Importing data from Word into PowerPoint

Office Integration
Introduction

- Microsoft provides an easy way to create PowerPoint presentations from Word documents.
- The more organized and styled the Word Document the more organized it will look after importing into PowerPoint.
Steps

- Open the PowerPoint Presentation into which you would like to import data from a Word Document
- Click on the Ribbon and select open
- In the open window change Files of type to All Files
- Locate the word document you wish to import
- Each paragraph will appear on a separate slide
- Make adjustments to the slides as necessary