



PowerPoint: Access to inaccessible slides

We've all received them...slide shows (extension .ppsx) that arrive by email of gorgeous European castles or breathtaking scenery. If you double-click them the slide show runs automatically (so that you don't have to know how to go into PowerPoint and start the slideshow) – but it also means that you can't get your hands on the individual pictures...some of which you'd love to add to your desktop wallpaper collection.

Well...you can easily convert it to a regular PowerPoint Presentation...where you have access to all individual slides and all pictures on them!

1. Save the file/attachment on your computer. Start up the Windows Explorer (remember the **E** shortcut to start it up).
2. Locate the file.
3. Right-click the file – and choose **RENAME**.
4. Change the .ppsx extension to .ppt (this older PowerPoint extension is necessary for this trick) – and press **[ENTER]**
5. Now, start PowerPoint – open the file – and voilà!
6. You now have access to the individual slides and pictures.
7. To save a picture as an individual picture file – right-click the image and choose **SAVE AS PICTURE**. Give the picture a decent name – it's now **YOURS!**

CAN'T SEE THE FILE EXTENSION?

When Windows 10 is installed on your computer, it is set to **HIDE** the file extensions (fine, if you're a Kindergarten baby!). But you cannot change the file extension if you can't see it! To make your file extensions visible:

1. In Windows Explorer (which, of course, you started up with **E**):
2. Click the **FILE** tab at the top of the screen.
3. When the **FOLDER OPTIONS** window appears – click the **VIEW** tab.
4. Remove the from the **HIDE EXTENSIONS FROM KNOWN FILE TYPES** box.
5. Click **OK**.