Import Existing Word Documents Into PowerPoint

Microsoft Word has an outline feature that is compatible with the outline view in PowerPoint. While transfering a text can appear a little intimadating, it is a fairly straighforward process. To transfer a document from Word into PowerPoint, you will need to modify your Word dociument. Create an outline in Word by doing the following:

1. Open your document in Microsoft Word.

2. From the View menu, choose Outline…

3. Select the first line you want to appear in PowerPoint. On the Outline toolbar, click the Promote button. The paragraph is now set to Heading 1. This will become a slide title inPowerPoint.

4. Continue through your document. Select the text you want to use as a slide title, and use the Promote button to change to Heading 1.

5. Select text to use as slide bullets, and use the Demote or Promote button to change it to Heading 2 or Heading 3.

6. Choose to "Save As" the Word document. Under "Save As Type," change type to "Rich Text Format."

7. Launch PowerPoint, and create a new blank presentation.

8. From the Insert menu, choose Slides from Outline…

9. In the dialog box, locate your Word file, and click Insert.

10. Use Outline View to finish arranging your information on the slides. In PowerPoint, Heading 1 will be formatted as a slide title and text formatted as Heading 2 will appear as Bullets.