Organize Slides into Sections

Slides can be organized into sections to make the presentation more manageable and easier to navigate. This makes it easier to collaborate with others when creating a presentation. Each colleague can be assigned the responsibility for preparing one section of the presentation. Each section is given a name, effects can be applied to each section, and each section can be printed.

Add a Section
- Display the presentation in Slide Sorter view.
- Right-click between the two slides where the section is to be added.
- Click Add Section from the shortcut menu (see illustration below left).

or
- Click the Home Tab.
- In the Slides Group, click the Section button (see illustration below middle).
- Click Add Section.
- An Untitled Section Marker will appear (see illustration below right).

Rename a Section
- Right-click on the Untitled Section Header.
- Click Rename Section (see illustration below left).

or
- Click the Home Tab.
- In the Slides Group, click the Section button.
- Click Rename Section.
- The Rename Section dialog box will appear (see illustration above).
Input a **Name** for the section.
- Click **Rename**.

**Move a Section**
- Right-click the section that is to be moved.
- Click **Move Section Up** or **Move Section Down**.

**Remove a Section**
- Right-click the section that is to be removed.
- Click **Remove Section**.
  or
- Click the **Home Tab**.
  - In the **Slides Group**, click the **Section** button.
  - Click **Remove Section**.

**Collapse/Expand All Sections**
- Click the **Triangle Shape** to the right of the **Untitled Section** link (see illustration below left).
- Right-click the section that is to be expanded or collapsed.
- Click **Collapse All** or **Expand All**.
  or
- Click the **Home Tab**.
  - In the **Slides Group**, click the **Section** button.
  - Click **Collapse All** or **Expand All**.