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Course & Test Series

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking & Insurance**

 **Central Govt. Service**

 **State Govt. Services**

 **LAW Entrance**

 **MBA Entrance**

 **Railways & Metro Services**

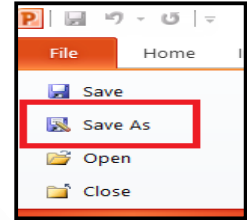
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Module 13 - Save a Presentation as PDF, as Video and Image in Power Point

1. Save as PDF: To save your presentation as a PDF:

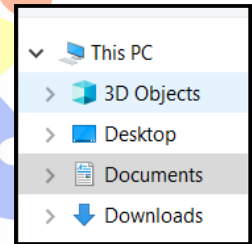
1. Open your PowerPoint presentation.
2. Click on the File tab in the top menu.
3. Select Save As.
4. Choose a location where you want to save the file (e.g., your computer, cloud storage).
5. In the Save as type dropdown, select PDF.
6. Click Save.



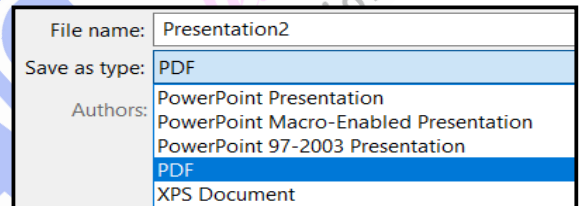
This will save the entire presentation as a PDF.

2. Save as Video: To save your presentation as a video (MP4):

1. Open your PowerPoint presentation.
2. Click on the File tab.
3. Select Export from the menu on the left.
4. Click on Create a Video.
5. Choose the video quality (e.g., Full HD, HD, etc.) and the timing options for slide transitions and animations (you can also use recorded timings and narrations if you have them).
6. Once you're satisfied with the settings, click Create Video.
7. Choose the location to save the video file, give it a name, and select MP4 as the format.
8. Click Save.



Your PowerPoint will be exported as a video.



3. Save as Image:- To save your slides as individual images:

1. Open your PowerPoint presentation.
2. Click on the File tab.
3. Select Save As.
4. Choose the location where you want to save the images.
5. In the Save as type dropdown, select either JPEG File Interchange Format (*.jpg) or PNG.
6. Click Save.
7. PowerPoint will ask if you want to save All Slides or just the Current Slide:
 - If you select All Slides, each slide will be saved as an individual image in a folder.
 - If you select Current Slide, only the slide you are currently on will be saved as an image.

This will save each slide in your presentation as an image.

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Assignment

Make the following Presentation and save it as PDF file with the name - "Learning.PDF"

PowerPoint Title: The Importance of Learning Technology

Slide 1: Title Slide

Title: The Importance of Learning Technology

Subtitle: Embracing Digital Skills for a Better Future

Include:

Your Name

Course/Department

College Name

Date

Slide 2: Introduction

Title: Why Learn Technology?

Bullet Points:

- Technology is integrated into every field—education, business, healthcare, and more.
- Digital skills are essential for academic and professional success.
- Learning technology enhances problem-solving, communication, and creativity.
- It prepares individuals for a competitive job market.

Slide 3: Role in Education

Title: Technology in Modern Education

Bullet Points:

- E-learning platforms make education accessible anytime, anywhere.
- Tools like MS Word, PowerPoint, and Excel help in assignments and presentations.
- Online resources support independent learning and research.
- Interactive apps and simulations improve understanding of complex topics.

Slide 4: Skills Gained Through Technology

Title: Key Digital Skills

Bullet Points:

- Typing, formatting, and using office applications
- Data management and analysis
- Online collaboration (Google Docs, Zoom, Teams)
- Basic coding and digital literacy

Slide 5: Real-World Benefits

Title: How It Helps in Real Life



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Bullet Points:

- Boosts productivity and efficiency in daily tasks
- Opens doors to remote learning and working opportunities
- Helps in adapting to new software and tools easily
- Improves confidence in using digital devices and platforms

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Slide 6: Conclusion

Title: Preparing for the Future

Bullet Points:

- Learning technology is no longer optional—it's essential.
- It empowers students to succeed in a digital world.
- Stay updated and practice regularly to build strong digital skills.
- Invest time today to be ready for tomorrow's challenges.

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