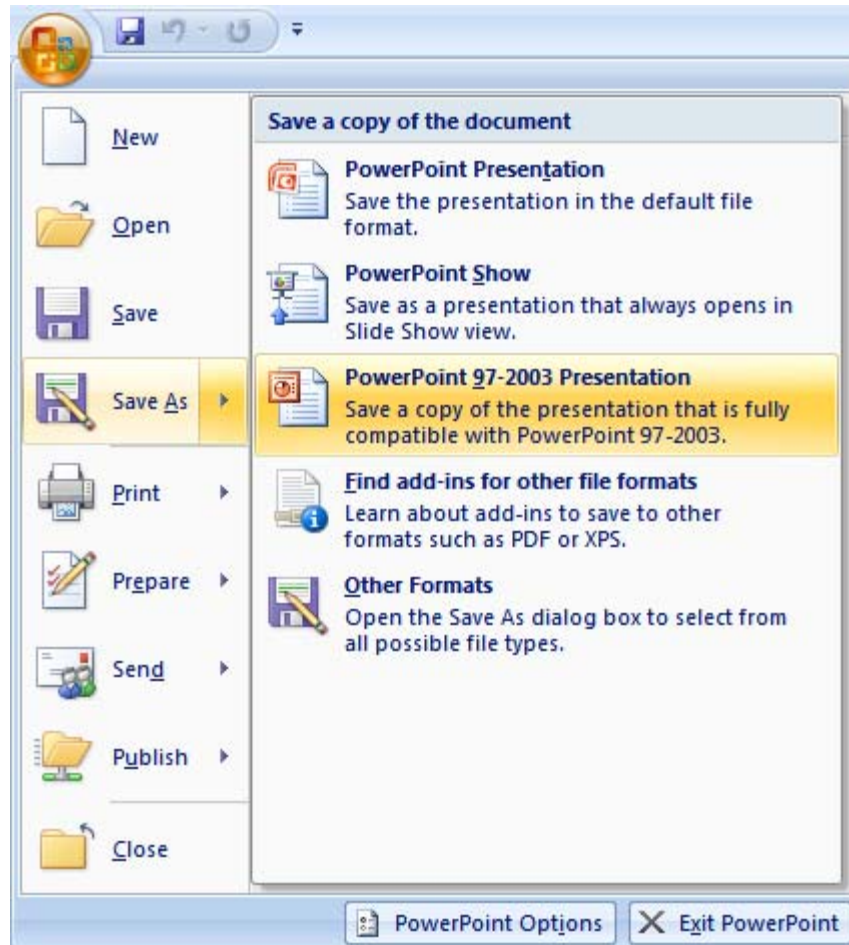
Step 1:

Click the **Office Button** on the top left hand corner of PowerPoint 2007.



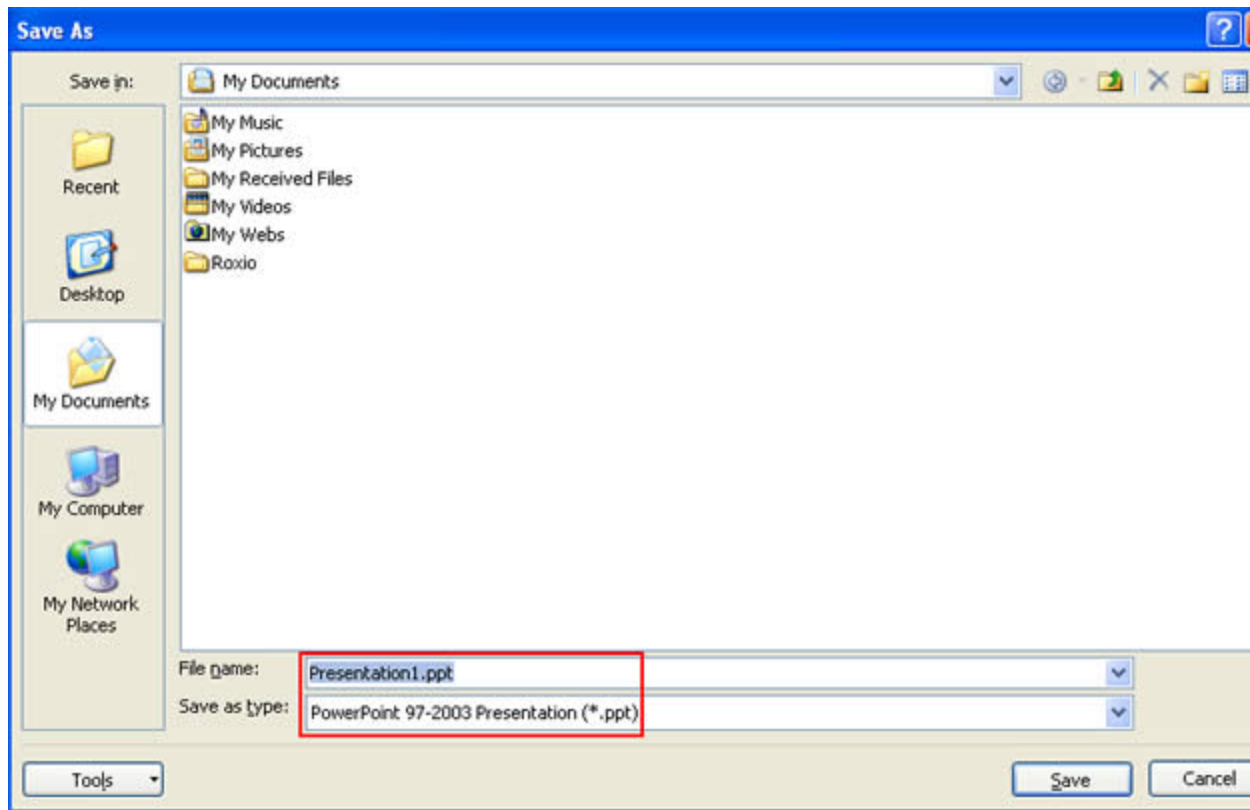
Step 2:

Move your mouse pointer over **Save As**. Then, click on **PowerPoint 97-2003 Document** in the sub-menu that appears.



Step 3:

Ensure that save as type is set to **PowerPoint 97-2003 Document** and the file name ends with **.ppt**.



Congratulations!

You have successfully saved your document in PowerPoint 2003 format.