Presentation Objects

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Presentations are **.ppt** files.
The **Presentations** collection contains all open **.ppt** files.

Declare a presentation object

```
Dim prst1 as Presentation
```

We declare the variable **prst1** to be assigned to a specific presentation (PowerPoint file)

Set the presentation object to a NEW presentation

```
Set prst1 = Presentations.Add
```

This will open a **new**, blank .ppt file.
The variable **prst1** will be assigned to this new PowerPoint file.
The new file will not have a name until it is saved.

Set the presentation object to an EXISTING presentation

```
Set prst1 = Presentations.Open("c:\Sales2003.ppt")
```

This will open an **existing** .ppt file and assign the presentation variable to the file.

Set the presentation object to the Active Presentation

```
Set prst1 = ActivePresentation
```

If a PowerPoint file is already open, this will set the presentation variable to the currently selected PowerPoint file.

Set the presentation object to an already open presentation

```
Set prst1 = Presentations.Index(1)
OR
Set prst1 = Presentations(1)
```

(These two statements are identical)

This will set the presentation variable to the PowerPoint file with an **index** of **1**.
All open PowerPoint files (.ppt) are assigned an **index** when they are opened.
The **index** will be a number from **1** to the **total number** of open PowerPoint files.

You cannot rely on knowing the index number of an open PowerPoint file.
Index numbers are assigned automatically as PowerPoint files are opened and closed.
*It is best to reference a Presentation by its **name.***

Set the presentation object by its file name

```
Set prst1 = Presentations("Presentations.ppt")
OR
Set prst1 = Presentations("Presentations")
```

(These two statements are identical)

The file extension is **optional**, since it will be .ppt.
Do not include the path.

You **do not** have to assign the presentation to variable.
However you will then have to use the full presentation string in your code.

By using a variable for each open presentation, you only have to use
the variable name to refer to a specific presentation.

As we add Slides and Shapes the references can get very long.
Using a variable name will greatly simplify your code.

Saving a presentation

```
prst1.Save
prst1.SaveAs "c:\NewPresentation.ppt"
```

If you use the **"Save"** option, the presentation will be saved under its existing name.
If the presentation was opened as a new presentation, a **"SaveAs"** dialog box will be
displayed to ask for a file name.