

Saving a Presentation

To save a presentation, click the **'Save'** icon on the Standard toolbar



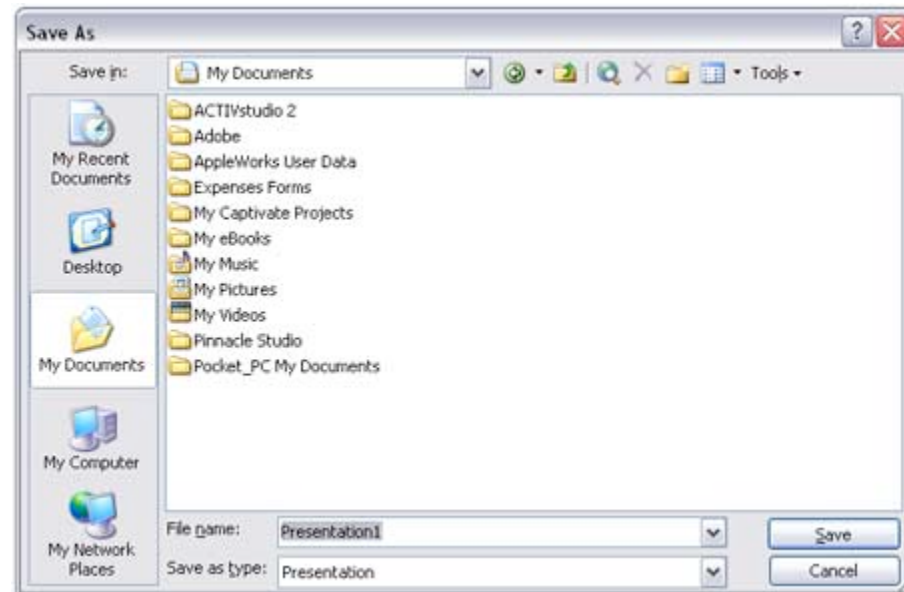
Save

The 'Save As' dialog box open

Here you can give your presentation a name and decide where you wish to store it.

PowerPoint 2003 automatically suggests a name for your presentation, but you may wish to give it a name more related to its content.

Click **'Save'** to save your file.



TIP – You can easily save your presentation at any time by pressing **'Ctrl + S'** on the keyboard.