

2. In the Save As window, in the Save in drop-down list, select the desired drive.
3. In the file list box, double-click the desired folder.
4. In the File name text box, type the desired name for the presentation.
5. Choose Save.

To save an existing presentation:

1. From the File menu, choose Save.
or
1. On the Toolbar, click the Save button.

To save an existing presentation with a different name:

1. From the File menu, choose Save As.
2. In the Save As window, in the Save in drop-down list, select the desired drive.
3. In the file list box, double-click the desired folder.
4. In the File name text box, replace the current name with a new name.
5. Choose Save.

EXERCISE

In the following exercise, you will save the presentation.

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| 1. On the Toolbar, click the Save button | <i>The slide show is saved with its original name.</i> |
| 2. From the File menu, choose Save As | <i>The Save As window appears.</i> |
| 3. If required, from the Save in drop-down list, select the H:\ drive | <i>The file list box displays the contents of the H:\ drive.</i> |
| 4. If required, in the file list box, double-click the Doc folder | <i>The contents of the H:\ Doc folder appear in the file list box.</i> |