

## Convert a presentation from a previous PowerPoint version to PowerPoint 2013

While you can view and work with presentations created in previous versions of PowerPoint, you might get improved performance and additional functionality if you convert those presentations to the PowerPoint 2013 (.pptx) file format.

1. Click the **File** tab.
2. On the **Info** tab, click **Convert**.



### What if the Convert command doesn't appear?

If the **Convert** command does not appear, the presentation content is up to date in PowerPoint 2013 and converting is not required. The **Convert** command appears only if at least one of the following is true:

- The presentation was created or saved in the file format (.ppt) from PowerPoint 2003 or earlier.
- The presentation contains one or more diagrams or charts created in PowerPoint 2007 or earlier. This does not include SmartArt.
- The presentation contains media objects, such as audio or video clips, created or inserted using PowerPoint 2007.

**NOTE** After conversion, you are prompted to save the converted presentation. The original presentation is not deleted if it is a PowerPoint 97-2003 (.ppt) presentation. If the original is a PowerPoint 2007 or PowerPoint 2010 presentation (.pptx), the file is overwritten if you give the converted presentation the same file name and extension.