PowerPoint Preferences / Options

Microsoft PowerPoint sets a large amount of default preferences which may not be in the best long term interest of user.

To access these settings, open PowerPoint and go to “Tools” > “Options…”. Mac Office users can go to “PowerPoint” > “Preferences”.

“Allow Fast Saves” – Turn off, per Microsoft. Future versions of MS Office do not have the Fast Save option.

“Save Auto-Recover Info Every” – 3 to 5 minutes is recommended.

“Save PowerPoint Files as” – ‘PowerPoint 97-2003 & 95 Presentation’ is recommended to best facilitate file transfer between users and collaborators.

Similar settings are advised in other Microsoft Office products.

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